

Addendum Date: 12-6-2019  
Date of Catalog: 12-9-2019

# VALLEY COLLEGE

## STUDENT CATALOG ADDENDUM

### VALLEY COLLEGE-CLEVELAND

#### Health Services Administration AAB Degree

The following information is specific to the Health Services Administration program that is approved but not currently offered at the Valley College – Cleveland campus. Valley College received approval for a program modification from the Ohio State Board of Career Schools and Colleges to increase the program's semester credits from 60 to 63 and the program length from 16 to 17 months. Valley College is waiting for approval from our accreditor, ACCSC.

**In the Summary of Graduation Requirements Section on page 39, please add the row below to the Graduation Requirement Chart for the Health Services Administration for the Valley College – Cleveland campus:**

#### Summary of Graduation Requirements / Credential Earned

Program	Credentials	Minimum CGPA	Earned Credits	Attendance Percentage
Health Services Administration (Cleveland Campus)	Associate Degree -AAB	2.0	60	N/A
AAB – Associate of Applied Business degree				

**In the Program Summary Chart Section on page 48, please add the row to the Program Summary Chart**

#### Program Summary Chart

For regular attendance, standard completion times are expressed in full weeks/months. The week schedules are for instructional/contact hours. The schedule for estimated months includes holidays and breaks may vary depending on time of year of the start date.

Program Name	Credential	Delivered	Credits	Hrs/Wk	Total Hrs	Weeks	Months
Health Services Administration Cleveland Campus	Associate (AAB)	Online	60	20.0	1200	60	16

AAB – Associate of Applied Business degree

**In the Program Outline (that was revised for the Martinsburg campus in 10/2019) please add the information for the Health Services Administration program for the Cleveland campus. The revision will include will include the addition of one course – HSA205 – Health Information Technology Management**

#### Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process

Tier	Diploma Track	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	Both	COM112	Business English	3.0	60	30	30	0	60
1	Both	MED122	Medical Terminology	3.0	60	30	30	0	60
1	Both	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60
1	Both	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
2	Both	MED111	Basic Anatomy	3.0	60	30	30	0	60
2	Both	MAT122	Business Math	3.0	60	30	30	0	60
2	MFOBC	MED243	Medical Records Management	2.0	60	0	60	0	15
2	MAA	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
2	MFOBC	MED244	Basic Coding – Diagnostic	3.0	60	30	30	0	60
2	MAA	MED255	Patient Service and Communication	3.0	60	30	30	0	60
3	Both	COM215	Career Development	2.0	60	10	50	0	20
3	MFOBC	MED238	Medical Insurance Administration & Billing	3.0	60	30	30	0	60
3	MAA	MED240	Introduction to Medical Insurance, Administration & Coding	3.0	60	30	30	0	60
3	MAA	MED237	Fundamentals of Electronic Health Records	3.0	60	30	30	0	60
3	MFOBC	MED247	Basic Coding-Procedural	3.0	60	30	30	0	60
3	Both	MED101	Medical Assisting-Front Office	4.0	60	60	0	0	120
4	Both	ISD205	Ethics	3.0	60	30	30	0	60
4	Both	ENG122*	Effective Writing	3.0	60	30	30	0	60
4	Both	HSA210	Healthcare Delivery in the United States	3.0	60	30	30	0	60
5	Both	PSY102*	General Psychology	4.0	60	60	0	0	120
5	Both	HSA220	Principles of Healthcare Management	4.0	60	60	0	0	120
5	Both	MAT140*	College Algebra	3.0	60	30	30	0	60
6	Both	HSA230	Essentials of Healthcare Compliance	3.0	60	30	30	0	60
6	Both	HSA250	Healthcare Customer Relations and Outcomes	3.0	60	30	30	0	60
*Denotes General Education courses									
Totals for MAA Track				60.0	1200	610	590	0	1250
Totals for MFOBC Track				60.0	1200	610	590	0	1250

