Hlth Info Org & Supervision HITT 2339 2B1

INSTRUCTOR CONTACT INFORMATION
Instructor: Tena Cobb, RHIT
Email: tmcobb@lit.edu
Office Phone: 409-247-0328
Office Location: Multipurpose Center (MPC) 248
Office Hours: Monday-Thursday 8:00 am-3:00 pm, Friday 8:00-10:00

CREDIT
3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE:
HITT 1301, HITT 1253, HITT 1345; Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:
http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

COURSE DESCRIPTION
Principles of organization and supervision of human, financial, and physical resources. This course is time-bound, structured, and completed totally online.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to

Upon completion of the course, the student should be able to:

1. Coordinate the utilization of internal and external resources.
2. Develop and/or improve problem solving and conflict resolution techniques.
3. Build leadership, decision-making, and team building techniques.
4. Present case analysis through oral and written presentations.

Refer to the AHIMA Entry-Level Competency Matrix appended to the syllabi for a list of Domains and Competencies met within the HIT curriculum.
REQUIRED TEXTBOOK AND MATERIALS

  
a. ISBN: 978-1-284-18350-4
  
1. Internet access.

ATTENDANCE POLICY

Students must provide their own textbooks, writing instruments, and other necessary supplies for classes

1. Students are expected to attend class. There are no “excused absences.” Daily attendance will be taken.
2. All exams will be taken on the scheduled dates. There will be NO MAKE UP EXAMS.
3. All assignments are due when stated at the beginning of class including Blackboard assignments. Late assignments are not accepted.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
<th>ASSIGNMENTS (Due on this Date)</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Chapter 1: The dynamic environment of health care</td>
<td>Online</td>
<td>Netiquette Jan 19</td>
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<td></td>
<td>Chapter 1 Quiz</td>
<td>• Orientation and Introduction</td>
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<td>Chapter 1 Exercise: Becoming a split department manager</td>
<td>• Unit 1: Chapter 1</td>
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<td>Discussion Introduction</td>
<td>Textbook: Pp 1-18</td>
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<td>Quiz &amp; Assignment Jan 23</td>
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<td>Jan 30</td>
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<tr>
<td>Week 2</td>
<td>Chapter 2: The Challenge of Change</td>
<td>Online</td>
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<td>Chapter 2 Quiz</td>
<td>• Unit 1: Chapter 2</td>
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<td>Textbook: Pp 19-33</td>
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<tr>
<td>Week 3</td>
<td>Chapter Modules</td>
<td>Unit 1</td>
<td>Chapter 2 Case: In need of Improvement</td>
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|        |                 |        | Chapter 3: Organizational adaptation and survival  
|        |                 |        | Chapter 3 Quiz  
|        |                 |        | Chapter 3 Assignment  
|        |                 |        | Threats to an organization |                  |      |
| Week 4 | Chapter Modules | Unit 1 | Chapter 4: Leadership and the manager  
|        |                 |        | Chapter 4 Quiz  
|        |                 |        | Chapter 4 Creating Mission, Vision, Policy & Procedures |                  | Feb 13 |
|        |                 |        | **ASSESSMENTS: UNIT 1**  
|        |                 |        | **TEST (Chapters 1 – 4)** |                  |      |
| Week 5 | Chapter Modules | Unit 2 | Chapter 5: Planning and decision making  
|        |                 |        | Chapter 5 Quiz  
|        |                 |        | Chapter 5 Case: Paid to make decisions?  
|        |                 |        | Discussion 2 |                  | Feb 20 |
| Week 6 | Chapter Modules | Unit 2 | Chapter 6: Organizing and staffing  
|        |                 |        | Chapter 6 Quiz  
|        |                 |        | Chapter 6 Developing a Job Description |                  | Feb 27 |
| Week 7 | Chapter Modules | Unit 2 | Chapter 7: Committees and teams  
|        |                 |        | Chapter 7 Quiz  
|        |                 |        | Chapter 7 Exercise: Committee Structures Essay |                  | March 6 |
| Week 8 | Chapter Modules | Unit 2 | Chapter 8: Budget planning and implementation  
|        |                 |        | Chapter 8 Quiz  
|        |                 |        | Chapter 8 Exercise: Adjusting the Budget |                  | March 6 |
|        |                 |        | **ASSESSMENTS: UNIT 2**  
|        |                 |        | **TEST (Chapters 5 – 8)** |                  | Test March 8 |
| Week 9 | Chapter Modules | Unit 3 | Chapter 9: Training and development  
|        |                 |        | Chapter 9 Quiz  
|        |                 |        | Discussion 3  
|        |                 |        | Chapter 9 Case: The Department's "Know-It-All" |                  | March 20 |
|        |                 |        | Online |                  |      |
|        |                 |        | • Unit 1: Chapter 3  
|        |                 |        | Textbook: Pp 35-68 |                  |      |
|        |                 |        | • Unit 1: Chapter 4  
|        |                 |        | Textbook: Pp 69-88 |                  |      |
|        |                 |        | • Unit 2: Chapter 5  
|        |                 |        | Textbook: Pp 89-116 |                  |      |
|        |                 |        | • Unit 2: Chapter 6  
|        |                 |        | Textbook: Pp 117-143 |                  |      |
|        |                 |        | • Unit 2: Chapter 7  
|        |                 |        | Textbook: Pp 147-167 |                  |      |
|        |                 |        | • Unit 2: Chapter 8  
|        |                 |        | Textbook: Pp 169-192 |                  |      |
|        |                 |        | • Unit 3: Chapter 9  
|        |                 |        | Textbook: Pp 193-215 |                  |      |
| Week 10 Chapter Modules | Chapter 10: Adaptation, Motivation, and conflict management  
Chapter 10 Quiz  
Chapter 10 Case: Charting a course for conflict resolution: "It's a policy" | Online  
- Unit 3: Chapter 10  
Textbook: Pp 217-240 | March 27 |
|-------------------------|---------------------------------------------------------------|-----------------------------------------------|----------|
| Week 11 Chapter Modules | Chapter 11: Communication  
Chapter 11 Quiz  
Chapter 11 Case: The long, loud silence | Online  
- Unit 3: Chapter 11  
Textbook: Pp 249-266 | April 3 |
| Week 12 Chapter Modules | Chapter 12: Comprehensive Planning and Accountability Documentation  
Chapter 12 Quiz  
Chapter 12 Preparing Your Business Plan  
Chapter 12 Harrassment Essay  

**ASSESSMENTS: UNIT 3 TEST (Chapters 9 – 12)** | Online  
- Unit 3: Chapter 12  
Textbook: Pp 267-286 | April 10 |
| Week 13 Chapter Modules | Chapter 13: Improving performance and controlling the critical cycle  
Chapter 13 Quiz  
Chapter 13 Exercise: Promoting Total Quality Management Discussion 4 | Online  
- Unit 4: Chapter 13  
Textbook: Pp 287-301 | April 17 |
| Week 14 Chapter Modules | Chapter 14: Human Resources management  
Chapter 14 Quiz  
Chapter 14 Case: With Friends Like This Discussion 4 | Online  
- Unit 4: Chapter 14  
Textbook: Pp 303-320 | April 24 |
| Week 15 Chapter Modules | Chapter 15: Day-to-Day Management  
Chapter 15 Quiz  
Chapter 15 Case:Delegation Difficulties--The Ineffective Subordinate Resume Assignment Due | Online  
- Unit 4: Chapter 15  
Textbook: Pp 321-340 | May 1 |
| | | **Test May 3** | |
COURSE EVALUATION
Final grades will be calculated according to the following criteria:
- Course Assignments & Resume 30%
- Discussions 10%
- Unit Tests 45%
- Final Exam 15%

GRADING SCALE
90-100 A
80-89 B
70-79 C
60-69 D
0-59 F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution’s Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles’ Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please
contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at www.lit.edu. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION
4. All electronic devices must be turned off. Absolutely no phones calls, text messaging or other telephone communications during class times.
5. Absolutely no food, drinks, or gum.
6. Students must respect one another and all faculty.
7. No children or other family members or friends are allowed to attend class with student.
8. The student will post discussions as instructed along with any other assignments instructed to complete.
9. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
10. Cheating of any kind will not be tolerated.
11. Additional course policies are outlined in “Classroom Policies” provided at the beginning of the semester.
12. Students are expected to following the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
13. Any violation of classroom policies may result in student being asked to leave class and result in an absence.