



# VISTA COLLEGE ONLINE CAMPUS

YOUR PATH TO A BETTER LIFE STARTS WITH ONLINE CAREER TRAINING AT HOME

## BACHELOR OF SCIENCE DEGREE IN HEALTHCARE ADMINISTRATION ONLINE

The online Bachelor of Science Degree in Healthcare Administration is designed to prepare graduates to develop skills in health management including health policy, finance, ethics and human resources. Emphasis is placed on improving the quality of care through advanced management practices. This program provides a combination of academic theory through general education courses, which prepare graduates for productive lives, community engagement, a diverse and rapidly changing world, and a lifetime of learning while the technical skills prepare students for employment in today's healthcare environment. Program objectives include: (1) developing human-relations skills that enable graduates to work effectively as group members and to organize and delegate tasks, (2) utilizing practices that ensure health information is accurate and safeguarded, (3) developing practices and policies required to meet short- and long-range needs and opportunities, (4) developing leadership strategies and skills, and (5) recognizing the importance of medical and business ethics and social responsibility in healthcare operations. Graduates of this program may find entry-level employment in: hospitals, urgent-care facilities, clinics, insurance companies, home healthcare agencies, and other health-based companies. Upon completion of the program, a Bachelor of Science degree is awarded.

## COURSE DETAILS

COURSE NO.	COURSE TITLE	THEORY HRS.	LAB HRS.	QUARTER CREDIT
				HRS.
HITT 1450-O	Medical Terminology	45	0	4.5
HITT 1451-O	Medical Billing and Insurance	40	15	4.5
HITT 3451-O	Health Information Systems	45	0	4.5
HPRS 2450-O	Electronic Health Records	45	0	4.5
HPRS 3452-O	Health Policy	45	0	4.5
HPRS 3453-O	Fundamentals of Healthcare Finance	45	0	4.5
HPRS 3454-O	Careers in Healthcare	45	0	4.5
HPRS 3455-O	Public and Community Health Services	45	0	4.5
HPRS 3456-O	Delivery of Healthcare in the U.S.	45	0	4.5
HPRS 3457-O	Health and Wellness	45	0	4.5
HPRS 4450-O	Healthcare Management	45	0	4.5
HPRS 4451-O	Quality Management in Healthcare	45	0	4.5
HPRS 4452-O	Healthcare Human Resource Management*	45	0	4.5
HPRS 4453-O	Healthcare Marketing	45	0	4.5
HRPO 4450-O	Law and Ethics in Healthcare	45	0	4.5
HRPO 4452-O	Organizational Behavior for Healthcare Professionals	45	0	4.5
MDCA 1450-O	Anatomy and Physiology - Structural	45	0	4.5
MDCA 1451-O	Anatomy and Physiology - Internal	45	0	4.5
MDCA 4450-O	Psychology of Illness and Disability	45	0	4.5
MDCA 4451-O	Cultural Diversity in Healthcare Settings	45	0	4.5

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>THEORY HRS.</b>	<b>LAB HRS.</b>	<b>QUARTER CREDIT HRS.</b>
POFM 1450-O	ICD Guidelines and Applications*	45	0	4.5
POFM 1451-O	ICD Coding*	45	0	4.5
POFM 2452-O	ICD Coding Applications*	35	25	4.5
POFM 1453-O	CPT Coding*	45	0	4.5
POFM 2454-O	CPT Coding Applications*	35	25	4.5
POFM 1455-O	CPT Surgical Coding*	35	20	4.5
POFM 2458-O	Comprehensive Coding*	25	40	4.5
POFM 2459-O	Capstone Review*	25	40	4.5
POFT 1450-O	Professional Strategies	45	0	4.5
POFT 4451-O	Career Strategies	45	0	4.5
<b>GENERAL EDUCATION COURSES</b>				
COMM 3451-O	Communications	45	0	4.5
COSC 1451-O	Computer Science	45	0	4.5
ENGL 1451-O	English Composition I	45	0	4.5
ENGL 3451-O	English Composition II*	45	0	4.5
GOVT 3451-O	Political Science	45	0	4.5
HIST 4452-O	U.S. History	45	0	4.5
MATH 2451-O	Contemporary Mathematics	45	0	4.5
PSYC 2451-O	General Psychology	45	0	4.5
SOCI 4451-O	Sociology	45	0	4.5
SPCH 2451-O	Speech Communication	45	0	4.5
<b>Total</b>		<b>1725</b>	<b>165</b>	<b>180.0</b>

**TOTAL CLOCK HOURS: 1890**

**ESTIMATED COMPLETION TIME: 200 WEEKS**

\* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.



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## **COURSE DESCRIPTIONS**

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### **HITT 1450-O MEDICAL TERMINOLOGY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on learning basic medical terminology through the study of root words, prefixes, and suffixes. Emphasis is placed on correct pronunciation, correct spelling, and the correct use of medical terms.

### **HITT 1451-O MEDICAL BILLING AND INSURANCE**

**CONTACT HOURS: THEORY - 40 LAB - 15 (55 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the tasks and the responsibilities of the medical biller and includes types of insurance, Medicare, Medicaid, worker's compensation, and private insurance. Emphasis is placed on HIPAA, coding ethics, abuse, and fraud as they relate to medical billers.

### **HITT 3451-O HEALTH INFORMATION SYSTEMS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on various health information systems, health-related data structures, software applications, and enterprise architecture in healthcare and public health.

### **HPRS 2450-O ELECTRONIC HEALTH RECORDS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the systems and processes for collecting, maintaining, and disseminating health-related information. Emphasis is on accurate maintaining of health records, documentation requirements, registries, indices, licensing, and regulatory agencies.

### **HPRS 3452-O HEALTH POLICY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the medical model of healthcare in the U.S.; the role of various healthcare

professionals, their education, and certification/licensure requirements; Medicare and Medicaid; HMOs, PPOs, and IPAs; medical malpractice and tort reform; and the role of the federal, state, and local governments.

**HPRS 3453-O FUNDAMENTALS OF HEALTHCARE FINANCE**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the fundamentals of healthcare finance. Emphasis is placed on the characteristics of financial intermediaries in the health field and related markets.

**HPRS 3454-O CAREERS IN HEALTHCARE MANAGEMENT**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the career opportunities within the healthcare management field. Emphasis is on the traditional and non-traditional steps available for a healthcare professional to move into management.

**HPRS 3455-O PUBLIC AND COMMUNITY HEALTH SERVICES**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the role healthcare professionals play in the public and community health services delivery system. Emphasis is placed on the role of healthcare professionals, their education, certification/licensure requirements, insurance plans, the organizations, and the key issues driving healthcare reform in the U.S.

**HPRS 3456-O DELIVERY OF HEALTHCARE IN THE U.S.**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the development of delivery systems in the healthcare field in the U.S. Emphasis is on the organization, financing, accreditation, licensure, and regulatory agencies.

**HPRS 3457-O HEALTH AND WELLNESS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on an overview of wellness theory and its application throughout the life span. Emphasis is placed on attitude development, impact of cultural beliefs, and communication of wellness.

**HPRS 4450-O HEALTHCARE MANAGEMENT****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on the concepts, terminology, principles, theories, and issues relevant to the field of healthcare management. Emphasis is placed on various theories, processes, and functions of management as well as on the integration of behavioral and system approaches into the traditional analysis of healthcare. Additional topics include decision making, planning strategies, and leadership skills.

**HPRS 4451-O QUALITY MANAGEMENT IN HEALTHCARE****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on quality standards and methodologies in healthcare management. Emphasis is placed on various approaches to assessing patient safety issues and reporting through electronic systems are included.

**HPRS 4452-O HEALTHCARE HUMAN RESOURCES MANAGEMENT****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: HITT 3451-O**

This course focuses on the basic principles of human resources in a healthcare facility. Emphasis is placed on work analysis, workforce planning, recruiting, staffing, training, and performance of employees. This foundation is used to examine how the human resources professionals manage compensation, labor relations, safety issues and health issues of employees, and discipline and procedural justice in a healthcare environment.

**HPRS 4453-O HEALTHCARE MARKETING****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on introduction to the marketing mix of functions and process in the healthcare field. Emphasis is placed on identifying the marketing mix components in relation to market segmentation, explaining the environmental factors which influence the healthcare consumer, and outlining a marketing plan.

**HRPO 4450-O LAW AND ETHICS IN HEALTHCARE****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on the regulations governing the legal relationships among physicians, patients, and healthcare professionals and the ethics that apply. Emphasis is on the Patient's Bill of Rights and identifying local, state, and federal standards and regulations for the control and use of health

information in a legal and ethical manner.

**HRPO 4452-O ORGANIZATIONAL BEHAVIOR FOR HEALTHCARE PROFESSIONALS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today's healthcare environment. Specific topics include the determinants of individual behavior and task performance, motivation theories, and performance management. Aspects of working with teams are covered, including conflict negotiation and organizational politics, culture, structure, and design. Additional topics include changing management and leadership.

**MDCA 1450-O ANATOMY AND PHYSIOLOGY - STRUCTURAL**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the study of anatomy and the function of systems that support the structure of the human body. Emphasis is on the skeletal and integumentary systems.

**MDCA 1451-O ANATOMY AND PHYSIOLOGY - INTERNAL**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the internal anatomy and the functions of the human body. Emphasis is placed on the cardiovascular and respiratory systems.

**MDCA 4450-O PSYCHOLOGY OF ILLNESS AND DISABILITY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course is designed to explore behavioral medicine and the interdependence of mind and body. Emphasis is on the basic functions of human body systems and the correlation with corresponding diseases and disability, and the psycho-social aspects of health-related impairments.

**MDCA 4451-O CULTURAL DIVERSITY IN HEALTHCARE SETTINGS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course is designed to help students examine their own attitudes, behaviors, perceptions, and biases in order to develop culturally aware approaches to administration in healthcare settings. Emphasis is placed on the role culture plays in healthcare perceptions.

**POFM 1450-O ICD GUIDELINES AND APPLICATIONS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O**

This course focuses on the current ICD coding system with emphasis on the use of the ICD Coding Manual, coding conventions, and guidelines. Emphasis is placed on abbreviations, symbols, and the various types of instructional notes used in coding.

**POFM 1451-O ICD CODING**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1450-O**

This course focuses on expanded coding guidelines and the practice and application of coding protocols. Emphasis is placed on the demonstration of diagnosis coding.

**POFM 2452-O ICD CODING APPLICATIONS**

**CONTACT HOURS: THEORY - 35 LAB - 25 (60 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1451-O**

This course focuses on completing applications that provide coding practice. Emphasis is placed on applying coding rules accurately.

**POFM 1453-O CPT CODING**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O**

This course focuses on using the CPT and the HCPCS manuals for billing outpatient services. Emphasis is placed on procedural coding.

**POFM 2454-O CPT CODING APPLICATIONS**

**CONTACT HOURS: THEORY - 35 LAB - 25 (60 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1453-O**

This course focuses on the application of procedural coding for outpatient billing services. Emphasis is placed on accuracy and ethical coding.

**POFM 1455-O CPT SURGICAL CODING**

**CONTACT HOURS: THEORY - 35 LAB - 20 (55 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 2454-O**

This course focuses on outpatient coding for surgical procedures specific to each body system. Emphasis is placed on coding guidelines and extensive coding practice.

**POFM 2458-O COMPREHENSIVE CODING**

**CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1455-O, POFM 2452-O**

This course focuses on utilizing all coding manuals. Emphasis is placed on coding practice and a review of coding ethics, fraud and abuse, and HIPAA regulations.

**POFM 2459-O CAPSTONE REVIEW**

**CONTACT HOURS: THEORY – 25 LAB – 40 (65 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 2458-O**

This course contains a comprehensive review of the roles and the responsibilities of a medical insurance billing and coding professional in order to prepare students for their certification exam. Emphasis is placed on demonstrating competency related to ICD, CPT/HCPCS, and surgical coding.

**POFT 1450-O PROFESSIONAL STRATEGIES**

**CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the skills required to be successful in college and in your career. Emphasis is on time management, goal setting, and research techniques.

**POFT 4451-O CAREER STRATEGIES**

**CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on career planning and job searching. Emphasis is on writing effective resumes, sources of job leads, techniques for successful interviewing, and the follow-up process.

**GENERAL EDUCATION COURSES**

**COMM 3451-O COMMUNICATIONS**

**CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the history, the principles, and the techniques of interpersonal, organizational, and mass communication. Emphasis is placed on written, verbal, and visual formats.

**COSC 1451-O COMPUTER SCIENCE**

**CONTACT HOURS: THEORY – 45 LAB – 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on various information and communication technologies. Emphasis is placed on how information systems are used to solve problems.



**ENGL 1451-O ENGLISH COMPOSITION I**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on developing written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**ENGL 3451-O ENGLISH COMPOSITION II**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: ENGL 1451-O**

This course builds on the writing skills learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats, and critical analysis of written topics.

**GOVT 3451-O POLITICAL SCIENCE**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course covers the discipline of political science focusing on the scope and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

**HIST 4452-O U.S. HISTORY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course covers the history of the United States from first discovery and settlement through the Reconstruction Era following the Civil War. It examines the social, the political, the religious, and the economic events and influences that shaped the nation and its people.

**MATH 2451-O CONTEMPORARY MATHEMATICS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics.

**PSYC 2451-O GENERAL PSYCHOLOGY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on human behavior. Emphasis is placed on biological foundations, the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness,

personality theories, cognition, life-span development, and applied psychology.

**SOCI 4451-O SOCIOLOGY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. The family as a social structure is also examined.

**SPCH 2451-O SPEECH COMMUNICATIONS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.