

## **COURSE SYLLABUS**

**COURSE: HIT 218 MGMT PRINCIPLES IN HIT**

**HOURS:** Lecture:  3  Lab:  0  Shop/Clinical:  0  Credits:  3

### **COURSE DESCRIPTION:**

This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

**PREREQUISITE(S):** None

**COREQUISITE(S):** None

### **TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:**

McConnel, Charles R. *The Effective Health Care Supervisor, 8<sup>th</sup> Edition.*  
Sudbury, MA: Jones and Bartlett, 2015. Print. ISBN# 9781284054415  
Readability Level: 12

### **STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course, the student will be able to:

1. Describe the four basic components and functions of management. Describe the relationship between major functions of management and the principles to accomplish these functions. Describe the planning hierarchy
2. Understand the purpose of budgeting and the different kinds of costs to be considered when preparing a budget.
3. Develop department policies for employee conduct and department operations. Assign projects and tasks to the appropriate personnel. Design and maintain an ergonomically sound work environment. Establish and maintain performance standards. Collect and report on employee and department productivity. Develop new and improve on existing techniques to improve motivation. Prepare job descriptions. Develop work performance standards. Perform job analysis.
4. Use quality improvement tools and techniques to monitor, report and improve processes
5. Monitor and order supplies needed for work processes
6. Monitor coding revenue cycle processes

7. Apply the fundamental of team leadership.
8. Participate, organize and contribute work in teams and committees.
9. Conduct orientation and training programs by contributing to work plans, policies, procedures and resource requisitions in relation to job functions.
10. Monitor and report staffing levels and productivity standards for health information functions.
11. Use tools and techniques to monitor, report, and improve processes.
12. Comply with local, state and federal labor regulations.
13. Make recommendations for items to include in budgets and contracts.
14. Recommend cost-saving and efficient means of achieving work processes and goals.

### **SYLLABUS INFORMATION:**

The Student Learning Outcomes listed in this syllabus are those required actions that a student who successfully completes the course must be able to perform. The educational experience, however, is a two-way, interactive process involving both the student and the instructor. The student must play an active role in the learning process in order to be successful. Instructors will provide an Instructor's Syllabus at the first class meeting explaining how they measure each of the Student Learning Outcomes. A student who is unable to accomplish the outcomes will not receive a passing grade in the course.

The information in this BCC Syllabus may not be accurate beyond the current semester. Textbooks and other course materials are subject to change. Students should verify the textbooks at the first class meeting with their instructor prior to purchasing.

### **GRADING SYSTEM:**

Brunswick Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. The grading system is published in the [BCC Catalog and Student Handbook](#).

### **ATTENDANCE POLICY:**

Each student has individual responsibility for attending class regularly and for meeting course objectives. A student is expected to attend all class meetings in a course. Rules on tardiness and leaving class early are addressed in each instructor's syllabus. Instructors are required to record absences and report excessive absenteeism to the Registrar.

If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. Unless the student officially withdraws from the course prior to the 65 percent point of the 16 week semester (or equivalent days for courses of other duration), he or she may receive a grade of "F."

Students who receive an “EXCESSIVE ABSENTEEISM NOTICE” are advised to contact their instructors immediately to review the conditions for withdrawing from the course or for continuing the course.

**STUDENTS WITH DISABILITIES:**

Brunswick Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which require that no qualified student with a disability be excluded from participation in or be denied the benefits of any services, programs or activities on the basis of his or her disability. If a student has a disability that is covered by the Americans with Disabilities Act and requires accommodations in the classroom and/or in extracurricular activities, the student must request the accommodations in writing and submit the request to the Disability Services Coordinator. Instructors will not provide accommodations without notification from the Disability Services Coordinator. Brunswick Community College will make every effort to provide reasonable accommodations.