

MOA190 : Fundamentals of Healthcare Administration

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA190
Course Title (CB02) :	Fundamentals of Healthcare Administration
Department:	MOA
Proposal Start:	Fall 2024
TOP Code (CB03) :	(1202.00) Hospital and Health Care Administration *
CIP Code:	(51.0702) Hospital and Health Care Facilities Administration/Management.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000626195
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	MOA 190 provides an overview of health care institutions, how they are organized and governed, essential roles and responsibilities of various healthcare administrators, physicians, nurses and clinical support staff as well as other common management functions. The relationship between external and internal forces that impact healthcare environments are inspected to help students understand the foundational framework for addressing healthcare administration problems and challenges along with solutions within the health care organization.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• Sonali Perera

Academic Senate Discipline

Primary Discipline:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	• Grade with Pass / No-Pass Option
	Pre-Collegiate Level (CB21)	Course Support Course Status (CB26)

Allow Students to Gain Credit by Exam/Challenge

Not applicable.

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07) 3

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact) Hours 54

Total Course Out-of-Class Hours 108

Total Student Learning Hours 162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108
Laboratory	0

Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ENGL101 - Introduction to College Reading and Composition

Objectives

- Read, analyze, and evaluate a variety of primarily non-fiction readings for content, context, and rhetorical merit with consideration of tone, audience, and purpose.
- Apply a variety of rhetorical strategies in writing unified, well-organized essays directed by a well-reasoned thesis statement with persuasive support.
- Find, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation format.

OR

Advisory

ESL151 - Reading And Composition V

Objectives

- Compose one research paper (1,000 words) or two short research papers (500-700 words each) with citations.

AND

Advisory

MOA180 - Health Information Management & HIPAA Standards (in-development)

Objectives

- Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Discussion

Methods of Instruction Multimedia

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Methods of Instruction Guest Speakers

Methods of Instruction Presentations

Out of Class Assignments

- Reflection Paper; visit a local, clinic, hospital or public health facility to formulate a response based on the delivery of healthcare to the public
- Investigate, and write a report and present an effective oral presentation (e.g. Healthcare Administration, management, compliance, licensing and regulation)

Methods of Evaluation**Rationale**

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Exams

Writing Assignment

In class essays

Textbook Rationale

Sonali Perera, course author "I have been using Fundamentals of Healthcare. I like to continue using it. I prefer it over the Management text by Buchbinder."

Textbooks**Author****Title****Publisher****Date****ISBN**

Shelley C. Safian

Fundamentals of Health Care
Administration

Pearson

2013

133065634

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives**Course Objectives**

Describe various concepts of healthcare leadership within the context of Healthcare Administration.

Describe the fundamentals of healthcare administration.

Examine healthcare compliance and regulatory issues that govern healthcare administration.

Recognize the barriers and challenges in recruiting healthcare administrators and staff.

SLOs

Prepare a healthcare funding proposal.

Expected Outcome Performance: 70.0

Identify laws and regulations that govern common types of healthcare administration facilities and operations.

Expected Outcome Performance: 70.0

Examine various concepts of healthcare administration.

Expected Outcome Performance: 70.0

Course Content

Lecture Content

Healthcare Administration (9 hours)

- Administrative vs management of Healthcare
- Role of organization in healthcare community
- Healthcare delivery services and utilization
- Staff, clinical and non clinical management

Healthcare Facilities and Services (9 hours)

- Types of facilities Types of services
- Specializations and skills
- Training and education

Financing Healthcare Services (9 hours)

- Grants and funds
- Government programs
- Private investments
- Public endowments

Healthcare compliance and regulation (9 hours)

- Compliance plan
- Understanding crisis
- regulatory assessment
- Risk management

Performance, Audits, and Inspection (9 hours)

- Performance standards
- Inspection
- Audits
- Performance Plan

Healthcare Laws and Ethics (9 hours)

- Patient care laws and regulations
- Employment laws and regulations
- Occupational safety and Health Act
- Workers compensation

Total Hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value