

PBHE 423, Health Services Administration, Syllabus (3 credits)

COURSE DESCRIPTION

This course introduces students to concepts, principles, and methods of management and administration within the field of public health. Topics include organizational roles, leadership styles, resource management, budgeting tools, and grant writing skills. *Prerequisite: PBHE 210 Introduction to Public Health.*

REQUIRED TEXTS & RESOURCES

Shi, L. & Singh, D. (2019). *Essentials of the U.S. health care system*. (5th ed.). Burlington, MA: Jones & Bartlett

Suggested materials:

Purdue Online Writing Lab found

at: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

OR

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

(The 7th edition is being released but we will complete this cohort with the 6th edition)

All discussions and written assignments will be submitted in APA format.

COURSE SCHEDULE

Each course begins on a Wednesday with a Getting Started module before moving into the week 1-7 content. The introduce yourself forum is required during the Getting Started module in order to be counted present during this half-week of instruction. The introduce yourself forum is open from the start of the course to the first Sunday. All posts are due by Sunday at 11:59 p.m. Participation is required to be marked present for this time period. Keep in mind that in future weeks, forum due dates may be different.

Unless stated otherwise, graded assignments are due on the last day of the course week (Sunday). <http://point.edu/course-schedules/>

Learning Activities	Graded Assignments	
Preview Week	Course Introduction	
	Review the Syllabus	
	Review Preview Week Introduction	
	Participate in Course Orientation	
	Complete Attestation Quiz after Catalog Review	mandatory

	Introduce Yourself Forum (registers attendance)	mandatory
Week 1	Unit 1: Foundation of Health Care in the United States	
	Read Chapters 1-2	
	Review power points for Chapters 1-2	
	Review terms list	
	Discussion question 1	Due Week 1, Day 6 Wed
	Faith integration question 1	Due Week 1, Day 6 Wed
	Peer responses to discussions	Due Week 1, Day 7 Sat
Week 2	Unit 2: Historical Overview/Health Care Professionals	
	Read Chapters 3-4	
	Review power points for Chapters 3-4	
	Review terms list	
	Discussion question 2	Due Week 2, Day 3 Wed
	Faith integration question 2	Due Week 2, Day 3 Wed
	Peer responses to discussions	Due Week 2, Day 6 Sat
Week 3	Unit 3: Technology and Funding	
	Read Chapters 5-6	
	Review power points for Chapters 5-6	
	Review terms list	
	Discussion question 3	Due Week 3, Day 3 Wed
	Faith integration question 3	Due Week 3, Day 3 Wed
	Peer responses to discussion	Due Week 3, Day 6 Sat
Week 4	Unit 4: Types of Health Care	
	Read Chapters 7-8	
	Review power points for Chapters 7-8	
	Review terms	
	Discussion question 4	Due Week 4, Day 3 Wed
	Faith integration question 4	Due Week 4, Day 3 Wed
	Peer responses to discussion	Due Week 4, Day 6 Sat

	Analysis of Healthy People 2020	Due Week 4, Day 6 Sat
Week 5	Unit 5: Managed and Long-Term Care	
	Read Chapters 9-10	
	Review power point for Chapters 9-10	
	Review terms	
	Discussion question 5	Due Week 5, Day 3 Wed
	Faith integration question 5	Due Week 5, Day 3 Wed
	Peer responses to discussion	Due Week 5, Day 6 Sat
Week 6	Unit 6: Issues Impacting Health Care	
	Read Chapters 11-12	
	Review power points for Chapters 11-12	
	Review terms	
	Discussion question 6	Due Week 6, Day 3 Wed
	Faith integration question 6	Due Week 6, Day 3 Wed
	Peer responses to discussion	Due Week 6, Day 6 Sat
Week 7	Unit 7: Policy and the Future of Health Care	
	Read Chapter 13-14	
	Review power points for Chapters 13-14	
	Review terms	
	Discussion question 7	Due Week 7, Day 3 Wed
	Faith integration question 7	Due Week 7, Day 5 Fri
	Comparison paper on health care systems in the United States and one other country	Due Week 7, Day 5 Fri

GRADING POLICIES

Course Evaluation Plan

An assessment instrument (checklist, rubric, quiz, etc.) will accompany each major graded assignment. See the instructions for specific assignment criteria and accompanying grading instruments.

Points Distribution

Graded assignments will be distributed as follows:

Graded Assignments	Points Possible
Introduce Yourself Forum	5
Discussion Questions 7 – (40 points each)	280
Faith Integration Discussion Questions 7– (40 points each)	280
Analysis of Healthy People 2020	100
Comparative Summary of Health Care in the United States and 1 other Country	200
Total Points:	865

Final Grades

The following scale will be used when calculating final grades:

A	90-100%	D	60-69%
B	80-89%	F	0-59%
C	70-79%		

Final grades will be posted according to the Academic Calendar:

<http://point.edu/academic-calendar/>

COURSE LEARNING GOALS & OBJECTIVES

	Program Objective(s)
Goal 1: [enter here]	
Objective 1.1: [enter here]	
Objective 1.2:	
Objective 1.3:	
Objective 1.4:	
Objective 1.5:	
Etc.	

DISABILITY SERVICES

Point University is committed to providing qualified students with disabilities an equal opportunity to access a Point education through the provision of reasonable and appropriate accommodations and support services. Accordingly, Point complies with Title IX (<https://point.edu/title-ix>) of the Educational Amendments of 1972 and the subsequent reauthorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act. For more information about Disability Support Services, see the “Consumer Information” section of the website (<http://point.edu/disclosures>) and the “Student Services” section of this catalog, or contact the Director of Disability Services and College Section 504 Coordinator, at disability.services@point.edu.

COURSE EXPECTATIONS

Attendance

A student is expected to actively participate in each week of the class in which he or she is enrolled. Active participation each academic week includes submitting classwork in one or more of the following activities within the course during the week they are due: discussion forums, assignments such as (but not limited to) projects, papers, presentations, case studies, quizzes, or exams. Students may be absent up to 25% of the class. After absences exceed 25% of the session or term's total – in either consecutive or cumulative days – the student will be withdrawn from the class roster and assigned a grade on the basis of work completed at the time of withdrawal unless, because of exceptional circumstances, prior arrangements have been made with the professor and the Chief Academic Officer.

Students representing the university, such as student-athletes, remain responsible for submitting work online within the week it is due to be counted present. No student will be disadvantaged while representing the university. However, the responsibility is on the student to notify faculty no later than one week before missing class for any reason, to ensure time for content to be made available to them and for make-up work to be considered and arranged. It is expected that students will limit their absences outside of these required absences, as they will be dropped if they overcut the allowed number of absences.

The full attendance policy is found in the catalog (<https://point.edu/catalogs/>).

Etiquette & Netiquette

Students are expected to be respectful and well-mannered towards the instructor and their peers, whether in the physical classroom or the online course site. For guidance on meeting this expectation, particularly in the online environment, please see the materials provided during student orientation or reach out to advising.center@point.edu.

Policies

For academic policies governing attendance, late assignments, and student support, please refer to the Academic Catalog directly (<https://point.edu/catalogs/>).

COPYRIGHT AND FURTHER DISSEMINATION

All content within this course is intended for transformative, educational, and informational purposes under ([Fair Use](#)). These materials are not to be distributed or disseminated outside of this course for public use or profit-making ventures due to outside copyright laws. These materials are intended solely for education, personal training, and/or career building. All other uses are strictly prohibited.

Due to Copyright restrictions courses are unpublished thirty days after the completion of a course. If you wish to maintain access to your personal materials, save them before submitting to the course, or download them before the course is unpublished.