



HITP 286 Organizational Management & Leadership Section Name Section Credit Hours Credits

Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course presents students with information regarding organizational management and leadership skills necessary for employment at the supervisory level. Leadership skills, organizational change, human resource strategies, cultural diversity, performance improvement, financial management, and workforce training are discussed.

Terms offered: Fall and Summer

Section-specific Course Description:

Course Level Objectives

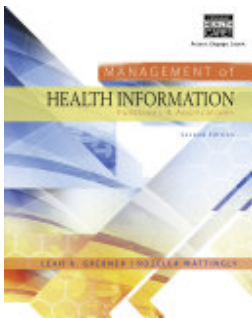
Upon successful completion of the course, students will be able to... (numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Define organizational management and leadership. (VI.1.)
2. Identify traditional theories of organizational management and leadership as well as key functions of organizational management and leadership. (VI.1.)
3. Apply fundamentals leadership skills. (VI.1.)
4. Identify the impact of organizational change. (VI.2.)
5. Identify strategies for recruitment, selection, and retention. (VI.3.)
6. Calculate staffing levels and productivity standards for health information management functions. (VI.3.)

7. Utilize financial management processes including budgets, accounting methods, and financial statements. (VI.5.)
8. Examine behaviors that embrace a culture of diversity among health care professionals and in interprofessional relationships. (VI.6.)
9. Interpret compliance with local, state, and federal labor regulations. (VI.3., VI.6.)
10. Plan processes of work force training for health care organizations (VI.9.)

Prerequisites - Acceptance to the HIT Program, HIT Faculty Approval

Required Texts and/or Materials



Management of Health Information: Functions & Applications

9781285174884

Leah Grebner, Rozella Mattingly

Cengage Learning

2016-01-01

2nd

Cengage MindTap access is required either via an access code or Cengage Unlimited.

*image
not
available*

Health Information Management Case Studies

9781584269137

Foley

AHIMA

3rd Edition

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

- Read all assigned chapters from the textbook
- Actively participate in discussion forums
- Complete all assignments, quizzes, exams, etc.

Other Classroom Policies and Expectations

All coursework (assignments, discussions, etc.) must be submitted through Canvas. No handwritten work will be accepted under any circumstances. Assignments must be typed in Microsoft.

If the assignment is in the form of an essay or a research paper, proper documentation using APA style should be followed. Plagiarism will not be tolerated.

All work should be submitted on time. Late work is subject to a reduction in credit. Incompletes will only be granted under extreme circumstances. What constitutes an extreme circumstance will be under the discretion of your instructor. If work is submitted late, the following method will be used for grading:

- A 10% grade penalty will be assessed for work up to twenty-four hours late; an additional 10% will be assessed for each additional day the work is late up to one week (7 days). No work will be accepted after one week. Late discussion posts will not receive credit. However, your lowest discussion score will be dropped.
- Your instructor may decide in the case of a legitimately extenuating circumstance to waive the late penalty; if not, the penalty will be enforced as described.
- In no circumstances may work be submitted after the last day of the semester unless an incomplete grade has been requested and granted beforehand.

Proctored Exams:

Note: Proctored Exams cannot be completed on a tablet or phone. They must be completed on a laptop or desktop computer. No resources (notes, books, etc.) are allowed during exam.

There is one proctored exam for this course - the Final Exam. SJC uses SmarterProctoring to facilitate the scheduling of proctored exams. You will see a link to SmarterProctoring in your course in CANVAS. (NOTE: Face-to-face sections will be proctored by the instructor.)

There are three options you may choose from when deciding how your exam is proctored:

1. In person testing at the SJC Testing Center *This option is covered by the Online Course Fee. When scheduling, you should select "In-Person" then "San Juan College Testing Center".

2. Virtual Test Center (at home) with the SJC Testing Center proctors. (Note: a webcam is required)

*This option is covered by the Online Course Fee. When scheduling, you should select "San Juan College Virtual Test Center" then "Schedule a Hybrid Session".

3. Approved Testing Centers or Proctors - SmarterProctoring has a list of testing centers and individuals who are approved as proctors. Dual-credit students should check this list to see if any of their school officials are approved. *This option is covered by the Online Course Fee, except students will be responsible for any fees charged by testing centers outside of Farmington

A few things to keep in mind:

ALL students must schedule through SmarterProctoring to take their exams, whether using the SJC Testing Center, the Virtual Test Center, or other approved testing center/proctor.

All students must present photo identification in order to take the exam. We have had issues in the past with dual-credit students who do not have an ID. A school ID with your picture on it will be accepted. If you currently do not have a picture ID, please obtain one before you try to schedule your exam.

Students are responsible for paying any fees associated with completing any proctored exam.

If using the Virtual Test Center (at home), it is the student's responsibility to arrange a suitable location in which to take the exam. Public libraries are usually not acceptable as you need to be in a room by yourself. If you are taking the exam at home, make sure you are able to be in a room by yourself with no interruptions during the exam.

The Final Exam must be completed during the dates listed on the Course Schedule.

Grading

To determine final grades, students will submit the following types of assignments in Canvas. Below is a summary of all graded work and how they contribute to the final course grade. Letter grades are awarded by reviewing the final overall percentage: A = 92% or above, B = 84-91%, C = 76-83%, D = 68-75%, F = 67% and below.

Category	Points Available
MindTap Apply Yourself (18)	90
MindTap Test Yourself (18)	180
Assignments (19)	159
Discussions (11 - lowest score dropped)	100
Final Exam (1)	120
Final Exam (1)	(2)

NOTE: All students in the Health Information Technology Program must pass the course with a C (76%) or better.

Course Time Commitment

Students are expected to spend approximately 9-12 hours per week for a 3-credit online course. This can include spending time in Canvas completing assignments, reading material outside of the online classroom, and participating in various other activities which support success in the course.

Canvas Participation and Expectations

You should get in the habit of logging into your online class at least two to three times per week to check for announcements and mail messages from your instructor. You are responsible for any new information posted to the class. Attendance in the online classroom is very important.

Participation and Attendance Policy

You should get in the habit of logging into your online class at least two to three times per week to check for announcements and mail messages from your instructor. You are responsible for any new information posted to the class. Attendance in the online classroom is very important.

Instructor Response Times & Regular Interaction Expectations

You can expect a response to all emails within 24 hours of receipt during normal business hours. Emails received on weekends and evenings will not be considered received until the next business day, Monday through Friday.

You can expect all course work to be graded within 72 hours after the due date. In instances where course work will require additional time for grading, an email will be sent to all students making them aware of the delay.

You can expect weekly messages or announcements via Canvas. It is important that you read these.

You are encouraged to post questions regarding course content in the Course Questions & Answers discussion forum.

You can also reach out to the instructor to schedule a time to meet during office hours.

You will receive feedback on your assignments, discussions, and exams as appropriate for that assessment.

You can expect your instructor to actively facilitate discussion forums.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Exact schedule with due dates will be determined by instructor.

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.