

Syllabus for HIMT415

Human Resource Management

NOTE: This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

Course Description

The course is organized into 4 Units with 14 Lessons. It examines the role of HIM manager in managing human resources to facilitate staff recruitment, retention and supervision.

Prerequisite(s)

None.

Course Outcomes

At the conclusion of this course, you will be able to:

- Compare and contrast the roles of staff within the health information technology department.
- Develop components of the recruitment process including planning, job description development, recruitment, selection, and training of staff.
- Develop components of the staff engagement and retention process including methods of providing staff motivation, salary and wages, labor relations, performance evaluation and ongoing staff training.
- Identify how efforts of diversity and inclusion affect the team environment.
- Develop skill in preparing and delivering performance management, including various methods of documenting and conducting performance evaluations and corrective measures.
- Make managerial decisions and recommendations, citing applicable employment laws.
- Develop a personal career plan, including cover letter, resume, career progression and career succession plan.

Course Requirements/Components

Discussions

Review the course calendar that indicates due dates, along with the activities, and assignments scheduled for the semester.



To prepare for the graded activities of the course, it is expected that you will review the narrated lectures, read the textbook, and read any additional articles or websites as outlined for each lesson.

Discussions

Whole Class Discussions

There are three (3) whole-class discussions in Lessons 1, 5 and 9.

Fishbowl Discussions

In Lessons 2 to 4, 6 to 8 and 10 to 13 you will participate in a “fishbowl” discussion that revolves around a scenario that will unfold throughout the course. You will either **discuss** in the fishbowl or **observe** the discussion and reflect. The class will be divided into groups, and throughout the semester each group will take turns with each role.

Note: Because you will be participating in half of the “inside fishbowl” and half of the “outside fishbowl” discussions, the gradebook has been configured to drop your lowest five (5) scores in each of those categories. This means half of you will receive a zero for the inside or outside fishbowl activities depending on which group you are in.

Why? Each of you needs to receive a grade for both the inside and outside fishbowl component in each lesson in order for the gradebook to calculate grades

correctly. Here is an example of what to expect for the lesson 2 discussion scores:

Fishbowl Grading Scenario Example from Lesson 2		
	Inside Fishbowl Score	Outside Fishbowl Score
Group 1 – Inside the Fishbowl	Score earned by student	Automatic “0” (Dropped)
Group 2 – Outside the Fishbowl	Automatic “0” (Dropped)	Score earned by student

Issue Papers

One of the items included in the self-reflections is a description of some aspect of the lesson about which you wish to learn more. For each Issue Paper, you will select one of these topics and write a brief paper, describing what you learned. You will submit two Issue Papers, as noted on the course calendar. See the detailed instructions and grading rubric for how to write your issue papers.

Professional Career Plan

You will be developing a two-part Professional Career Plan that includes a career plan, succession plan, cover letter, resume, and references list. Information on how to prepare your plan can be found in Unit 2.

Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

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

Assignment	Points
Whole-class discussions (1 x 5 pts; 2 x 10 pts)	25
Inside Fishbowl discussions (5 x 10 pts)	50
Outside Fishbowl reflections (5 x 5 pts)	25
Issue Papers (2 x 10 pts)	20

Professional Career Plan Part 1 Career and Succession Plan	10
Professional Career Plan Part 1 Cover Letter, Resume, and References	10
Total	140