Hlth Info Org & Supervision HITT 2339 2A1

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, Lab 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 with in the HIT curriculum.

REQUIRED TEXTBOOK AND MATERIALS

- *Management Principles for Health Professionals* by J. Liebler, 8th edition. Jones and Bartlett Publishing

  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. All electronic devices must be turned off. Absolutely no phones calls, text messaging or other telephone communications during class times.
2. Absolutely no food, drinks, or gum.
3. Students must respect one another and all faculty.
4. No children or other family members or friends are allowed to attend class with student.
5. Students are expected to attend class. There are no "excused absences." Daily attendance will be taken.
6. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS.**
7. All assignments are due when stated at the beginning of class including Blackboard assignments. Late assignments will be accepted but a penalty of -11 points will be deducted.
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 or plagiarism 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.
14. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an "F" grade for the course.

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

DATE	TOPIC	ASSIGNMENTS	ASSIGNMENTS (Due on this Date)
Week 1 Chapter Modules Unit 1	Chapter 1The dynamic environment of health care Chapter 1 Quiz Chapter 1 Exercise: Becoming a split department manager Discussion Introduction	Online • Orientation and Introduction • Unit 1: Chapter 1 Textbook: Pp 1-18	Netiquette Jan 19 Quiz & Assignment Jan 23 Discussion Jan 19
Week 2 Chapter Modules Unit 1	Chapter 2: The Challenge of Change Chapter 2 Quiz Chapter 2 Case: In need of Improvement	Online • Unit 1: Chapter 2 Textbook: Pp 19-33	Jan 30
Week 3 Chapter Modules Unit 1	Chapter 3: Organizational adaptation and survival Chapter 3 Quiz Chapter 3 Assignment Threats to an organization	Online • Unit 1: Chapter 3 Textbook: Pp 35-68	Feb 6
Week 4 Chapter Modules Unit 1	Chapter 4: Leadership and the manager Chapter 4 Quiz Chapter 4 Creating Mission, Vision, Policy & Procedures **ASSESSMENTS: UNIT 1 TEST (Chapters 1 – 4)**	Online • Unit 1: Chapter 4 Textbook: Pp 69-88	Feb 13 _____ Test Feb 14
Week 5 Chapter Modules Unit 2	Chapter 5: Planning and decision making Chapter 5 Quiz Chapter 5 Case: Paid to make decisions? Discussion 2	Online • Unit 2: Chapter 5 • Textbook: Pp 89-116	Feb 20
Week 6 Chapter Modules Unit 2	Chapter 6: Organizing and staffing Chapter 6 Quiz Chapter 6 Developing a Job Description	Online • Unit 2: Chapter 6 Textbook: Pp 117-143	Feb 27
Week 7 Chapter Modules	Chapter 7: Committees and teams Chapter 7 Quiz	Online • Unit 2: Chapter 7 Textbook: Pp 147-167	March 5

Unit 2	Chapter 7 Exercise: Committee Structures Essay		
Week 8 Chapter Modules Unit 2	Chapter 8: Budget planning and implementation Chapter 8 Quiz Chapter 8 Exercise: Adjusting the Budget _____ **ASSESSMENTS: UNIT 2 TEST (Chapters 5 – 8)**	Online • Unit 2: Chapter 8 Textbook: Pp 169-192	March 5 _____ Test March 6
Week 9 Chapter Modules <u>Unit 3</u>	Chapter 9: Training and development Chapter 9 Quiz Discussion 3 Chapter 9 Case: The Department's "Know-It-All"	Online • Unit 3: Chapter 9 Textbook: Pp 193-215	March 19
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 26
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 2
Week 12 Chapter Modules	Chapter 12: Comprehensive Planning and Accountability Documentation Chapter 12 Quiz Chapter 12 Emergency Plan Chapter 12 Harrassment Essay _____ **ASSESSMENTS: UNIT 3 TEST (Chapters 9 – 12)**	Online • Unit 3: Chapter 12 • Textbook: Pp 267-286	April 9 April 10 April 9 _____ Test April 11
Week 13 Chapter Modules	Chapter 13: Improving performance and controlling the critical cycle Chapter 13 Quiz	Online • Unit 4: Chapter 13 Textbook: Pp 287-301	April 16

	Chapter 13 Exercise: Promoting Total Quality Management Discussion 4		
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 23
Week 15 Chapter Modules	Chapter 15: Day-to-Day Management Chapter 15 Quiz Chapter 15 Case:Delegation Difficulties--The Ineffective Subordinate Resume Assignment Due _____ **ASSESSMENT: Exam 4 (Chapters 13- 15)**	Online • Unit 4: Chapter 15 Textbook: Pp 321-340	April 30 _____ Test May 1
Week 16	Review _____ **ASSESSMENT: Final Exam (Chapters 1 – 15)**		EXAM 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

Insert additional course policies/information specific to your section here. Example: Instructor Response Time, Participation Requirement, Late Work