Administrative Master Syllabus

Course Information

Course Title	Health Information Organization and Supervision (Capstone Course)
Course Prefix, Num. and Title	HITT 2339 Health Information Organization and Supervision
Division	Allied Health
Department	Health Information Technology
Course Type	WECM Course
Course Catalog Description	Principles of organization and supervision of human, financial, and physical resources. Course must be completed with a grade of "C" or higher.
Pre-Requisites	HITT 1353 and HITT 2443
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:3:0
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	Enter Lab Hours Here.
Lab/Other Hours Breakdown: Clinical Hours	Enter Clinical Hours Here.
Lab/Other Hours Breakdown: Practicum Hours	Enter Practicum Hours Here.
Other Hours Breakdown	List Total Lab/Other Hours Here.

Approval Signatures

Title	Signature	Date
Department Head:		
Division Chair:		
VPI:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Introduction
2. Planning
3. Organizing
4. Staffing
5. Influencing
6. Controlling
7. Labor Relations
8. Emerging Influences on Healthcare
9. Marketing of HIM Profession

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

Coordinate the utilization of internal and external resources; apply problem solving, conflict resolution, leadership and decision-making skills; analyze budgets; evaluate contracts; develop team building techniques; and identify local, state, and federal labor regulations.

Methods of Assessment:

Projects, oral discussions, written exams, and group discussions

Required text(s), optional text(s) and/or materials to be supplied by the student:

Kelly, Janette; Greenstone, Pamela; Management for the Health Information Professional, current edition, AHIMA Press, Chicago, IL.

Access to a computer with an external webcam and microphone, a reliable internet connection, and access to the WCJC learning management system.

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

Access to appropriate technology for online courses.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Grading scale:
93—100%   A
85—92%   B
78—84%   C
70—77%   D
69—0%   F

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Final evaluation will be based on grades achieved during the semester and the final exam.
Projects/Assignments 30%
Unit Exams 50%
Final Exam 20%

Curriculum Checklist:

☐**Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐**Administrative WCJC Core Course** – Attach the Core Curriculum Review Forms

    ☐Critical Thinking

    ☐Communication

    ☐Empirical & Quantitative Skills

    ☐Teamwork

    ☐Social Responsibility

    ☐Personal Responsibility

☒**WECM Course** – If needed, revise the Program SCANS Matrix and Competencies Checklist