



**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**

**Approvals – the contents of this document have been reviewed and are found to be accurate.**

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (list)

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Division Chair Carol Derkowski, RDH, MAIE	Signature <i>CD</i>	Date 9-27-10
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**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**

Course Learning Outcome	Method of Assessment
Coordinate the utilization of internal and external resources;	Projects
Develop and /or improve problem solving, conflict resolution, leadership and decision-making skills;	Projects, oral discussions and written exams
Team building techniques.	Group discussions and written exams

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

Dunn, Rose, Haimann’s Healthcare Management, Current Edition, Chicago, IL: Health Administration Press

Regular access to technology appropriate for [www.courses](http://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](http://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 Final evaluation will be based on grades achieved during the semester and the final exam. The final exam evaluation will be on the following 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.