



**Course Information**

<b>Course Title</b>	Health Information Organization and Supervision
<b>Course Prefix, Num. and Title</b>	HITT 2339
<b>Division</b>	Allied Health
<b>Department</b>	Health Information Technology
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	Principles of organization and supervision of human, financial, and physical resources.
<b>Pre-Requisites</b>	HITT 1353 and HITT 1355
<b>Co-Requisites</b>	Enter Co-Requisites Here.

**Semester Credit Hours**

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

**Approval Signatures**

<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Prepared by:</b>		
<b>Department Head:</b>		
<b>Division Chair:</b>		
<b>Dean/VPI:</b>		
<b>Approved by CIR:</b>		

## 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; and identify local, state, and federal labor regulations.

Develop team building techniques.

**Methods of Assessment:**

Projects

Projects, oral discussions and written exams

Group discussions and written exams

### 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, 2<sup>nd</sup> Edition, AHIMA Press, Chicago, IL 2020.

Access to a computer with a webcam and microphone, a reliable internet connection, and access to the WCJC Blackboard website.

### Suggested Course Maximum:

20

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

Access to technology appropriate for [www.courses](http://www.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

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