

ALLIED HEALTH CARE ADMINISTRATION (BAHA)

BAHA 120 Medical Terminology (3 Units)

This course provides a solid foundation and understanding of the medical language used by healthcare professionals through the introduction, reinforcement, and combination of medical word parts including prefixes, suffixes, word roots, and combining forms. Emphasis is placed on word building, analysis of word parts, spelling, special endings, plural forms, correct pronunciation of terminology related to body systems, procedures, and diseases of the various body systems. Commonly used abbreviations and symbols will also be introduced. (Formerly 2750:120)

BAHA 122 Emergency Responder I (1 Unit)

Theory and practice in recognition and response to emergencies by the medical professional including but not limited to: breathing difficulty, cardiac arrest, heart attack, stroke, bleeding, wound care, musculoskeletal injuries, burns, poisonings, heat and cold exposure, and diabetic care. (Formerly 2750:122)

BAHA 200 Introduction to Health Care Services (3 Units)

Introduction to the contents and design of health records; The health care oversight and regulatory bodies; and discussion of how clinical documentation facilitates the function of the health care delivery system. (Formerly 2750:200)

BAHA 220 Introduction to Health Care Analytics (3 Units)

This introductory course explores health care analytics, focusing on practical applications using Microsoft Excel. Students will learn to collect, organize, and analyze health care data, transforming it into actionable insights. They will also learn essential statistical functions in Excel, enabling students to identify trends and patterns within datasets. By the end, students will be equipped to leverage data-driven insights to improve patient outcomes and enhance organizational efficiency. The curriculum balances theory and hands-on application, ensuring a comprehensive understanding of health care analytics and its potential to transform the industry.

BAHA 221 Study of Disease Processes (3 Units)

This course provides an overview of pathology, focusing on the essential principles of disease processes. Students will explore the causes (etiology), mechanisms (pathogenesis), and effects (morphological and functional changes) of diseases on the human body. Topics include cellular injury, inflammation, tissue repair, and the pathology of major organ systems. Emphasis will be placed on understanding how diseases develop and their clinical manifestations. This course serves as a foundation for advanced studies in health sciences, biology, and medicine. (Formerly 2750:121)

BAHA 226 Health Care Statistics and Registries (3 Units)

Prerequisites: 2030:130 and CISS 105. This course covers computations of routine health care institutional statistics, the presentation and interpretation of health care data, and the use of disease and procedural registries. (Formerly 2750:226)

BAHA 227 Basic Procedural Coding (3 Units)

This course is an introduction to the basic principles of procedure coding utilizing Current Procedural Terminology (CPT) and Health Care Common Procedure Coding System (HCPCS). Students will focus on evaluation and management codes based on the place of service, type of service and level of service according to CMS documentation guidelines. Basic procedural and surgical CPT codes will be applied based on established coding guidelines and the patient health record. Additionally, students will learn how to convert procedural statements into CPT and HCPCS codes along with learning how to apply carrier rules for reimbursement. (Formerly 2750:227)

BAHA 229 Basic Diagnostic Coding (3 Units)

This course provides an introduction to the principles and practices of diagnostic coding in health care settings. Students will learn the foundational concepts of medical coding systems, with an emphasis on ICD-10-CM (International Classification of Diseases, 10th Revision, Clinical Modification) and its application in health care documentation and billing. The course covers essential topics such as coding guidelines, accurate code selection, and the importance of coding for reimbursement and compliance. Through practical exercises and case studies, students will gain hands-on experience in coding diagnoses across various medical specialties. By the end of the course, students will be prepared to apply basic coding techniques in clinical or administrative health care role. (Formerly 2750:229)

BAHA 230 Basic Pharmacology (3 Units)

This course introduces the fundamental principles of pharmacology, focusing on the interactions between drugs and biological systems. Students will study the mechanisms of drug action, absorption, distribution, metabolism, and excretion. Topics include the major drug classes, their therapeutic uses, side effects, and the relationship between drugs and disease management. (Formerly 2750:230)

BAHA 302 Clinical Information Systems (3 Units)

This course offers an immersive, hands-on introduction and exploration of electronic health record (EHR) systems. Students will trace the evolution and understand the history of EHR while learning some of the advantages and challenges these systems present. The principal objective is for students to gain practical skills through interactive exercises and simulations using a dedicated teaching EHR system. (Formerly 2750:302)

BAHA 303 Health Care Coding Capstone (3 Units)

Prerequisites: BAHA 227 and BAHA 229. This coding capstone class integrating procedure and diagnosis coding of health care provider services, preparing students for the AAPC CPC exam and/or equivalent AHIMA certification exam. (Formerly 2750:303)

BAHA 304 Health Care Management Foundations (3 Units)

This course provides an introduction and overview to Health Care Management Foundations by focusing on the circumstances unique to the health care industry and its ever-changing environment. Health care organizational adaptation and survival through leadership elements are identified and presented both via the book, video lectures and a multitude of articles. Students will identify leadership responsibilities and present papers and videos covering topics including planning, decision making, organizing, staffing, budget preparations, training, staff development, motivation, conflict management, communications, and documentation. The class concludes with topics including improving performance, human resource management, and day to day management for health professionals as managers. (Formerly 2750:304)

BAHA 328 Medical Insurance (3 Units)

This course examines the nature of medical insurance reimbursement for medical services. Students will be equipped with an understanding of insurance and reimbursement methodologies. (Formerly 2750:328)

BAHA 331 Advanced Health Care Coding Topics (3 Units)

Prerequisites: BAHA 227 and BAHA 229. This advanced coding course builds on the CPT and HCPCS codes sets (BAHA 227) and the ICD-10-CM code set (BAHA 229) and introduces a series of detailed management topics related to coding. This class is intended to prepare the student for supervisory or management challenges related to coding, HIM administration, and department operations. (Formerly 2750:331)

BAHA 336 Legal Concepts of Health Care (3 Units)

This course explores the legal principles and regulations that govern the health care industry. Students will examine key topics such as patient rights, confidentiality, informed consent, medical malpractice, and health care provider liabilities. The course also covers the regulatory framework, including laws such as HIPAA, the Affordable Care Act, and other state and federal health care regulations. Through case studies and legal analysis, students will develop an understanding of the ethical and legal responsibilities of health care providers, administrators, and institutions. (Formerly 2750:336)

BAHA 350 Coding Practicum (3 Units)

Prerequisites: BAHA 227, BAHA 229, BAHA 303, and BAHA 331. The coding practicum course provides professional experience in an approved site under the direction of a coding or HIM faculty member and an onsite coordinator. (Formerly 2750:350)

BAHA 360 Health Care Human Resource Management (3 Units)

This course will acquaint you with concepts and methods needed to plan, forecast, recruit, train, develop, maintain, and evaluate health manpower. It will also provide an understanding of the impact of licensing, regulation, and 2 labor relations activities on health care institutions, with an emphasis on organization effectiveness and productivity. The course will include human resource planning, staffing, job analysis, job descriptions, job evaluation, availability of human resources, recruiting, selection, orientation, training, credentialing, communication, motivation, performance criteria, TQM, performance appraisal, counseling, career development, wage, salary, and benefits administration, OSHA, institutional labor relations, the National Labor Relations Act, collective bargaining, bargaining units, elections, contracts, strikes, Civil Rights Act, Affirmative Action, Fair Labor Standards Act, Employee Retirement Income Security Act, Workers Compensation Act, Unemployment Insurance, Americans with Disabilities Act and the Family

BAHA 400 Special Topics in Health Care (1-6 Units)

Analysis of current topics in health care. Topics and credits variable

BAHA 401 Management Information Systems (3 Units)

This course introduces the key concepts and methods required for effective health manpower planning, including forecasting, recruiting, training, developing, and evaluating personnel. It also covers the impact of licensing, regulation, and labor relations on health care institutions, with a focus on organizational effectiveness and productivity. Topics include human resource planning, job analysis, staffing, performance evaluation, motivation, and credentialing. Additionally, the course explores wage and benefits administration, OSHA regulations, labor relations laws, collective bargaining, and key legislation such as the Civil Rights Act, ADA, FLSA, and more. (Formerly 2750:401)

BAHA 402 Quality Management in Health Care (3 Units)

Prerequisite: Senior standing or permission. This capstone course will discuss and utilize methods used to define, implement, and monitor total quality management in health care. The doctrine of the quality assessment process and risk management will be emphasized. The course will provide an opportunity for the student to gain skills in collecting and analyzing data through a team approach. This course utilizes information that is acquired throughout the program. (Formerly 2750:402)

Gen Ed: Capstone

BAHA 403 Health Care Planning & Marketing (3 Units)

This course will focus on health care planning and marketing. It will include an overview of business analysis and application within the business of health care with a special emphasis on the development, application of plans, and their implementation in a health care institution. This course will also pay special attention to ethical and societal dimensions of marketing as it is applied in health care industries.

BAHA 410 Health Care Research (3 Units)

Prerequisites: ENGL 222 and STAT 260. Through review of research, HIM students in this class will learn how to support clinicians' data needs while research is conducted. (Formerly 2750:410)

BAHA 411 Health Care Finance (3 Units)

Prerequisites: [ACCT 200 or ACCT 201] and senior or greater standing. This course provides the student with a thorough understanding of financial analysis techniques as they are used in health care management and public health. Because clinicians work in a wide array of health care environments (retail chains, hospitals, PBMs, MCOs, etc.), this course will focus on a very general set of tools and concepts used in the management of clinical services. That is, this course focuses on those general financial analysis skills used by clinicians in managing their own practice or department within a large organization, and primarily from the perspective of clinical practice. Students will also be asked to complete a substantial amount of "hands-on" financial analysis work using real data. (Formerly 2750:411)

BAHA 412 Current Topics in HIM (3 Units)

Prerequisites: BAHA 200, BAHA 302, BAHA 303, BAHA 304, BAHA 331, BAHA 336, BAHA 402, and BAHA 411. Concepts of HIM are integrated and applied through the analysis of case studies and the completion of a capstone project. (Formerly 2750:412)

BAHA 420 HIM Capstone (4 Units)

Prerequisites: BAHA 200, BAHA 226, BAHA 302, BAHA 303, BAHA 304, BAHA 331, BAHA 336, BAHA 402, and BAHA 411. This course prepares senior HIM students for the Registered Health Information Administrator (RHIA) national certification examination. (Formerly 2750:420)

BAHA 450 Health Care Externship (1-12 Units)

Prerequisite: Permission of department. Field-oriented supervised learning activities outside the college classroom that include a preplanned assessment of the experience, registration during the term the experience is conducted, and post evaluation with the instructor. Departmental approval. (Formerly 2750:450)

BAHA 495 Senior Honors Project: Health Care Administration (1-6 Units)

Prerequisite: Admission into Honors College. University Honors Project course in Health Care Administration provides senior-level honors students the opportunity to engage in a rigorous, independent research project that integrates theoretical knowledge and practical application in the field of health care management. Under the guidance of a faculty advisor, students will identify a relevant health care issue, conduct comprehensive research, and develop a solution-oriented project that demonstrates analytical, leadership, and decision-making skills. The course emphasizes critical thinking, scholarly inquiry, and professional development, preparing students for advanced roles in health care administration or further academic pursuits. Through presentations, reports, and peer discussions, students will refine their ability to communicate complex ideas and contribute meaningfully to health care systems and policies. Successful completion of the course requires a formal presentation and/or submission of a final project report that meets university honors standards.