

HLTH C121: INTRODUCTION TO HEALTH CARE MANAGEMENT

Item	Value
Curriculum Committee Approval Date	03/20/2009
Top Code	120200 - Hospital and Health Care Administration
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

This course introduces students to the subject of Health Care Management and prepares them to start their career in that field. It covers all aspects of management such as communication, coordination, leadership, planning, and decision making. In addition, it also covers organization design, staffing, and budgeting within the context of health care management and administration. Enrollment Limitation: MGMT C161; students who complete HLTH C121 may not enroll in or receive credit for MGMT C161. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Identify the major functions and responsibilities of a health care manager and apply the knowledge to real life experience in the health care arena.
2. Given a specific real life health care scenario, analyze the data and formulate a plan to deal with different aspects of the situation based on the knowledge gained in the course.

Course Objectives

- 1. Understand how the US health care system has evolved over time.
- 2. Explain the basic elements of the healthcare policymaking process.
- 3. Explain the evolution of leadership theory and the importance of effective communication.
- 4. Explain the critical role of ethics in decision making as well as the major points of managerial ethics.
- 5. Understand sources of healthcare funding and how federal laws affect the healthcare environment.
- 6. Describe the root cause analysis and the assessment tools used in both management and clinical settings.
- 7. Explain the history of health information technology adoption in the United States.

Lecture Content

Introduction to Health Care Management History of management Theories of Management Supervisors roles, functions and Authority Coordination and Communication Communication Coordinating Organizational Activities Decision Making Legal aspect of Health Care Organizations Planning and Managing the Future Importance of Planning Planning Tools Time Management Forecasting Health Organization and the Environment Organizational Design Basic Concepts of Organizational Design Division of Work Delegation of Authority Staff Relationship Staffing Selection Process Performance evaluation Promotion Transfers Leadership and Influence Leadership Motivation and Moral Discipline Conflict Management and Negotiation Controlling and Budgeting Basics of Control Budget management Labor Relations The Labor Union Handling Grievances

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Reading Assignments

Journal Articles, textbooks

Writing Assignments

Case studies, research papers

Out-of-class Assignments

Examinations, research papers

Demonstration of Critical Thinking

Exercises are given to test the ability of students to solve problems that they might face in real life situations.

Required Writing, Problem Solving, Skills Demonstration

Students will be given the opportunity to present their team project to the class and be ready to answer questions from other students

Eligible Disciplines

Health: Masters degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, or nutrition OR bachelors degree in any of the above AND masters degree in public health, or any biological science OR the equivalent. Masters degree required. Management: Masters degree in business administration, business management, business education, marketing, public administration, or finance OR bachelors degree in any of the above AND masters degree in economics, accountancy, taxation, or law OR the equivalent. Masters degree required.

Textbooks Resources

1. Required Cellucci, L. Essentials of healthcare management: Cases, concepts, and skills, 2nd ed. Health Administration Press, 2019

Other Resources

1. Coastline Library