INDIANA TECH

Course Syllabus Cover Page – Spring 2021

Course Number: HCA 1100

Course Title: Intro to Health Care Administration

Course Description:

Study of the U.S. health care system, its history, organization and functions. Study of the interaction of providers, administrators, and consumers interact in the system. 3 credits. (3 plus 0)

Prerequisites: None.

Credit hours: 3

Learning Outcomes:

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

1. Explain the roles played by government, insurers, hospitals, physicians, and long term care providers in the U.S. healthcare system.
2. Analyze the health care system in terms of cost, quality, and access.
3. Describe the features of special sectors of health care such as mental health centers, long term care facilities, and home health care service centers.
4. Identify strategies to efficiently operate and manage health care organizations in today's complex environment.

INDIANA**TECH**

College of Professional Studies

HCA 1100 Introduction to Health Care Administration

Online Syllabus Course Content

Instructor Information
Please see Professor Profile at the Blackboard instructional site.

Course Schedule
Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies
All of the online courses taken by students are required to follow the policies posted online at http://online.indianatech.edu/tech-policies/policies/. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook
Shi, L. & Singh, D. (2019). *Delivering Health Care in America: A Systems Approach*, (7th ed.), Jones & Bartlett Learning.

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.

Grade Component	Points	Percent of Course Grade
Course Preparation Quiz	25 points	2%
Module Discussions (6 @ 50 points each)	300 points	29%
Written Assignments (3 @ 100 points each)	300 points	29%
Module Quizzes (4 @ 50 points each)	200 points	20%
Final Project Plan	50 points	5%
Final Project	150 points	15%
Total Points	**1,025 points**	

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade
93% or above	A
90% or above	A-
87% or above	B+
83% or above	B
80% or above	B-
77% or above	C+
73% or above	C
70% or above	C-
Below 70%	F

Quizzes – (4 quizzes = 200 points). There is a quiz for each module of the textbook. Each of these quizzes contains 20 multiple choice questions from the assigned chapters for each module. Each correct answer is worth 2.5 points. Quiz questions will be randomly drawn from a larger pool of questions.

Discussion Boards- Each week the student will be expected to respond to a discussion board prompt a minimum of three times (one initial post, and two feedback posts to classmates). These discussion boards are worth 30% of the grade. These discussion boards are the opportunity to learn from the instructor and fellow students in the classroom format. Outside research may not be required but if it is, students are expected to cite any sources used. This is the opportunity to use examples and specifics to really bring alive the knowledge learned. Students who do not post using examples and specifics will not earn full points. Points are awarded based on 30 points for the initial post and 10 points for each response post. Students should log in and post more than once a week. The initial post is due each week by Thursday at 11:59pm, and response posts by Sunday at 11:59pm.

Assignments- There will be three written assignments to assess understanding of course objectives. These will measure critical thinking or application of knowledge learned.

Final Project- The Final Project will give students a chance to show what they have learned in a format that works best for them. Students will have the option to write a paper or complete a presentation on a subject covered by the course. Options will be listed in the course for topics and ideas.

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:
- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
  - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
  - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
  - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated University authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.

Recommended Websites
- Agency for Healthcare Research and Quality http://www.ahrq.gov/
- American Association of Healthcare Administrative Management http://www.aaham.org/
- Center for Disease Control http://www.cdc.gov/
- Centers for Medicare and Medicaid Services http://www.cms.hhs.gov/
- Centers for Medicare and Medicaid Statistics http://www.cms.hhs.gov/home/rsds.asp
- Environmental Protection Agency http://www.epa.gov/
- Health System Change http://www.hschange.org/
- Healthcare Financial Management Association http://www.hfma.org/
- Institute of Medicine http://www.iom.edu/
- Insurance Information Institute http://www.iii.org/
- Joint Commission Accreditation http://www.jointcommission.org/
- Medical Group Management Association http://www.mgma.com/
- Modern Healthcare Magazine Online http://www.modernhealthcare.com/
- National Institutes of Health http://www.nih.gov/
- Occupational Safety and Health Administration http://www.osha.gov/
- The Healthcare Information Management Systems Society http://www.himss.org
- The Journal of the American Medical Association http://jama.ama-assn.org/
- The National Committee for Quality Assurance http://www.ncqa.org/
- U.S. Census Bureau http://www.census.gov/
- US HHS Department of Health & Human Services http://www.dhhs.gov/
- World Health Organization http://www.who.int/en/
- The Affordable Care Act http://hhs.gov/healthcare/rights/index.html