Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Health Information Organization and Supervision
Course Prefix and Number – HITT 2339
Department – Health Information Technology
Division – Allied Health
Course Type: (check one)

☐ Academic General Education Course (from ACGM – but not in WCJC Core)
☐ Academic WCJC Core Course
☒ WECM course (This course is a Special Topics or Unique Needs Course: Y ☒ or N ☐)

Semester Credit Hours # : Lecture Hours # : Lab/Other Hours # 3:3:0
Equated Pay hours for course - 3

Course Catalog Description – Principles of organization and supervision of human, financial, and physical resources.

Prerequisites/Co-requisites – HITT 1353 and HITT 1355

Prepared by Debbie Lutringer  Date 09/17/2013
Reviewed by Department Head Debbie Lutringer  Date 09/17/2013
Accuracy Verified by Division Chair Carol Derkowski  Date 04/04/2014
Approved by Dean or Vice President of Instruction Amy LaPan  Date 4-4-2014
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, 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

II. Course Learning Outcomes

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Methods of Assessment</th>
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<tr>
<td>Upon successful completion of this course, students will:</td>
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<tr>
<td>Coordinate the utilization of internal and external resources.</td>
<td>Projects</td>
</tr>
<tr>
<td>Apply problem solving, conflict resolution, leadership and decision-making skills; analyze budgets; evaluate contracts; and identify local, state, and federal labor regulations.</td>
<td>Projects, oral discussions and written exams</td>
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<tr>
<td>Develop team building techniques.</td>
<td>Group discussions and written exams</td>
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</table>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.


Regular access to technology appropriate for www.courses.

IV. Suggested Course Maximum - 20

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

Regular classroom or computer lab. Instructor must have training in and access to all appropriate technology for www.courses.

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

VII. Curriculum Checklist

☐ - Academic General Education Course (from ACGM – but not in WCJC Core)
   No additional documentation needed

☐ - Academic WCJC Core Course
   Attach the Core Curriculum Checklist, including the following:
   • Basic Intellectual Competencies
   • Perspectives
   • Exemplary Educational Objectives

☑ - WECM Courses
   If needed, revise the Program SCANS Matrix & Competencies Checklist.