



Program Portfolio  
Bachelor of Science in  
Health Care Management

# *San Joaquin Valley College*

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## Course Descriptions

### **HC 352: Critical Thinking for Health Professionals**

#### **4.0 Units**

This course presents concepts and principles of thinking and decision making including the Wonder, Investigate, Speculate, Evaluate (W.I.S.E) approach. Through application and evaluation, students practice problem solving and investigative, research, and persuasive skills. Emphasis is placed on applying critical thinking skills to practical issues applicable to health care administration, and the evaluation and development of solutions.

### **HC 400: Leadership in Healthcare Settings**

#### **4.0 Units**

This course introduces students to theories and approaches to leadership in healthcare. Students will apply leadership theories to scenarios in the healthcare context, and develop the necessary skills to communicate effectively, manage conflict, and lead organizational change.

### **HC 403: Health Care Law and Ethics**

#### **3.0 Units**

This course presents an overview of legal and ethical issues facing health care managers. Students will be introduced to legal and policy issues in the dynamic health care environment and explore ethical dilemmas faced by health care managers. Emphasis is placed on developing the skillset to evaluate legal and ethical situations and assess the potential consequences choices have on key stakeholders.

### **HC 410: Performance Improvement Measures and Methodologies**

#### **4.0 Units**

This course covers quality assessment and improvement, providing a basis for developing skills in collecting and analyzing data. Students will explore the relationship between measurement and improvement in the healthcare settings. Topics include measure selection, data analysis and interpretation, selecting an improvement methodology, and evaluation of improvement activities.

### **HC 415: Human Resource Management**

#### **4.0 Units**

This course presents the major elements of human resource practices, retention, performance evaluation, compensation, education, and succession planning. Students will learn to analyze and evaluate how human resource management is applied in different health care settings. An emphasis is placed on strategic planning for health care organizations using the major elements of human resource management.

### **HC 420: Management Principles for the Healthcare Professional**

#### **4.0 Units**

The focus of this course is the application and practices of effective management in the health care setting. Topics include effective supervision, personnel management, budgetary controls, and legal and ethical concerns.

### **HC 440: Research and Evidence-Based Practice in Healthcare**

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## **5.0 Units**

This course focuses on the importance of utilizing accepted research methodologies to gather and interpret statistics and other data. Topics also include communicating research findings in evidence-based practice.

## **HC 450 – Health Care Finance**

### **3.0 Units**

The focus of this course is an understanding of the Respiratory Care Practitioner's role in revenue cycle management as well as the rules and regulations that apply to insurance and reimbursement.

## **HC 470: Research Capstone**

### **5.0 Units**

This course will provide students the opportunity to integrate their field of study with their selected area of specialty to research an issue and propose a solution. The student will compose a formal paper that will include a literature review to compare and contrast differing perspectives related to a chosen problem or process in a healthcare facility or department. The student will then compose and deliver a presentation suitable for an interprofessional audience.

## **ENG 321: Writing for Research**

### **4.0 Units**

This course is designed to provide students with the framework necessary for research writing; the course will provide guidance in creating a literary review, allowing students to focus on research pertaining to their discipline of study. The course will outline the research process, APA formatting for research writing, and the literary review process. Students will utilize peer-reviewed journals to synthesize data pertaining to their studies in preparation for their Senior Capstone Project.

## **HST 301: American Political Thought from Reconstruction to the Present**

### **3.0 Units**

The course explores various social, diplomatic, and economic philosophies in American politics from Reconstruction to the Present. Special consideration is given to the development and interconnectedness of the philosophies while also considering their historical context. Students are encouraged to make connections between these philosophies and their own beliefs.

## **HUM 325: Cross-Cultural Communication**

### **3.0 Units**

This course is designed to provide students with a broader understanding of cross-cultural communication theories, styles, and leadership techniques to find success in a diverse, global economy. The course will introduce related texts to help create a cultural worldview for students to apply to their field. The course will outline intercultural theories and techniques used in various fields to allow students to find realistic approaches to everyday situations, as applicable to individual disciplines. Students will analyze and discuss fiction and non-fiction texts from a cross-cultural communications perspective.

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## **PSY 302: Group Dynamics**

### **4.0 Units**

This course examines the principles of group dynamics in business, industry, public and private life. In order to develop as effective group participants (whether members or leaders), individuals must understand group dynamics, group process, and group facilitation. In professional settings, individuals are frequently tasked with participating in groups or working as teams. Understanding and applying principles of group dynamics will improve effectiveness and marketability.

## **STS 301: Introduction to Statistics**

### **4.0 Units**

This course will provide a practical foundation in statistical concepts and practice with emphasis on acquiring the skills necessary to collect, interpret, describe and present sample data in a clear and focused manner. This course will cover how to obtain and interpret basic descriptive statistics, and how to calculate commonly used statistics.

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**DRAFT**

<b>Course Name and Number:</b>	HC352 Critical Thinking for Health Professionals
<b>Total Semester Units:</b>	4.0
<b>Textbook(s):</b>	<b>Title:</b> Becoming a Critical Thinker
	<b>Author(s):</b> L. Fleming Fallon, Jr., J. Begun, & W. Riley
	<b>Edition:</b> 8th Edition
	<b>ISBN:</b> 9781284180848
<b>Course Description:</b>	This course presents concepts and principles of thinking and decision making including the Wonder, Investigate, Speculate, Evaluate (W.I.S.E) approach. Through application and evaluation, students practice problem solving and investigative, research, and persuasive skills. Emphasis is placed on applying critical thinking skills to practical issues applicable to health care administration, and the evaluation and development of solutions.
<b>Prerequisites:</b>	n/a
<b>Course Learning Outcomes (CLOs)</b>	<p><b>Upon completion of this course, the successful student will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate the ability to solve a problem by applying the W.I.S.E. approach (Chapters 1, 2).</li> <li>2. Effectively investigate claims and perform best practices for conducting research (Chapter 3).</li> <li>3. Describe errors in thinking and evaluation (Chapters 4, 5).</li> <li>4. Build a sound, persuasive argument (Chapter 6).</li> <li>5. Evaluate information that is received (Chapter 7).</li> </ol>

<b>Unit 1 Outcome:</b> Demonstrate the ability to solve a problem by applying the W.I.S.E. approach	
Provide examples of the six key principles of thinking.	
Differentiate between a fact and an opinion.	
Summarize the W.I.S.E. approach.	
Explain how bias can impede critical thinking.	
<b>Unit 1 At a Glance</b>	
<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	

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<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 1 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 2 Outcome:** Effectively investigate claims and employ best practices for conducting research.

Identify three key approaches to investigation (fundamentals).

Summarize key resources that are useful when conducting a library search.

Describe strategies that increase the effectiveness of an internet search.

### **Unit 2 At a Glance**

<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 2 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 2 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 3 Outcome:** Describe the impact of influences and attitudes on errors in thinking and evaluation.

Describe the relationship between intellectual independence and the W.I.S.E. approach

Identify powerful influences on thoughts and attitudes

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Provide examples of strategies for developing individuality	
Give examples of four types of errors in thinking	
<b>Unit 3 At a Glance</b>	
<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 3 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 4 Outcome:</b> Build a sound, persuasive argument.	
Summarize factors that make communication persuasive.	
Identify the steps needed for persuasive writing.	
Describe the steps required for persuasive speaking.	
Explain how to become a productive participant in a group discussion.	
<b>Unit 4 At a Glance</b>	
<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 4 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 4 Exam will cover



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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 5 Outcome:</b> Evaluate information that is received.	
Describe a sound approach for thinking critically about career choices.	
Explain the relationship between critical thinking and ethical judgments.	
Provide strategies for thinking critically about media.	
<b>Unit 5 At a Glance</b>	
<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 5 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 5 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by taking the course survey and with the timely submission of your assignments.

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**DRAFT**

<b>Course Name and Number:</b>	HC400 Leadership in Healthcare Settings
<b>Total Semester Units:</b>	4.0
<b>Textbook(s):</b>	<b>Title:</b> Principles of Healthcare Leadership
	<b>Author(s):</b> Bernard J. Healy, Ph.D.
	<b>Edition:</b> 8th Edition
	<b>ISBN:</b> 9781567938920
<b>Course Description:</b> This course introduces students to theories and approaches to leadership in healthcare. Students will apply leadership theories to scenarios in the healthcare context, and develop the necessary skills to communicate effectively, manage conflict, and lead organizational change.	
<b>Prerequisites:</b> n/a	
<b>Course Learning Outcomes (CLOs)</b> <b>Upon completion of this course, the successful student will be able to:</b>	
<ol style="list-style-type: none"> <li>1. Explain how healthcare leadership in the knowledge era differs from leadership in the industrial era (Chapters 1,2).</li> <li>2. Compare and contrast modern leadership theories (Chapter 3).</li> <li>3. Analyze the role of the leader in the modern healthcare environment (Chapters 4-6).</li> <li>4. Summarize leadership behaviors required for change management (Chapters 7, 8).</li> <li>5. Specify the leadership behaviors essential for conflict management (Chapter 9).</li> </ol>	

**Unit 1 Outcome:** Explain how leadership in the knowledge era differs from leadership in the industrial era.

Summarize key changes in the healthcare environment.

Describe the role leaders have in meeting healthcare challenges.

Identify best practices for leadership.

## **Unit 1 At a Glance**

<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover

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<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 1 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 2 Outcome:** Compare and contrast modern leadership theories.

Differentiate between management and leadership.

Summarize key leadership theories.

Describe key leadership skills.

### **Unit 2 At a Glance**

<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 2 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 2 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 3 Outcome:** Analyze the role of the leader in the modern healthcare environment.

Explain steps a leader can take to elicit creativity from employees

Describe the relationship between entrepreneurship and innovation in healthcare

Summarize the importance of establishing trust with all stakeholders

Examine the process for building and regaining trust

### **Unit 3 At a Glance**

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<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 3 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 4 Outcome:** Summarize leadership behaviors required for change management.

Identify key strategies for changing culture in the healthcare environment.

Summarize how to determine if a change is needed.

Describe the change process.

Explain the leader's role in the change process.

### **Unit 4 At a Glance**

<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 4 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 4 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 5 Outcome:** Specify the leadership behaviors essential to conflict management.

Identify common causes of workplace conflict.

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Explain the importance of conflict management.

Apply the steps for conflict management to various sample scenarios.

### **Unit 5 At a Glance**

<b>Reading Assignment</b>	
<b>Presentation for Points</b>	The Unit 5 graded, interactive Presentation will cover
<b>Reading Companion</b>	Interactive quiz covering
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 5 Exam will cover
<b>Professionalism</b>	You will showcase professionalism by taking the course survey and with the timely submission of your assignments.

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**DRAFT**

<b>Course Name and Number:</b>	HC 403 Health Care Law and Ethics
<b>Total Semester Units:</b>	3.0
<b>Textbook(s):</b>	<b>Title:</b> Legal Aspects of Healthcare Administration
	<b>Author(s):</b> George D. Pozgar
	<b>Edition:</b> 13 <sup>th</sup>
	<b>ISBN:</b> 9781284166828
<b>Course Description:</b> This course presents an overview of legal and ethical issues facing health care managers. Students will be introduced to legal and policy issues in the dynamic health care environment and explore ethical dilemmas faced by health care managers. Emphasis is placed on developing the skillset to evaluate legal and ethical situations and assess the potential consequences choices have on key stakeholders.	
<b>Prerequisites:</b> n/a	
<b>Course Learning Outcomes (CLOs)</b>	
<b>Upon completion of this course, the successful student will be able to:</b>	
<ol style="list-style-type: none"> <li>1. Apply an ethical decision-making process to contemporary and complex health care issues.</li> <li>2. Analyze the legal issues encountered by managers in health care settings.</li> <li>3. Explain the importance and process of incident reporting.</li> <li>4. Explain the legal and ethical rights and responsibilities of health care organizations.</li> </ol>	

<b>Unit 1 Outcome:</b>
<b>CLO 2 Analyze a variety of legal issues encountered by managers in health care settings.</b>
Objective 2.1 Explain the development and sources of law.
Objective 2.2 Compare and contrast the difference between negligence and malpractice.
Objective 2.3 Illustrate the forms of negligence.
Objective 2.4 Identify the difference between intentional torts and negligence.
<b>Unit 1 At a Glance</b>

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<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	Chapters 2, 3, 4, and 9 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover Chapters 2, 3, 4, and 9 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 2, 3, 4, and 9 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 1 Exam will cover Chapters 2, 3, 4, and 9 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

### **Unit 2 Outcome:**

#### **CLO 1 Apply an ethical decision-making process to contemporary and complex health care issues.**

Objective 1.1 Discuss approaches a provider can employ to practice defensive medicine.

Objective 1.2 Identify actions constituting health care fraud and kickbacks.

Objective 1.3 Assess health care providers' actions to identify patient abuse.

Objective 1.4 Assess a hospital's liability for the acts of a physician under contract.

Objective 1.5 Explain the possible defenses and remedies for nonperformance of a contract.

### **Unit 2 At a Glance**

<b>Reading Assignment</b>	Chapters 5, 6, and 7 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Presentation for Points</b>	The Unit 2 graded, interactive Presentation will cover Chapters 5, 6, and 7 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 5, 6, and 7 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Discussion</b>	
<b>Homework</b>	

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<b>Exam</b>	The Unit 2 Exam will cover Chapters 5, 6, and 7 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 3 Outcome:</b>	
<b>CLO 4 Explain the legal and ethical rights and responsibilities of health care organizations.</b>	
Objective 4.1 Evaluate the effect of EMTALA on health care organizations.	
Objective 4.2 Assess key legal issues arising in patient care settings.	
Objective 4.3 Illustrate the significance of accurate and complete medical records.	
Objective 4.4 Identify actions resulting in falsified medical records and the consequences.	
Objective 4.5 Explain the effect of the Privacy Act of 1974 and Health Insurance Portability and Accountability Act of 1996 on hospital and physician practices.	
<b>Unit 3 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 12 and 13 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover Chapters 12 and 13 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 12 and 13 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 3 Exam will cover Chapters 12 and 13 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 4 Outcome:</b>	
<b>CLO 1 Apply an ethical decision-making process to contemporary and complex health care issues.</b>	
Objective 1.5 Illustrate approaches to resolving ethical dilemmas.	
Objective 1.6 Appraise the role of an ethics committee within a health care organization.	



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Objective 1.7 Analyze ethical dilemmas from procreation to end of life.

### **CLO 3 Explain the importance and process of incident reporting.**

Objective 3.1 Explain the importance of incident reporting, sentinel events, and the purpose of root cause analyses.

Objective Describe the importance of reporting communicable diseases, adverse drug reactions, and infectious diseases.

### **Unit 4 At a Glance**

#### **Reading Assignment**

Chapters 15, 16, 17, and 18 of *Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition*.

#### **Presentation for Points**

The Unit 4 graded, interactive Presentation will cover Chapters 15, 16, 17, and 18 of *Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition*.

#### **Reading Companion**

Interactive quiz covering Chapters 15, 16, 17, and 18 of *Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition*.

#### **Discussion**

#### **Homework**

#### **Exam**

The Unit 4 Exam will cover Chapters 15, 16, 17, and 18 of *Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition*.

#### **Professionalism**

You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

### **Unit 5 Outcome:**

### **CLO 4 Explain the rights and responsibilities of health care organizations.**

Objective 4.6 Describe employment-at-will.

Objective 4.7 Differentiate between lawful and unlawful discharge of an employee.

Objective 4.8 Appraise the rights of employees.

Objective 4.9 Distinguish the rights and responsibilities of unions and management.

Objective 4.10 Explain the rights of a patient during labor disputes.

Objective 4.11 Describe the purpose of a malpractice insurance policy, including risk categories, and the importance to professionals of carrying professional liability insurance.

### **Unit 5 At a Glance**

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<b>Reading Assignment</b>	Chapters 19, 20, and 21 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Presentation for Points</b>	The Unit 5 graded, interactive Presentation will cover Chapters 19, 20, and 21 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 19, 20, and 21 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 5 Exam will cover Chapters 19, 20, and 21 of <i>Legal Aspects of Healthcare Administration; 13<sup>th</sup> Edition</i> .
<b>Professionalism</b>	You will showcase professionalism by taking the course survey and with the timely submission of your assignments.

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**DRAFT**

<b>Course Name and Number:</b>	HC410 Performance Improvement Measures and Methodologies		
<b>Total Semester Units:</b>	4.0		
<b>Textbook(s):</b>	<b>Title:</b>	Advanced Performance Improvements in Healthcare: Principles and Methods	
	<b>Author(s):</b>	Donald Lighter, MD, MBA, FAAP	
	<b>Edition:</b>	1st Edition	
	<b>ISBN:</b>	978-0763764494	
<b>Course Description:</b>			
This course covers quality assessment and improvement, providing a basis for developing skills in collecting and analyzing data. Students will explore the relationship between measurement and improvement in the healthcare settings. Topics include measure selection, data analysis and interpretation, selecting an improvement methodology, and evaluation of improvement activities.			
<b>Prerequisites: n/a</b>			
<b>Course Learning Outcomes (CLOs)</b>			
<b>Upon completion of this course, the successful student will be able to:</b>			
<ol style="list-style-type: none"> <li>1. Select metrics to measure current organizational performance.</li> <li>2. Develop a performance improvement methodology for a continuous quality improvement initiative.</li> <li>3. Plan a performance improvement initiative.</li> <li>4. Analyze appropriate metrics of success.</li> </ol>			

<b>Unit 1 Outcome:</b> Select metrics to measure current organizational performance.	
Objective 1.1	Explain the principal approaches to quality improvement in healthcare.
Objective 1.2	Examine the relationships between quality and performance.
Objective 1.3	Illustrate key strategies for selecting a performance improvement project.
Objective 1.4	Identify key steps in team development.
Objective 1.5	Compare and contrast metrics for organizational performance.
<b>Unit 1 At a Glance</b>	
<b>Introductions</b>	Meet your Instructor and classmates

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<b>Reading Assignment</b>	Chapters 1 and 2 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover Chapters 1 and 2 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters 1 and 2 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 1 Exam will cover Chapters 1 and 2 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 2 Outcome:** Develop a performance improvement methodology for a continuous quality improvement initiative.

Objective 2.1 Illustrate process analysis for a quality improvement project.

Objective 2.2 Evaluate various process analysis tools.

Objective 2.3 Interpret a control chart.

Objective 2.4 Illustrate how to use Statistical Process Control (SPC) analysis.

Objective 2.5 Analyze the barriers of SPC analysis.

### **Unit 2 At a Glance**

<b>Reading Assignment</b>	Chapters 3 and 5 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Presentation for Points</b>	The Unit 2 graded, interactive Presentation will cover Chapters 3 and 5 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters 3 and 5 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 2 Exam will cover Chapters 3 and 5 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>

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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 3 Outcome:</b> Plan a performance improvement initiative	
Objective 3.1 Recognize the principles and application of “Lean” management.	
Objective 3.2 Compare and contrast the current state and a desired future state.	
Objective 3.3 Construct a Plan, Do, Study, Act (PDSA) Cycle.	
<b>Unit 3 At a Glance</b>	
<b>Reading Assignment</b>	Chapter 6 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover Chapter 6 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Reading Companion</b>	Interactive quiz covering Chapter 6 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 3 Exam will cover Chapter 6 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 4 Outcome:</b> Outline the benefits and estimate the costs of a performance improvement initiative.	
Objective 3.4 Recognize the principles and application of the Six Sigma improvement model.	
Objective 3.5 Explain the process of selecting meaningful solutions.	
Objective 3.6 Describe the importance of a process monitoring plan.	
<b>Unit 4 At a Glance</b>	
<b>Reading Assignment</b>	Chapter 7 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Presentation for Points</b>	The Unit 4 graded, interactive Presentation will cover Chapter 7 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>

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<b>Reading Companion</b>	Interactive quiz covering Chapter 7 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 4 Exam will cover Chapter 7 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 5 Outcome:</b> Analyze appropriate metrics of success.	
Objective 4.1 Differentiate between structure, process, and outcome measures.	
Objective 4.2 Appraise the potential effect an improvement could have on a healthcare system.	
Objective 4.3 Give examples of the use of healthcare informatics to support implementation of a performance improvement initiative.	
<b>Unit 5 At a Glance</b>	
<b>Reading Assignment</b>	Chapter 4 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Presentation for Points</b>	The Unit 5 graded, interactive Presentation will cover Chapter 4 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Reading Companion</b>	Interactive quiz covering Chapter 4 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 5 Exam will cover Chapter 4 of <i>Advanced Performance Improvement Measures and Methodologies, 1st Edition</i>
<b>Professionalism</b>	You will showcase professionalism by taking the course survey and with the timely submission of your assignments.

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**DRAFT**

<b>Course Name and Number:</b>	HC 415 Human Resource Management
<b>Total Semester Units:</b>	4.0
<b>Textbook(s):</b>	<b>Title:</b> Human Resource Management in Health Care
	<b>Author(s):</b> Charles R. McConnell
	<b>Edition:</b> 3 <sup>rd</sup> Edition
	<b>ISBN:</b> 9781284155136
<b>Course Description:</b> This course presents the major elements of human resource practices, retention, performance evaluation, compensation, education, and succession planning. Students will learn to analyze and evaluate how human resource management is applied in different health care settings. An emphasis is placed on strategic planning for health care organizations using the major elements of human resource management.	
<b>Prerequisites:</b> n/a	
<p><b>Course Learning Outcomes (CLOs)</b></p> <p><b>Upon completion of this course, the successful student will be able to:</b></p> <ol style="list-style-type: none"> <li>1: Explain the role of Human Resource Management in the health care setting.</li> <li>2: Summarize current regulations, state and federal laws effecting Human Resource Management.</li> <li>3: Evaluate approaches for cultivating a culture of diversity, acceptance and ethical behavior within the health care environment.</li> <li>4: Analyze methods for hiring, selecting, and developing employees.</li> <li>5: Compare and contrast the best practices for appraising, motivating, and handling employee performance.</li> <li>6: Explain the processes of employee termination and management succession.</li> <li>7: Explain ways to maintain a healthy, safe, and inspiring workspace culture.</li> </ol>	

## **Unit 1 Outcome:**

### **CLO 1 Appraise the role of Human Resource Management in the health care setting.**

Objective 1.1 Illustrate the role of human resources within a health care organization.

Objective 1.2 Describe the relationship between human resources, executive management, and other organizational departments.

Objective 1.3 Identify activities within a department that require human resource practice intervention.

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Objective 1.4 Compare and contrast the role of human resource personnel and line managers.

**CLO 2 Summarize current regulations, state and federal laws affecting human resource management.**

Objective 1.5 Describe the evolution of the regulatory environment within which human resources must work to serve health care organizations.

Objective 1.6 Outline key federal and state human resources laws and regulations.

### **Unit 1 At a Glance**

<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	Chapters 1, 2, 3, and 4 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover Chapters 1, 2, 3, and 4 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters 1, 2, 3, and 4 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 1 Exam will cover Chapters 1, 2, 3, and 4 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

### **Unit 2 Outcome:**

**CLO 3 Evaluate approaches for cultivating a culture of diversity, acceptance and ethical behavior within the health care environment.**

Objective 2.1 Assess the value and importance of employee participation and input.

Objective 2.2 Explain why managers should be visible and accessible to the staff.

Objective 2.3 Conduct a position analysis.

Objective 2.4 Compare and contrast human motivation theories.

Objective 2.5 Differentiate the roles of human resources and department managers in matters of compensation.



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<b>Unit 2 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 5, 6, 7, and 8 of <i>Human Resources Management in Healthcare, 3rd Edition</i> .
<b>Presentation for Points</b>	The Unit 2 graded, interactive Presentation will cover Chapters 5, 6, 7, and 8 of <i>Human Resources Management in Healthcare, 3rd Edition</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 5, 6, 7, and 8 of <i>Human Resources Management in Healthcare, 3rd Edition</i> .
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 2 Exam will cover Chapters 5, 6, 7, and 8 of <i>Human Resources Management in Healthcare, 3rd Edition</i> .
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

### **Unit 3 Outcome:**

#### **CLO 4 Analyze methods for hiring, selecting, and developing employees.**

Objective 3.1 Compare the traditional approaches of performance appraisal.

Objective 3.2 Recognize the common obstacles to hiring, selecting, and developing employees.

#### **CLO 5 Compare and contrast the best practices for appraising, motivating, and handling employee performance.**

Objective 3.3 Explain the importance of employee mentoring and education.

Objective 3.4 Appraise the partnership between human resources and department managers in recruiting employees.

Objective 3.5 Compare and contrast ordinary interviewing and behavioral interviewing.

### **Unit 3 At a Glance**

<b>Reading Assignment</b>	Chapters 9, 11, 12, and 13 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover Chapters 9, 11, 12, and 13 of <i>Human Resources Management in Healthcare, 3rd Edition</i> .
<b>Reading</b>	Interactive quiz covering Chapters 9, 11, 12, and 13 of <i>Human</i>

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<b>Companion</b>	<i>Resources Management in Healthcare, 3rd Edition.</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 3 Exam will cover Chapters 9, 11, 12, and 13 of <i>Human Resources Management in Healthcare, 3rd Edition.</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 4 Outcome:</b>	
<b>CLO 6: Explain the processes of employee termination and management succession.</b>	
Objective 4.1 Assess common forms of termination for cause.	
Objective 4.1 Differentiate between problems of performance and problems of behavior and the processes to address each.	
Objective 4.3 Compare and contrast the roles of human resources and department managers in terminating employees.	
Objective 4.4 Explain the arbitration process and the differences between arbitration and mediation.	
Objective 4.5 Discuss the importance of complete, properly executed, and appropriately retained documentation.	
Objective 4.6 Compare and contrast the effects of social media on human resources and management.	
Objective 4.7 Illustrate the process and goals of succession planning.	
<b>Unit 4 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 10, 14, 15, and 16 of <i>Human Resources Management in Healthcare, 3rd Edition</i> <b>*Need information on outside reading</b>
<b>Presentation for Points</b>	The Unit 4 graded, interactive Presentation will cover Chapters 10, 14, 15, and 16 of <i>Human Resources Management in Healthcare, 3rd Edition.</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters 10, 14, 15, and 16 of <i>Human Resources Management in Healthcare, 3rd Edition.</i>
<b>Discussion</b>	

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<b>Homework</b>	
<b>Exam</b>	The Unit 4 Exam will cover Chapters 10, 14, 15, and 16 of <i>Human Resources Management in Healthcare, 3rd Edition</i> .
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 5 Outcome:</b>	
<b>CLO 7: Explain ways to maintain a healthy, safe, and inspiring workspace culture.</b>	
Objective 4.5 Describe the value and importance of preventing employee problems whenever possible.	
Objective 4.6 Recognize the importance of creating ergonomic working environments for employees.	
<b>Unit 5 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 17, 19, and 21 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Presentation for Points</b>	The Unit 5 graded, interactive Presentation will cover Chapters 17, 19, and 21 of <i>Human Resources Management in Healthcare, 3rd Edition</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 17, 19, and 21 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Discussion</b>	
<b>Homework</b>	
<b>Exam</b>	The Unit 5 Exam will cover Chapters 17, 19, and 21 of <i>Human Resources Management in Healthcare, 3rd Edition</i>
<b>Professionalism</b>	You will showcase professionalism by taking the course survey and with the timely submission of your assignments.

## *San Joaquin Valley College*

<b>Course Name and Number:</b>	HC 420 Management Principles for the Healthcare Professional			
<b>Total Semester Units:</b>	4.0			
<b>Textbook(s):</b>	<b>Title:</b>	Managing Health Organizations for Quality and Performance		
	<b>Author(s):</b>	L. Fleming Fallon, Jr., J. Begun, & W. Riley		
	<b>Edition:</b>	1st		
	<b>ISBN:</b>	9781284180848		
<b>Course Description:</b>				
The focus of this course is the application and practices of effective management in the health care setting. Topics include effective supervision, personnel management, budgetary controls, and legal and ethical concerns.				
<b>Prerequisites:</b> n/a				
<b>Course Learning Outcomes (CLOs)</b>				
<b>Upon completion of this course, the successful student will be able to:</b>				
<ol style="list-style-type: none"> <li>1. Describe areas of responsibility given to supervisors in the healthcare setting</li> <li>2. Discuss ethical behavior in the workplace</li> <li>3. Discuss how hiring strategies and techniques create functional departments</li> <li>4. Describe methods of employee evaluation and performance improvement</li> <li>5. Describe Principles of budget development and monitoring</li> <li>6. Discuss techniques to maintain legal compliance as a health care manager</li> </ol>				
<b>Grade Item Weighting</b>				
	<b>Item</b>	<b>Percentage</b>	<b>Unit Points</b>	<b>Total Points</b>
	Presentation for Points	9%	10	50
	Reading Companion	15%	15	75
	Discussion	18%	5 (Unit 1 Introductions) 20 (Units 1-5 Discussion)	105
	Homework/Project	27%	30	150
	Exams	23%	25	125
	Professionalism	10%	10	50

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## Unit Objectives and At a Glance

**Unit 1 Outcome: By the end of this Unit, you will be able to summarize the responsibilities given to managers in a healthcare setting.**

Understand the responsibilities given to managers in a healthcare setting

Identify the importance of managerial practices in that provide programs and services related to healthcare organizations

Discuss the advantages of applying systems thinking to management

Demonstrate the importance of improving quality and performance

Explain how quality management and quality initiatives contribute to organizational success

### Unit 1 At a Glance

<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	Chapters <i>1 and 7</i> of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
<b>Presentation</b>	The Unit 1 Presentation will cover Chapters <i>1 and 7</i> of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters <i>1 and 7</i> of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i> .
<b>Discussion</b>	Discuss what health care management entails
<b>Homework</b>	Paper on leadership characteristics
<b>Exam</b>	The Unit 1 Exam will cover the Unit 1 Presentation and Chapters <i>1 and 7</i> of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i> .
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 2 Outcome: By the end of this Unit, you will be able to describe ethical behavior and expectations in the workplace and techniques to maintain legal compliance as a health care manager.**

Understand ethical behavior and expectations in the workplace and techniques to maintain legal compliance as a health care manager

# *San Joaquin Valley College*

Identify the interdependence of health management and public policy

Describe the US governmental policy-making process

Explain the key distinctive features of health policy in the United States

Identify key policy issues relevant to health management.

Demonstrate the meaning of organizational culture and indicators

Describe common but essential values of organizations in general and health organizations, in particular: ethics, diversity, safety, learning, collaboration, and service.

Discuss key strategies for culture change

## **Unit 2 At a Glance**

<b>Reading Assignment</b>	Chapters 2 and 9 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
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<b>Presentation</b>	The Unit 2 Presentation will cover Chapters 2 and 9 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
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<b>Reading Companion</b>	Interactive quiz covering Chapters 2 and 9 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
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<b>Discussion</b>	Discuss ethics in the healthcare setting
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<b>Homework</b>	Signature Assignment, Phase 1
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<b>Exam</b>	The Unit 2 Exam will cover the Unit 2 Presentation and Chapters 2 and 9 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i> (Map to CLO 2 & 6)
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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
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## **Unit 3 Outcome: By the end of this Unit, you will be able to demonstrate hiring strategies, techniques, and employee development.**

Understand hiring strategies, techniques, and employee development.

Identify the recruitment process.

Explain compensation and benefits.

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Discuss how to retain valued employees.

Explain training and development.

Identify problem employees.

Define Personality Analysis.

Discuss the importance of developing employees.

Identify characteristic features of organizations that encourage employee development.

### **Unit 3 At a Glance**

#### **Reading Assignment**

Chapters 8 and 10 of *Managing Health Organizations for Quality and Performance, 1st Edition*

#### **Presentation**

The Unit 3 Presentation will cover Chapters 8 and 10 of *Managing Health Organizations for Quality and Performance, 1st Edition*

#### **Reading Companion**

Interactive quiz covering Chapters 8 and 10 of *Managing Health Organizations for Quality and Performance, 1st Edition*

#### **Discussion**

Discuss different types of personalities a manager may see

#### **Homework**

Signature Assignment, Phase 2

#### **Exam**

The Unit 3 Exam will cover the Unit 3 Presentation and Chapters 8 and 10 of *Managing Health Organizations for Quality and Performance, 1st Edition*

#### **Professionalism**

You will showcase professionalism by earning and submitting a Graduate Readiness badge and with the timely submission of your assignments.

### **Unit 4 Outcome: By the end of this Unit, you will be able to demonstrate hiring strategies, techniques, and employee development.**

Understand employee evaluations and performance improvement

Discuss the importance of improving organizational performance through performance management, program evaluation, and continuous quality improvement

Explain the Turning Point model of performance management

Identify Turning Point Framework and Performance Management

# *San Joaquin Valley College*

Define Balanced Scorecard

Explain a logic model and how it can be used to evaluate and improve programs

Define quality from the perspective of health care delivery and from the perspective of public health

Discuss CQI methods and techniques such as process maps, the Plan-Do-Check-Act cycle, Lean, and Six Sigma

## **Unit 4 At a Glance**

<b>Reading Assignment</b>	Chapter 14 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
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<b>Presentation</b>	The Unit 4 Presentation will cover Chapter 14 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
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<b>Reading Companion</b>	Interactive quiz covering Chapter 14 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
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<b>Discussion</b>	Discuss the importance of performance management
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<b>Homework</b>	Signature Assignment, Phase 3
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<b>Exam</b>	The Unit 4 Exam will cover the Unit 4 Presentation and Chapter 14 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
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## **Unit 5 Outcome: By the end of this Unit, you will be able to discuss budget development and monitoring.**

Understand budget development and monitoring

Discuss the elements of a business plan

Interpret organizational financial documents

Explain budgets

Explain budget creation

## **Unit 5 At a Glance**



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<b>Reading Assignment</b>	Chapter 15 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
<b>Presentation</b>	The Unit 5 Presentation will cover Chapter 15 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
<b>Reading Companion</b>	Interactive quiz covering Chapter 15 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
<b>Discussion</b>	Discuss the different financial sheets
<b>Homework</b>	PowerPoint presentation explaining budgets
<b>Exam</b>	The Unit 5 Exam will cover the Unit 5 Presentation and Chapter 15 of <i>Managing Health Organizations for Quality and Performance, 1st Edition</i>
<b>Professionalism</b>	You will showcase professionalism by submitting a screenshot of your completed student survey and with the timely submission of your assignments.

## *San Joaquin Valley College*

<b>Course Name and Number:</b>	HC 440 Research and Evidence-Based Practice in Healthcare
<b>Total Semester Units:</b>	5.0
<b>Textbook(s):</b>	<b>Title:</b> Understanding Research and Evidence Based Practice
	<b>Author(s):</b> Rebar, C. and Gersch, C.
	<b>Edition:</b> 4 <sup>th</sup> ed.
	<b>ISBN:</b> 978145119107

### **Course Description:**

This course focuses on the importance of utilizing accepted research methodologies to gather and interpret statistics and other data. Topics also include communicating research findings in evidence-based practice.

### **Prerequisites:**

### **Course Learning Outcomes (CLOs)**

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

1. Describe all components of evidence-based practice and research methodologies.
2. Outline key concepts relating to communication processes
3. Perform data collection activities pertinent to chosen research methodology
4. Identify criteria for locating relevant evidence.
5. Compare and contrast descriptive and inferential statistics.
6. Describe how evidence-based research-based practices are applied across the healthcare continuum.
7. Summarize key attributes in evidence-based practices in treatment, harm and prevention.
8. Apply concepts related to implementation and evaluation of best practices.

### **Grade Item Weighting**

<b>Item</b>	<b>Percentage</b>	<b>Unit Points</b>	<b>Total Points</b>
Reading Companion	13%	15	75
Presentation for Points	9%	10	50
Discussion	18%	20 (Units 1-5 Discussion) 5 (Unit 1 Introduction)	105
Homework	27%	30	150
Exams	23%	25	125
Professionalism	10%	10	50

# *San Joaquin Valley College*

## Unit Outcomes and At a Glance

### Unit 1 Outcome:

Define components of evidence-based practice to include; structural problems, self-awareness, self-correction, active learning and related outcomes.

Compare and contrast quantitative and qualitative research.

Understand the importance of key evidence-based practice skills.

Examine the ten steps relating to the evidence-based process.

Identify the categories of evidence-based process and apply to various case studies.

Examine the styles of quantitative research and qualitative research

Develop a PICOT question to form the basis of the literature review

### Unit 1 At a Glance

<b>Introductions</b>	Meet your instructor and classmates.
<b>Reading Assignment</b>	<b>Chapter 1</b> Evidence-Based Healthcare Using Research in Practice and <b>Chapter 2</b> The Research Process: Components and Language of Research Reports of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover <b>Chapter 1</b> Evidence-Based Healthcare Using Research in Practice and <b>Chapter 2</b> The Research Process: Components and Language of Research Reports of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Reading Companion</b>	Interactive quiz covering <b>Chapter 1</b> Evidence-Based Healthcare Using Research in Practice and <b>Chapter 2</b> The Research Process: Components and Language of Research Reports of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Discussion</b>	Discuss Various Research Methods
<b>Homework</b>	Develop a PICOT Question
<b>Project</b>	Evidence-Based Research
<b>Exam</b>	The Unit 1 Exam will cover the Unit 1 Presentation and <b>Chapter 1</b> Evidence-Based Healthcare Using Research in Practice and <b>Chapter 2</b> The Research Process: Components and Language of

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	Research Reports of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Professionalism</b>	You will showcase professionalism with the timely submission of your assignments.
<b>Unit 2 Outcome:</b>	
List the selection criteria pertaining to patient education.	
Understand the process of community-centered communication.	
Relate health communication process to pertinent case studies.	
Develop a PICOT question used to guide research.	
Explain various research methods.	
<b>Unit 2 At a Glance</b>	
<b>Reading Assignment</b>	<b>Chapter 3</b> Discussions and Conclusions, <b>Chapter 4</b> Descriptive Results, and <b>Chapter 5</b> Inferential Results of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Presentation for Points</b>	The Unit 2 graded, interactive Presentation will cover <b>Chapter 3</b> Discussions and Conclusions, <b>Chapter 4</b> Descriptive Results, and <b>Chapter 5</b> Inferential Results of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Reading Companion</b>	Interactive quiz covering <b>Chapter 3</b> Discussions and Conclusions, <b>Chapter 4</b> Descriptive Results, and <b>Chapter 5</b> Inferential Results of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Discussion</b>	Differential and Inferential Statistics
<b>Homework</b>	Phase 1 Signature Assignment: Literature Review
<b>Project</b>	Boolean Logic Handout
<b>Exam</b>	The Unit 2 Exam will cover the Unit 2 Presentation and <b>Chapter 3</b> Discussions and Conclusions, <b>Chapter 4</b> Descriptive Results, and <b>Chapter 5</b> Inferential Results of Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

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## **Unit 3 Outcome:**

Differentiate between a sample and a population

Compare qualitative and quantitative sampling methods

Identify common errors in reports of samples

Distinguish the strengths and weaknesses of qualitative and quantitative sampling approaches

Describe the purpose of the institutional review board

Explain the purpose of informed consent in research

## **Unit 3 At a Glance**

<b>Reading Assignment</b>	Chapter 6 Samples and Chapter 7 Ethics Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
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<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover Chapter 6 Samples and Chapter 7 Ethics Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
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<b>Reading Companion</b>	Interactive quiz covering Chapter 6 Samples and Chapter 7 Ethics Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
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<b>Discussion</b>	Sampling Methods
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<b>Homework</b>	Signature Assignment Phase 2: Peer Review
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<b>Project</b>	Ethics in Research
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<b>Exam</b>	The Unit 3 Exam will cover the Unit 3 Presentation and <b>Chapter 6</b> Samples and <b>Chapter 7</b> Ethics Understanding Research and Evidence Based Practice, 4 <sup>th</sup> Edition
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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
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## **Unit 4 Outcome:**

Identify errors in data collection in qualitative and quantitative research

Describe methods for constructing the meaning of variables in qualitative and quantitative research

## *San Joaquin Valley College*

Explain common errors that occur in a research report

Evaluate data collection methods to sampling results

Explain principles of qualitative and quantitative research design

Distinguish the differences between rigor and validity

### **Unit 4 At a Glance**

#### **Reading Assignment**

Chapter 8: Data Collection Methods and Chapter 9: Research Designs: Planning the Study of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

#### **Presentation for Points**

The Unit 4 graded, interactive Presentation will cover Chapter 8: Data Collection Methods and Chapter 9: Research Designs: Planning the Study of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

#### **Reading Companion**

Interactive quiz covering Chapter 8: Data Collection Methods and Chapter 9: Research Designs: Planning the Study of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

#### **Discussion**

Data Collection Methods

#### **Homework**

Signature Assignment Phase 3

#### **Project**

Qualitative Research Methods

#### **Exam**

The Unit 4 Exam will cover the Unit 4 Presentation and Chapter 8: Data Collection Methods and Chapter 9: Research Designs: Planning the Study of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

#### **Professionalism**

You will showcase professionalism by submitting the student survey and with the timely submission of your assignments.

### **Unit 5 Outcome:**

Describe sources creating problems in research

Construct linkages between the literature review to the study design

Identify common errors of the background and literature review

Critically evaluate background and literature review sections of a research report for the use in evidence-based practice

# San Joaquin Valley College

Explain factors affecting the research process

Analyze and interpret the results of research

## Unit 5 At a Glance

### Reading Assignment

Chapter 10: Background and the Research Problem and Chapter 11: The Research Process of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

### Presentation for Points

The Unit 5 graded, interactive Presentation will cover Chapter 10: Background and the Research Problem and Chapter 11: The Research Process of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

### Reading Companion

Interactive quiz covering Chapter 10: Background and the Research Problem and Chapter 11: The Research Process of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

### Discussion

Data Analysis

### Homework

Research Reflection

### Project

Presentation of Data

### Exam

The Unit 5 Exam will cover the Unit 5 Presentation and Chapter 10: Background and the Research Problem and Chapter 11: The Research Process of Understanding Research and Evidence Based Practice, 4<sup>th</sup> Edition

### Professionalism

You will showcase professionalism with the timely submission of your assignments.

## *San Joaquin Valley College*

<b>Course Name and Number:</b>	HC 450 Health Care Finance																														
<b>Total Semester Units:</b>	3.0																														
<b>Textbook(s):</b>	<b>Title:</b>	Healthcare Finance and the Mechanics of Insurance and Reimbursement																													
	<b>Author(s):</b>	Harrington, Michael K.																													
	<b>Edition:</b>	1 <sup>st</sup>																													
	<b>ISBN:</b>	9781284026122																													
<b>Course Description:</b>																															
The focus of this course is an understanding of the Respiratory Care Practitioner's role in revenue cycle management as well as the rules and regulations that apply to insurance and reimbursement.																															
<b>Prerequisites:</b>																															
<b>Course Learning Outcomes (CLOs)</b>																															
<b>Upon completion of this course, the student will be able to demonstrate proficiency in:</b>																															
<ol style="list-style-type: none"> <li>1. Categorize the revenue and expenses of an organization to effectively select and construct the appropriate type of budget for the organization.</li> <li>2. Differentiate between the various government-sponsored healthcare plans to understand how these plans interact with and impact the healthcare system in the United States.</li> <li>3. Define the key elements of prospective payment and the impact on the health care facility.</li> <li>4. Develop an effective and comprehensive compliance program for a health care facility.</li> <li>5. Describe the revenue cycle and how to manage it.</li> </ol>																															
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Item</th> <th style="width: 15%;">Percentage</th> <th style="width: 25%;">Unit Points</th> <th style="width: 30%;">Total Points</th> </tr> </thead> <tbody> <tr> <td>Presentation for Points</td> <td>9%</td> <td>10</td> <td>50</td> </tr> <tr> <td>Reading Companion</td> <td>15%</td> <td>15</td> <td>75</td> </tr> <tr> <td>Discussion</td> <td>18%</td> <td>20 5 (Unit 1 Introductions)</td> <td>105</td> </tr> <tr> <td>Homework/Project</td> <td>27%</td> <td>30</td> <td>150</td> </tr> <tr> <td>Exams</td> <td>23%</td> <td>25</td> <td>125</td> </tr> <tr> <td>Professionalism</td> <td>10%</td> <td>10</td> <td>50</td> </tr> </tbody> </table>				Item	Percentage	Unit Points	Total Points	Presentation for Points	9%	10	50	Reading Companion	15%	15	75	Discussion	18%	20 5 (Unit 1 Introductions)	105	Homework/Project	27%	30	150	Exams	23%	25	125	Professionalism	10%	10	50
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# *San Joaquin Valley College*

## **Unit Objectives and At a Glance**

### **Unit 1 Outcomes:**

Differentiate between the various types of financial organizations

Discuss the different types of healthcare financial strategies

Examine financial revenue and expense

Analyze the importance of cost control and forecasting

### **Unit 1 At a Glance**

<b>Introductions</b>	Meet your instructor and classmates
<b>Reading Assignment</b>	Chapters 1 and 2 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Presentation</b>	The Unit 1 Presentation will cover Chapters 1 and 2 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters 1 and 2 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Discussion</b>	Different types of financial organizations
<b>Homework</b>	5-page paper on reimbursement, cost control, planning, and forecasting
<b>Exam</b>	The Unit 1 Exam will cover the Unit 1 Presentation and Chapters 1 and 2 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

### **Unit 2 Outcomes:**

Compare fee-for-service and prospective payment methods

Discuss fee-for-service and prospective payment methods

Analyze how Health Maintenance Organizations integrate care, manage costs, improve quality and patient satisfaction

Differentiate between Health Maintenance Organizations' methodologies

# San Joaquin Valley College

## Unit 2 At a Glance

<b>Reading Assignment</b>	Chapters 3, 4, and 6 (Pages 119-120) of <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i> .
<b>Presentation</b>	The Unit 2 Presentation will cover Chapters 3, 4, and 6 (Pages 119-120) in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters 3, 4, and 6 (Pages 119-120) in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Discussion</b>	Fee-for-service versus prospective payment
<b>Homework</b>	Signature assignment phase 1, rough draft of paper on Health Maintenance Organizations
<b>Exam</b>	The Unit 2 Exam will cover the Unit 2 Presentation and Chapters 3, 4, and 6 (Pages 119-120) in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

## Unit 3 Outcome:

Analyze the impact of Disproportionate Share Adjustment on health care organizations

Discuss the relationship between Disproportionate Share Adjustment and hospital finances

Evaluate peer opportunities for improvement on their signature assignment

Examine peer and professor feedback on your signature assignment

## Unit 3 At a Glance

<b>Reading Assignment</b>	Chapters 6, 7, and 8 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Presentation</b>	The Unit 3 Presentation will cover Chapters 6, 7, and 8 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Reading Companion</b>	Interactive quiz covering Chapters 6, 7, and 8 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>

## *San Joaquin Valley College*

<b>Discussion</b>	Disproportionate Share Adjustment
<b>Homework</b>	Phase 2 Signature Assignment, peer review of paper on Health Maintenance Organizations
<b>Exam</b>	The Unit 3 Exam will cover the Unit 3 Presentation and Chapters 6, 7, and 8 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a Graduate Readiness badge and with the timely submission of your assignments.

### **Unit 4 Outcome:**

Evaluate healthcare regulations and medical record entries

Discuss the impact of documentation on patient safety and compliance

Apply peer and professor feedback on your signature assignment

Develop a comprehensive paper on a Health Maintenance Organization's approach to managed care

### **Unit 4 At a Glance**

<b>Reading Assignment</b>	Chapter 9 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Presentation</b>	The Unit 4 Presentation will cover Chapter 9 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Reading Companion</b>	Interactive quiz covering Chapter 9 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Discussion</b>	Regulations for medical record entries
<b>Homework</b>	Phase 3 Signature Assignment, final draft of paper on Health Maintenance Organizations
<b>Exam</b>	The Unit 4 Exam will cover the Unit 4 Presentation and Chapter 9 in <i>Healthcare Finance and the Mechanics of Insurance and Reimbursement</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

# *San Joaquin Valley College*

## **Unit 5**

Compare case management and utilization review

Discuss the respiratory therapist's role in case management and utilization review

Describe revenue cycle management

Develop an effective compliance program for a health care facility

## **Unit 5 At a Glance**

### **Reading Assignment**

Chapters 10 and 11 in *Healthcare Finance and the Mechanics of Insurance and Reimbursement*

### **Presentation**

The Unit 5 Presentation will cover Chapters 10 and 11 in *Healthcare Finance and the Mechanics of Insurance and Reimbursement*

### **Reading Companion**

Interactive quiz covering Chapters 10 and 11 in *Healthcare Finance and the Mechanics of Insurance and Reimbursement*

### **Discussion**

Case management and utilization

### **Homework**

Presentation educating staff on hospital compliance

### **Exam**

The Unit 5 Exam will cover the Unit 5 Presentation and Chapters 10 and 11 in *Healthcare Finance and the Mechanics of Insurance and Reimbursement*

### **Professionalism**

You will showcase professionalism by submitting a screenshot of your completed student survey and with the timely submission of your assignments.

## *San Joaquin Valley College*

<b>Course Name and Number:</b>	Research Capstone HC470
<b>Total Semester Units:</b>	5.0
<b>Textbooks:</b>	
<b>Title:</b>	Understanding Research and Evidence Based Practice
<b>Author(s):</b>	Rebar, C. and Gersch, C.
<b>Edition:</b>	4 <sup>th</sup> ed.
<b>ISBN:</b>	978145119107
<b>Title:</b>	Basic Allied Health Statistics and Analysis
<b>Author(s):</b>	Koch, G.
<b>Edition:</b>	4 <sup>th</sup> ed.
<b>ISBN:</b>	9781133602705
<b>Title:</b>	McGraw-Hill's Concise Guide to Writing Research Papers
<b>Author(s):</b>	Carol Ellison
<b>Edition:</b>	1 <sup>st</sup> Edition
<b>ISBN:</b>	9780071629898
<b>Course Description:</b>	<p>This course will provide students the opportunity to integrate their field of study with their selected area of specialty to research an issue and propose a solution. The student will compose a formal paper that will include a literature review to compare and contrast differing perspectives related to a chosen problem or process in a healthcare facility or department. The student will then compose and deliver a presentation suitable for an interprofessional audience.</p>
<b>Course Learning Outcomes (CLOs)</b>	<p><b>Upon completion of this course, the successful student will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Identify a problem or process within a healthcare facility or department that shows a need for improvement.</li> <li>2. Organize research topic that integrates into the selected field of study.</li> <li>3. Use research and report writing skills to incorporate the research conducted for the project into a formal paper.</li> <li>4. Develop and present a comprehensive professional presentation, reflecting their literature review, to an interprofessional audience.</li> </ol>

### Unit Outcomes and At a Glance

#### Unit 1 Outcomes

Analyze performance improvement opportunities

Compose a thesis statement

Evaluate scholarly articles

# *San Joaquin Valley College*

Develop an Annotated Bibliography

## **Unit 1 At a Glance**

<b>Introductions</b>	Meet your Instructor and classmates
<b>Discussion</b>	Develop a thesis statement and synopsis.
<b>Presentation for Points</b>	This graded, interactive Presentation will cover the course structure and outline, resources provided, and the milestones required for the research proposal.
<b>Homework</b>	Develop an Annotated Bibliography
<b>Professionalism</b>	Every employer expects that you will report to work on time, and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 2.5-point deduction for each 10-point assignment posted late. The remaining 5 points will be earned by scheduling a mock interview with your Career Services Advisor and uploading documentation of the appointment.

## **Unit 2 Outcomes**

Select the skills needed to complete your Capstone project

Compete a RAID analysis

Complete a resume

## **Unit 2 At a Glance**

<b>Discussion</b>	Reflect on the skills you have developed in your time at SJVC and analyze the ones you will use to create your Capstone Project.
<b>Homework</b>	Complete a RAID analysis of the problem you are researching
<b>Professionalism</b>	Every employer expects that you will report to work on time, and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 2.5-point deduction for each assignment posted late. The remaining 5 points will be earned by uploading your polished resume to the Optimal Resume website using the link located <a href="#">here</a> to build your

## *San Joaquin Valley College*

	resume. The video posted below will provide a tutorial on how to use Optimal Resume. Please also submit a screenshot of your completed resume to the Unit 2 Professionalism dropbox.
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### **Unit 3 Outcomes**

Reflect on the impact of research in business, community organizations, and your own life.

Complete a SWOT Analysis

Complete a mock interview

### **Unit 3 At a Glance**

<b>Discussion</b>	Reflect on the impact of research in business, community organizations, and your own life.
<b>Homework</b>	Complete a SWOT Analysis
<b>Professionalism</b>	Every employer expects that you will report to work on time, and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 2.5-point deduction for each assignment posted late. The remaining 5 points will be awarded when you show documentation that you completed the mock interview scheduled in unit 1. This can be a screenshot of the confirmation from your Career Services Advisor.

### **Unit 4 Outcomes**

Write and revise a research paper.

Reflect on the impact of research and change processes on leadership.

Properly cite research and avoid plagiarism.

### **Unit 4 At a Glance**

<b>Discussion</b>	Reflect on the complexities of research and their impact on leadership and decision making.
<b>Homework</b>	Write and revise your capstone paper.
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a

# San Joaquin Valley College

	designated badge in the Game Center and with the timely submission of your assignments.
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## Unit 5 Outcomes

Create project presentation

Record key findings presentation

Present research key findings

## Unit 5 At a Glance

### Discussion

Reflect on the challenges of delivering oral presentations.

### Presentation for Points

Learn how to create effective audio and visual presentations for a professional audience.

### Homework

Final Project Presentation

### Professionalism

You will showcase professionalism by submitting a screenshot of your completed student survey and with the timely submission of your assignments.



## *San Joaquin Valley College*

<b>Course Name and Number:</b>	ENG 321 Writing for Research
<b>Total Semester Units:</b>	4
<b>Textbook(s):</b>	<b>Title:</b> McGraw-Hill's Concise Guide to Writing Research Papers
	<b>Author(s):</b> Carol Ellison
	<b>Edition:</b> 1st Edition
	<b>ISBN:</b> 9780071629898
<b>Course Description:</b>	
<p>This course is designed to provide students with the framework necessary for research writing; the course will provide guidance in creating a literary review, allowing students to focus on research pertaining to their discipline of study. The course will outline the research process, APA formatting for research writing, and the literary review process. Students will utilize peer-reviewed journals to synthesize data pertaining to their studies in preparation for their Senior Capstone Project.</p>	
<b>Prerequisites:</b> ENG 122	
<b>Course Learning Outcomes (CLOs)</b>	
<b>Upon completion of this course, the successful student will be able to:</b>	
<ol style="list-style-type: none"> <li>1. Identify peer reviewed, scholastic publications</li> <li>2. Master APA formatting for research writing</li> <li>3. Demonstrate understanding of peer reviewed publications by proper summarization and analyses of information presented</li> <li>4. Discuss through analysis the importance of peer reviewed publications as it pertains to the discipline in question</li> <li>5. Identify needs for further research in a subject or discipline as presented through a literary review</li> <li>6. Demonstrate synthesis of peer reviewed information as it pertains to a single subject, career, or technique by composing a literary review</li> <li>7. Use persuasive arguments with appropriate research to justify a proposed research project in chosen area of specialty</li> </ol>	

### **Unit Outcomes at a Glance**

**Unit 1 Outcome:** Identify the first steps in writing a college-level research paper

Interpret an assignment's directions.

Identify types of assignments.

Describe how to choose a research topic.

Describe how to develop a working thesis.

## *San Joaquin Valley College*

Discuss analyzing your audience.

Demonstrate how to write a proposal.

Identify appropriate sources.

Identify reputable online sources.

Identify reputable print sources.

Describe how to choose a documentation style.

### **Unit 1 At a Glance**

<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	Chapters 1, 2 (Pages 38-44) and 5 (Pages 124-129) of <i>Writing Research Papers</i> .
<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover Chapters 1, 2 (Pages 38-44) and 5 (Pages 124-129) of <i>Writing Research Papers</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 1, 2 (Pages 38-44) and 5 (Pages 124-129) of <i>Writing Research Papers</i> .
<b>Discussion</b>	Find and evaluate a peer-reviewed source
<b>Homework</b>	Creative work based on a peer-reviewed publication
<b>Exam</b>	The Unit 1 Exam will cover the Unit 1 Presentation and Chapters 1, 2 (Pages 38-44) and 5 (Pages 124-129) of <i>Writing Research Papers</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 2 Outcome:** Organize your research into a properly formatted annotated bibliography and create an outline for your research.

Identify how to document your research.

Demonstrate how to write an annotated bibliography.

### **Unit 2 At a Glance**

<b>Reading Assignment</b>	Chapter 2 (Pages 49-53 and 55-57) of <i>Writing Research Papers</i> .
<b>Presentation</b>	The Unit 2 graded, interactive Presentation will cover Chapter 2

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<b>for Points</b>	(Pages 49-53 and 55-57) of <i>Writing Research Papers</i>
<b>Reading Companion</b>	Interactive quiz covering Chapter 2 (Pages 49-53 and 55-57) of <i>Writing Research Papers</i> .
<b>Discussion</b>	Describe your thesis and topic statements.
<b>Homework</b>	Develop an annotated bibliography.
<b>Exam</b>	The Unit 2 Exam will cover the Unit 2 Presentation and Chapter 2 (Pages 49-53 and 55-57) of <i>Writing Research Papers</i> .
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

### **Unit 3 Outcome:** Design the foundation of your research paper

Develop an outline.

Plan a research paper.

Use transitions in writing.

Use visuals to illustrate research.

Employ basic grammar in writing research.

### **Unit 3 At a Glance**

<b>Reading Assignment</b>	Composing (Pages 11-18) and Basic Grammar (Pages 69-85) in <i>About Writing: A Guide</i> .
<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover Composing (Pages 11-18) and Basic Grammar (Pages 69-85) in <i>About Writing: A Guide</i> .
<b>Reading Companion</b>	Interactive quiz covering Composing (Pages 11-18) and Basic Grammar (Pages 69-85) in <i>About Writing: A Guide</i> .
<b>Discussion</b>	Outlining a source.
<b>Homework</b>	Research paper outline.
<b>Exam</b>	The Unit 3 Exam will cover the Unit 3 Presentation and Composing (Pages 11-18) and Basic Grammar (Pages 69-85) in <i>About Writing: A Guide</i> .

## *San Joaquin Valley College*

<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
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**Unit 4 Outcome:** Develop a polished rough draft of your research paper

Structure a paper and paragraphs to communicate key points.

Draft an introduction to a research paper.

Draft the major sections of a research paper.

Support arguments and conclusions with evidence.

Avoid oversimplification in research writing.

### **Unit 4 At a Glance**

<b>Reading Assignment</b>	Revising (Pages 117-127) in <i>About Writing: A Guide</i> .
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<b>Presentation for Points</b>	The Unit 4 graded, interactive Presentation will cover Revising (Pages 117-127) in <i>About Writing: A Guide</i> .
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<b>Reading Companion</b>	Interactive quiz covering Revising (Pages 117-127) in <i>About Writing: A Guide</i> .
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<b>Discussion</b>	Identifying and assessing the impact of bias.
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<b>Homework</b>	Rough draft of research paper
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<b>Exam</b>	The Unit 4 Exam will cover the Unit 4 Presentation and Revising (Pages 117-127) in <i>About Writing: A Guide</i> .
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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
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**Unit 5 Outcome:** Assemble a final draft of a research paper

Explain the difference between revising and editing.

Discuss various strategies for editing.

Explain the impact of vocabulary in writing for research.

Avoid the "I" trap in research writing.

Polish the prose of an essay.

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Use a dictionary to identify proper uses for popular words and phrases.

Describe the importance of giving a paper one last look before submitting a research paper.

Include pictures and graphics in a research paper.

Describe the last items to be checked just before submitting a research paper.

### **Unit 5 At a Glance**

<b>Reading Assignment</b>	Chapters 6 and 7 of <i>Writing Research Papers</i> .
<b>Presentation for Points</b>	The Unit 5 graded, interactive Presentation will cover Chapters 6 and 7 of <i>Writing Research Papers</i> .
<b>Reading Companion</b>	Interactive quiz covering Chapters 6 and 7 of <i>Writing Research Papers</i> .
<b>Discussion</b>	Reflection on the research and writing process.
<b>Homework</b>	Final draft of research paper.
<b>Exam</b>	The Unit 5 Exam will cover the Unit 5 Presentation and Chapters 6 and 7 of <i>Writing Research Papers</i> .
<b>Professionalism</b>	You will showcase professionalism by taking the course survey and with the timely submission of your assignments.

## San Joaquin Valley College

<b>Course Name and Number:</b>	American Political Thought from Reconstruction to the Present HST301																														
<b>Total Semester Units:</b>	3.0																														
<b>Textbook(s):</b>	<b>Title:</b>	<i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863</i>																													
	<b>Author(s):</b>	John M. Murrin, Paul E. Johnson, James M. McPherson, Alice Fahs, et al.																													
	<b>Edition:</b>	7 <sup>th</sup>																													
	<b>ISBN:</b>	9781305084155																													
<b>Course Description:</b>																															
<p>The course explores various social, diplomatic, and economic philosophies in American politics from Reconstruction to the Present. Special consideration is given to the development and inter-connectedness of the philosophies while also considering their historical context. Students are encouraged to make connections between these philosophies and their own beliefs.</p>																															
<b>Prerequisites:</b> None																															
<b>Course Learning Outcomes (CLOs)</b>																															
<b>Upon completion of this course, the successful student will be able to:</b>																															
<ol style="list-style-type: none"> <li>1. Define the competing economic philosophies of Laissez-Faire Capitalism and Marxism and explain their relationship to the Industrial Revolution, Social Darwinism, the formation of labor unions, and the anti-trust policies of the late 19th and early 20th centuries.</li> <li>2. Articulate the key tenets of Progressivism and their connection to The New Deal, The Great Society, Brown v. The Board of Education, and the Civil Rights Acts of the 1964 and 1968</li> <li>3. Summarize the social and political grievances that led to Feminism, Counterculture, Black Power, and the Chicano Movement.</li> <li>4. Explain the general characteristics of Fascism and the threat they posed to western-style democracy.</li> <li>5. Evaluate and explain the various Cold War philosophies and policies.</li> </ol>																															
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# San Joaquin Valley College

**An overall grade of 70% or better is required to pass this course.**

## Unit CLO(s), Objectives and At a Glance

### Unit 1:

**CLO1: Define the competing economic philosophies of Laissez-Faire Capitalism and Marxism and explain their relationship to the Industrial Revolution, Social Darwinism, the formation of labor unions, and the anti-trust policies of the late 19th and early 20th centuries**

Objective 1.1 Define Laissez Faire capitalism and the beneficiaries of this policy

Objective 1.2 Develop an understanding of the roots of Marxism

Objective 1.3 Describe the challenges associated with starting labor unions

Objective 1.4 Discuss the genesis of the anti-trust policies and their enforcement

### Unit 1 At a Glance

<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	Chapters 19, 20 and 21 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 1)
<b>Presentation for Points</b>	Lecture, including interactive, graded questions, covering Chapters 19, 20 and 21 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 1)
<b>Reading Companion</b>	An interactive quiz covering Chapters 19, 20 and 21 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 1)
<b>Discussion</b>	Immigration and assimilation in America between 1880-1912. (CLO 1)
<b>Homework</b>	Describe how the rise of the corporations as an evolutionary component of the Industrial Revolution reshaped the everyday experiences of Americans. (CLO 1)
<b>Exam</b>	The Unit 1 Exam covers the assigned reading and the Presentation. (CLO 1)

## *San Joaquin Valley College*

<b>Professionalism</b>	You will showcase professionalism with the timely submission of your assignments.
<b>Unit 2:</b>	
<b>CLO2: Articulate the key tenets of Progressivism and their connection to The New Deal, The Great Society, Brown v. The Board of Education, and the Civil Rights Acts of the 1964 and 1968</b>	
Objective 2.1 Describe the federal government’s role in changing American society for the poor and working classes in the New Deal and Great Society	
Objective 2.2 Explore and analyze the key tenets of Progressivism	
Objective 2.3 Evaluate the impact Supreme Court decisions had on popular opinion with respect to racial inequality in avenues outside of education	
Objective 2.4 Discuss the needs served and effectiveness of the Civil Rights Acts from the 1960’s	
<b>Unit 2 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 22, 25 and 31 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7<sup>th</sup> Edition</i> . (CLO 2)
<b>Presentation for Points</b>	Lecture including interactive, graded questions, covering Chapters 22, 25 and 31 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7<sup>th</sup> Edition</i> . (CLO 2)
<b>Reading Companion</b>	Interactive quiz covering Chapters 22, 25 and 31 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7<sup>th</sup> Edition</i> (CLO 2).
<b>Discussion</b>	Discuss the New Deal and media influences on elections. (CLO 2)
<b>Homework</b>	Describe at least three different programs, laws or new governmental agencies created in the New Deal and how they helped the developing middle class in America, as well as the program, law or agency relationship to the Progressive ideals. (CLO 2)
<b>Exam</b>	The Unit 2 Exam covers the assigned reading and Presentation. (CLO 2)
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.



## *San Joaquin Valley College*

### **Unit 3:**

#### **CLO3: Summarize the social and political grievances that led to Feminism, Counterculture, Black Power, and the Chicano Movement**

Objective 3.1 Evaluate the correlation between social liberties legislation and enforcement at federal, state and local government levels

Objective 3.2 Discuss the underlying causes for political grievances from Feminists, Chicanos and Black Activists

Objective 3.3 Discuss the outcomes achieved by political activists from the 1920's to the 1970's

### **Unit 3 At a Glance**

<b>Reading Assignment</b>	Reading assignment includes Chapters 28, 29 and 30 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7<sup>th</sup> Edition</i> . (CLO 3)
<b>Presentation for Points</b>	The Unit 3 presentation includes graded, interactive questions and will cover Chapters 28, 29 and 30 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7<sup>th</sup> Edition</i> . (CLO 3)
<b>Reading Companion</b>	Interactive quiz covering Chapters 28, 29 and 30 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7<sup>th</sup> Edition</i> . (CLO 3).
<b>Discussion</b>	How did the legacies of Watergate and the Vietnam War shaped U.S politics in the decade that followed. (CLO 3)
<b>Homework</b>	Summarize each of the underlying social themes, including their development backgrounds and intellectual leaders, who became represented by and known as Feminism, Counterculture, Black Power, and the Chicano Movement. (CLO 3)
<b>Exam</b>	The Unit 3 Exam covers the assigned reading and Presentation. (CLO 3)
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

### **Unit 4:**

#### **CLO4: Explain the general characteristics of Fascism and the threat they**

# San Joaquin Valley College

## posed to western-style democracy

Objective 4.1 Describe Fascism and Communism as political philosophies

Objective 4.2 Evaluate the pre- conditions necessary for Fascism to be successful

Objective 4.3 Describe American attitudes toward immigration in the 1920's and 1930's

### Unit 4 At a Glance

<b>Reading Assignment</b>	Chapters 23, 24 and 26 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 4)
<b>Presentation for Points</b>	The Unit 4 presentation includes graded, interactive questions and will cover Chapters 23, 24 and 26 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 4)
<b>Reading Companion</b>	Interactive quiz covering Chapters 23, 24 and 26 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 4)
<b>Discussion</b>	Discuss the relationship between economic conditions in the 1930's and the rise of fascism or communism. (CLO 4)
<b>Homework</b>	Explain the general characteristics of Fascism, why it always has a nationalistic background, and any socio-economic variables that are typical of the demographic of supporters. What was the threat posed to western style democracy in the U.S., Europe, and Asia by Fascist regimes? (CLO 4)
<b>Exam</b>	The Unit 4 Exam covers the assigned reading and the Presentation. (CLO 4)
<b>Professionalism</b>	You will showcase professionalism by submitting the student survey and with the timely submission of your assignments.

### Unit 5:

#### **CLO5: Evaluate and explain the various Cold War philosophies and policies**

Objective 5.1 Describe what was meant by the Cold War

Objective 5.2 Discuss the options the U.S. had available as one of two of the World superpowers for co-existing with the other world superpower, the Soviet Union

## *San Joaquin Valley College*

Objective 5.3 Evaluate the choices the U.S. made with respect to containment and the countries the U.S. aligned itself with to implement this policy

### **Unit 5 At a Glance**

<b>Reading Assignment</b>	Chapter 27 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 5)
<b>Presentation for Points</b>	The Unit 2 presentation includes graded, interactive questions and will cover Chapter 27 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 5)
<b>Reading Companion</b>	Interactive quiz covering Chapter 27 of <i>Liberty, Equality, Power: A History of the American People, Volume II: Since 1863, 7th Edition</i> . (CLO 5)
<b>Discussion</b>	Discuss the challenges for different social or political groups in the Cold War era and the signals that changes were coming. (CLO 5)
<b>Homework</b>	Interactive Homework Covering topics from the Unit 5 Assigned Reading.  You may take this Homework as many times as you like. Your gradebook will record your most recent grade.
<b>Exam</b>	The Unit 5 Exam covers the assigned reading and the Presentation. (CLO 5)
<b>Professionalism</b>	You will showcase professionalism with the timely submission of your assignments.

## *San Joaquin Valley College*

<b>Course Name and Number:</b>	HUM 325 Cross-Cultural Communication																														
<b>Total Semester Units:</b>	3																														
<b>Textbook(s):</b>	<b>Title:</b>	Communication Between Cultures																													
	<b>Author(s):</b>	Samovar, Porter, McDaniel, Roy																													
	<b>Edition:</b>	9th																													
	<b>ISBN:</b>	9781285444628																													
<b>Course Description:</b>																															
<p>This course is designed to provide students with a broader understanding of cross cultural communication theories, styles, and leadership techniques to find success in a diverse, global economy. The course will introduce related texts to help create a cultural worldview for students to apply to their field. The course will outline intercultural theories and techniques used in various fields to allow students to find realistic approaches to everyday situations, as applicable to individual disciplines. Students will analyze and discuss fiction and non-fiction texts from a cross-cultural communications perspective.</p>																															
<b>Prerequisites: ENG 122</b>																															
<b>Course Learning Outcomes (CLOs)</b>																															
<b>Upon completion of this course, the successful student will be able to:</b>																															
<ol style="list-style-type: none"> <li>1. Identify elements of cross-cultural communication</li> <li>2. Identify cultural barriers</li> <li>3. Define socio-economic diversity and describe how it creates barriers to effective communication</li> <li>4. Discuss how learning and developmental barriers to communication can be overcome in a work place setting</li> <li>5. Identify and analyze communication techniques and methods of interpretation</li> <li>6. Identify and critically evaluate the major themes of intercultural communication</li> <li>7. Analyze various theories in intercultural communication within the student's disciplines of study</li> <li>8. Analyze and interpret fiction and non-fiction texts in relation to cross cultural communication</li> </ol>																															
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# *San Joaquin Valley College*

## Unit Outcomes and At a Glance

### Unit 1 Outcome:

Identify the general meaning of intercultural communication, providing them an opportunity to examine generalization and cultural context

Examine contemporary and political issues requiring intercultural cooperation

Discuss ecological concerns

Identify issues affecting a globalized society

Examine humanitarian and legal cooperation

Discuss how generalizing affects communication and relationships

### Unit 1 At a Glance

<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	Chapters <i>1 Intercultural Communication and 2 Communication and Culture of Communication Between Cultures, 9th Edition</i>
<b>Presentation for Points</b>	The Unit 1 graded, interactive Presentation will cover Chapters <i>1 Intercultural Communication and 2 Communication and Culture of Communication Between Cultures, 9th Edition</i> . The presentation is about cultural characteristics and reviews the dynamics of culture.
<b>Reading Companion</b>	Interactive quiz covering Chapters <i>1 Intercultural Communication and 2 Communication and Culture of Communication Between Cultures, 9th Edition</i> Students will learn about intercultural communication, generalizations, and the functions of culture.
<b>Discussion</b>	Review communicative behaviors and building intercultural relationships.
<b>Homework</b>	For this assignment, you will reflect on your own cultural beliefs and identity, recognizing what is important to you and how these beliefs compare to other cultures provides the opportunity to open your mind to other perspectives.
<b>Exam</b>	The Unit 1 Exam will cover the Unit 1 Presentation and Chapters <i>1 Intercultural Communication and 2 Communication and Culture of Communication Between Cultures, 9th Edition</i> .
<b>Professionalism</b>	You will showcase professionalism with the timely submission of

# *San Joaquin Valley College*

	your assignments.
<b>Unit 2 Outcome:</b>	
Identify the deep structures of culture	
Define family and the various types of family structures	
Review cultural variants of cultural interaction	
Describe how communication competence is developed through family	
Explain the common elements of religion	
Identify the constructs of worldview	
Discuss the manifestations of worldview	
<b>Unit 2 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 3 <i>Deep Structure of Culture</i> , and 4 <i>Worldview of Communication Between Cultures</i> , 9th Edition.
<b>Presentation for Points</b>	The Unit 2 graded, interactive Presentation will cover Chapters 3 <i>Deep Structure of Culture</i> , and 4 <i>Worldview of Communication Between Cultures</i> , 9th Edition. The presentation will review the components of deep structure and the development of a personal worldview.
<b>Reading Companion</b>	Interactive quiz covering Chapters 3 <i>Deep Structure of Culture</i> , and 4 <i>Worldview of Communication Between Cultures</i> , 9th Edition. The reading companion will review deep structure and development of worldview.
<b>Discussion</b>	Discussions will focus on comparing personal worldview to other worldviews.
<b>Homework</b>	For this week's homework assignment, you will create a culturally competent handout on a religion or culture of your choice addressing their views on death and dying. You will want to focus on topics that could assist a professional caring for a person of your specified culture during end of life situations.
<b>Exam</b>	The Unit 2 Exam will cover the Unit 2 Presentation and Chapters 3 <i>Deep Structure of Culture</i> , and 4 <i>Worldview of Communication Between Cultures</i> , 9th Edition.

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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 3 Outcome:</b>	
Explain Kluckhohn and Strodtbeck's Value Orientations	
Examine how beliefs, behaviors, values, and identity can affect interactions and communication, both personal and professional	
Describe how cultural history effects culture	
Identify cultural patterns and their effects	
Develop cultural value awareness	
Review individualism versus collectivism with in culture	
Describe the differences in short-term and long-term orientation based on culture	
<b>Unit 3 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 5 <i>Cultural History</i> and 6 <i>Cultural Values of Communication Between Cultures, 9th Edition.</i>
<b>Presentation for Points</b>	The Unit 3 graded, interactive Presentation will cover Chapters 5 <i>Cultural History</i> and 6 <i>Cultural Values of Communication Between Cultures, 9th Edition.</i> In this presentation, you will learn about Kluckhohn and Strodtbeck's value orientations, Hall's ideas on high and low context cultures, and Hofstede's Value Dimensions.
<b>Reading Companion</b>	Interactive quiz covering Chapters 5 <i>Cultural History</i> and 6 <i>Cultural Values of Communication Between Cultures, 9th Edition.</i> In the reading companion, you will learn about the face framework and theories on value orientations.
<b>Discussion</b>	In this week's discussion will review how individualism, science and technology, material acquisition, equal opportunity, progress and change, work and play, and competitive nature can have positive and negative effects on culture.
<b>Homework</b>	Hofstede's Value Dimensions by comparing and contrasting the contributing topics. You will choose from the given topics and create an 8-10 slide PowerPoint presentation, including audio recorded voiceover (as if you are talking to an audience).
<b>Exam</b>	The Unit 3 Exam will cover the Unit 3 Presentation and Chapters 5

## *San Joaquin Valley College*

	<i>Cultural History and 6 Cultural Values of Communication Between Cultures, 9th Edition.</i>
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
<b>Unit 4 Outcome:</b>	
Identify the effects of perception on culture	
Explain the concept of identity and its influence	
Describe the effects of language on culture	
Identify the functions of language	
Define nonverbal communication	
Identify the intentional and unintentional effects of nonverbal communication	
Develop nonverbal communication competency	
<b>Unit 4 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 7 <i>Culture and Identity</i> , 8 <i>Verbal messages</i> , and 9 <i>Nonverbal Communication of Communication Between Cultures, 9th Edition.</i>
<b>Presentation for Points</b>	The Unit 4 graded, interactive Presentation will cover Chapters 7 <i>Culture and Identity</i> , 8 <i>Verbal messages</i> , and 9 <i>Nonverbal Communication of Communication Between Cultures, 9th Edition.</i> You will learn about the use of language and intercultural competence.
<b>Reading Companion</b>	Interactive quiz covering Chapters 7 <i>Culture and Identity</i> , 8 <i>Verbal messages</i> , and 9 <i>Nonverbal Communication of Communication Between Cultures, 9th Edition.</i> The reading companion will review the dark sides of identity and non-verbal communication.
<b>Discussion</b>	We will discuss the use of language in intercultural communication.
<b>Homework</b>	For the unit 4 Homework you will read <i>The Critical Incident</i> given in the homework directions and then answer the questions about the event.
<b>Exam</b>	The Unit 4 Exam will cover the Unit 4 Presentation and Chapters 7 <i>Culture and Identity</i> , 8 <i>Verbal messages</i> , and 9 <i>Nonverbal</i>



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	<i>Communication of Communication Between Cultures, 9th Edition.</i>
<b>Professionalism</b>	You will showcase professionalism by submitting the student survey and with the timely submission of your assignments.
<b>Unit 5 Outcome:</b>	
Develop intercultural communication in various contexts	
Explain the ethical considerations of communication	
Define and identify stereotyping	
Describe the obstacles to effective intercultural communication	
Discuss intercultural communication in healthcare	
Describe cultural attitudes towards education	
Explain how context dictates communication rules	
<b>Unit 5 At a Glance</b>	
<b>Reading Assignment</b>	Chapters <i>10 Intercultural Communication in Contexts, and 11 The Challenges of Intercultural Communication of Communication Between Cultures, 9th Edition.</i>
<b>Presentation for Points</b>	The Unit 5 graded, interactive Presentation will cover Chapters <i>10 Intercultural Communication in Contexts, and 11 The Challenges of Intercultural Communication of Communication Between Cultures, 9th Edition.</i> This presentation is about communication basic on culture and context.
<b>Reading Companion</b>	Interactive quiz covering Chapters <i>10 Intercultural Communication in Contexts, and 11 The Challenges of Intercultural Communication of Communication Between Cultures, 9th Edition.</i> You will learn about the dark sides of identity, verbal, and non-verbal communication skills.
<b>Discussion</b>	This week’s discussion will focus on intercultural miscommunication and how to avoid them.
<b>Homework</b>	You will read a provided scenario and substantively answer the given questions related to the scenario.
<b>Exam</b>	The Unit 5 Exam will cover the Unit 5 Presentation and Chapters <i>10 Intercultural Communication in Contexts, and 11 The</i>

## *San Joaquin Valley College*

	<i>Challenges of Intercultural Communication of Communication Between Cultures, 9th Edition.</i>
<b>Professionalism</b>	You will showcase professionalism with the timely submission of your assignments.

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<b>Course Name and Number:</b>	PSY 302: Group Dynamics																														
<b>Total Semester Units:</b>	4.0																														
<b>Textbook:</b>	<b>Title:</b>	Group Dynamics																													
	<b>Author:</b>	Donelson R. Forsyth																													
	<b>Edition:</b>	7 <sup>th</sup> edition																													
	<b>ISBN:</b>	9781337613453																													
<b>Course Description:</b> This course examines the principles of group dynamics in business, industry, public and private life. In order to develop as effective group participants (whether members or leaders), individuals must understand group dynamics, group process, and group facilitation. In professional settings, individuals are frequently tasked with participating in groups or working as teams. Understanding and applying principles of group dynamics will improve effectiveness and marketability.																															
<b>Prerequisites:</b> PSY1																															
<b>Course Learning Outcomes (CLOs)</b>																															
<b>Upon completion of this course, the student will be able to demonstrate proficiency in:</b>																															
<ol style="list-style-type: none"> <li>1. Utilize respectful, culturally inclusive language in group settings.</li> <li>2. Illustrate the value of different perspectives in a workplace setting.</li> <li>3. Explain conflict management in group settings.</li> <li>4. Describe the various types of communication networks in groups.</li> <li>5. Evaluate hierarchies and power structures in group settings.</li> <li>6. Evaluate types of problem-solving skills and communication techniques needed in a variety of group settings.</li> <li>7. Describe the nature of leadership and understand the conditions that encourage the emergence of the role of a leader in a group.</li> </ol>																															
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Professionalism	10%	10	50																												
<b>An overall grade of 70% or better is required to pass this course.</b>																															

# *San Joaquin Valley College*

## **Unit Outcomes and At a Glance**

**Unit 1 Outcome:** Describe the basics of group dynamics and the personal characteristics of people who seek groups

Define the term "group," specifying size and necessary conditions

Describe the basic features of group dynamics

Outline the personal characteristics of people who seek groups

Describe group interactions and examine how personality traits play a role in group interactions

Describe the five characteristics of groups

Describe how groups are perceived by others

List the key social motivations that influence group membership

Describe how the principles of attraction influence group membership

### **Unit 1 At a Glance**

**Reading Assignment**

Chapter 1: *Introduction to Group Dynamics* and Chapter 4: *Formation in Group Dynamics, 7th Ed.*

**Presentation for Points**

The Unit 1 graded, interactive Presentation will cover Chapter 1: *Introduction to Group Dynamics* and Chapter 4: *Formation in Group Dynamics, 7th Ed.*

**Reading Companion**

Interactive quiz covering Chapter 1: *Introduction to Group Dynamics* and Chapter 4: *Formation in Group Dynamics, 7th Ed.*

**Discussion**

How personality traits influence group dynamics

**Homework**

Analyze the role of culture and social motivation in group settings

**Exam**

The Unit 1 Exam will cover the Unit 1 Presentation and Chapter 1: *Introduction to Group Dynamics* and Chapter 4: *Formation in Group Dynamics, 7th Ed.*

**Professionalism**

You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 2 Outcome:** Explain group cohesion and group structure.

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Describe the five aspects of cohesion

Identify the differences between open and closed groups

Describe the five stages of group development

Identify the relationship between group cohesion and group performance.

Be familiar with group initiation practices and how these relate to group cohesion

Compare and contrast the concepts of norms, folkways, and mores

Describe the features of roles in groups and explain how and why roles become differentiated over time

## **Unit 2 At a Glance**

### **Reading Assignment**

Chapter 5: *Cohesion and Development* and Chapter 6: *Structure in Group Dynamics*, 7th Ed.

### **Presentation for Points**

The Unit 2 graded, interactive Presentation will cover Chapter 5: *Cohesion and Development* and Chapter 6: *Structure in Group Dynamics*, 7th Ed.

### **Reading Companion**

Interactive quiz covering Chapter 5: *Cohesion and Development* and Chapter 6: *Structure in Group Dynamics*, 7th Ed.

### **Discussion**

Analyze the stages of group formation

### **Homework**

Apply concepts of cohesion to a current group

### **Exam**

The Unit 2 Exam will cover the Unit 2 Presentation and Chapter 5: *Cohesion and Development* and Chapter 6: *Structure in Group Dynamics*, 7th Ed.

### **Professionalism**

You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 3 Outcome:** Summarize group power structures and leadership and the interpersonal undercurrents that flow beneath the surface of most groups.

Compare and contrast majority influence and minority influence

Summarize the empirical evidence pertaining to sex differences in conformity

Differentiate between implicit, informational, normative, and interpersonal influence

# *San Joaquin Valley College*

Define social power

Identify various reactions to the use of power within groups

Define leadership

## **Unit 3 At a Glance**

### **Reading Assignment**

Chapter 7: *Influence*, Chapter 8: *Power*, and Chapter 9: *Leadership* in *Group Dynamics*, 7th Ed

### **Presentation for Points**

The Unit 3 graded, interactive Presentation will cover Chapter 7: *Influence*, Chapter 8: *Power*, and Chapter 9: *Leadership* in *Group Dynamics*, 7th Ed

### **Reading Companion**

Interactive quiz covering Chapter 7: *Influence*, Chapter 8: *Power*, and Chapter 9: *Leadership* in *Group Dynamics*, 7th Ed

### **Discussion**

The role of influence in groups

### **Homework**

Personality and influence in groups

### **Exam**

The Unit 3 Exam will cover the Unit 3 Presentation and Chapter 7: *Influence*, Chapter 8: *Power*, and Chapter 9: *Leadership* in *Group Dynamics*, 7th Ed

### **Professionalism**

You will showcase professionalism by earning and submitting a Graduate Readiness badge and with the timely submission of your assignments.

**Unit 4 Outcome:** Identify the productivity of task-focused groups and discuss problem solving to identify solutions when conflict occurs

Identify the factors that should be considered when deciding if a task should be completed by a group rather than a single individual

Summarize the model of social facilitation of performance

Understand the four general explanations of social facilitation

Define social loafing

Explore concepts related to group creativity

List and explain each of the steps in group decision making, as defined by the functional model

# *San Joaquin Valley College*

Define and give examples of crowdsourcing

Summarize the theory of groupthink, identifying both symptoms and causes of groupthink

## **Unit 4 At a Glance**

<b>Reading Assignment</b>	Chapter 10: <i>Performance</i> , and Chapter 12: <i>Decision Making</i> in <i>Group Dynamics</i> , 7th Ed.
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<b>Presentation for Points</b>	The Unit 4 graded, interactive Presentation will cover Chapter 10: <i>Performance</i> , and Chapter 12: <i>Decision Making</i> in <i>Group Dynamics</i> , 7th Ed.
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<b>Reading Companion</b>	Interactive quiz covering Chapter 10: <i>Performance</i> , and Chapter 12: <i>Decision Making</i> in <i>Group Dynamics</i> , 7th Ed.
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<b>Discussion</b>	Using the ODDI model to reduce social loafing
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<b>Homework</b>	Compare and contrast strategies to reduce social loafing
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<b>Exam</b>	The Unit 4 Exam will cover the Unit 4 Presentation and Chapter 10: <i>Performance</i> , and Chapter 12: <i>Decision Making</i> in <i>Group Dynamics</i> , 7th Ed.
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<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.
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**Unit 5 Outcome:** Describe the formation and development of teams, as well as managing conflict

Describe the processes of formation and development of teams

Describe the qualities of teams that set them apart from other types of groups

Trace the history of the use of teams in businesses and organizations

Describe the personality characteristics of the ideal "team player"

Describe the KSAs (Knowledge, Skills, and Abilities) of the high-performance team member

Examine the categories and types of diversity that are relevant to teams, and identify the benefits and liabilities of increased team diversity

Review evidence pertaining to sex differences in group productivity

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Describe the cognitive factors that support effective teamwork and influence team cohesion

Describe the unique problems facing online teams in comparison to offline teams

Describe the variables that influence team performance

Describe the process of conflict confrontation and escalation

## Unit 5 At a Glance

### Reading Assignment

Chapter 11: *Teams*, and Chapter 13: *Conflict*, in *Group Dynamics*, 7th Ed.

### Presentation for Points

The Unit 5 graded, interactive Presentation will cover Chapter 11: *Teams*, and Chapter 13: *Conflict*, in *Group Dynamics*, 7th Ed.

### Reading Companion

Interactive quiz covering Chapter 11: *Teams*, and Chapter 13: *Conflict*, in *Group Dynamics*, 7th Ed.

### Discussion

Discuss approaches to conflict management

### Homework

Interactive homework assignment

### Exam

The Unit 5 Exam will cover the Unit 5 Presentation and Chapter 11: *Teams*, and Chapter 13: *Conflict*, in *Group Dynamics*, 7th Ed.

### Professionalism

You will showcase professionalism by submitting a screenshot of your completed student survey and with the timely submission of your assignments.



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<b>Course Name and Number:</b>	Introduction to Statistics – STS 301			
<b>Total Semester Units:</b>	4.0			
<b>Textbook(s):</b>	<b>Title:</b>	Basic Allied Health Statistics and Analysis		
	<b>Author(s):</b>	Koch, G.		
	<b>Edition:</b>	4 <sup>th</sup> ed.		
	<b>ISBN:</b>	9781133602705		
<b>Course Description:</b>				
<p>This course will provide a practical foundation in statistical concepts and practice with emphasis on acquiring the skills necessary to collect, interpret, describe and present sample data in a clear and focused manner. This course will cover how to obtain and interpret basic descriptive statistics, and how to calculate commonly used statistics.</p>				
<b>Prerequisites: None</b>				
<b>Course Learning Outcomes (CLOs)</b>				
<b>Upon completion of this course, the successful student will be able to:</b>				
<ol style="list-style-type: none"> <li>1. Describe the various data sets that are used in the calculation of statistics</li> <li>2. Calculate basic statistics</li> <li>3. Compare and contrast the most common methods of analyzing statistical data</li> <li>4. Utilize quantitative and qualitative methods to interpret basic statistics</li> <li>5. Analyze statistics, vital statistics, descriptive statistics, data validity, and reliability</li> </ol>				
<b>Grade Item Weighting</b>				
	<b>Item</b>	<b>Percentage</b>	<b>Unit Points</b>	<b>Total Points</b>
	Reading Companion	13%	15	75
	Presentation for Points	9%	10	50
	Discussion	18%	5 (Unit 1 Introductions) 20 (Units 1-5 Discussion)	105
	Homework/Project	27%	30	150
	Exams	23%	25	125
	Professionalism	10%	10	50
<b>An overall grade of 70% or better is required to pass this course.</b>				

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## Unit Outcomes and At a Glance

**Unit 1 Outcome:** By the end of this Unit, you will be able to employ statistical terminology, define concepts of health care data, and complete a basic math review.

Begin basic math review.  
 Define statistics and data.  
 Define variables and demography.  
 Distinguish between primary and secondary data.  
 Distinguish between populations and samples.  
 Define descriptive and inferential statistics.  
 Apply levels of measurement to data sets [nominal, ordinal, interval, ratio].

### Unit 1 At a Glance

<b>Introductions</b>	Meet your Instructor and classmates
<b>Reading Assignment</b>	Chapters 1 and 4 [Pages 66-70] of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Study Guide</b>	Chapters 1 and 4 [Pages 66-70] of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Presentation for Points</b>	The Unit 1 Presentation will cover Chapter 1 & Chapter 4 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Reading Companion</b>	Interactive quiz covering Chapter 1 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Discussion</b>	Evaluate information from news sources to check for its validity and reliability.
<b>Homework</b>	Apply It: Completing basic math review questions.
<b>Exam</b>	The Unit 1 Exam is based on an article entitled "National Surveillance of Asthma: United States, 2001–2010." This article will be used in each part of the exam process. The Unit 1 Exam begins with reviewing tables/figures in the provided article.
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 2 Outcome:** By the end of this Unit, you will be able to demonstrate how data is presented and complete a basic math review.

Complete basic math review.  
 Distinguish between frequency and cumulative frequency.

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Define and apply range, class limits, frequency, and cumulative frequency.  
 Compare / contrast the advantages and weakness of percentiles.  
 Determine the percentile rank for a given score.  
 Critique and apply data from tables.

### **Unit 2 At a Glance**

<b>Reading Assignment</b>	Chapters 2 and 4 [Pages 70-85] of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Study Guide</b>	Chapters 2 and 4 [Pages 70-85] of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Presentation for Points</b>	The Unit 2 Presentation will cover Chapter 2 and Chapter 4 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Reading Companion</b>	Interactive quiz covering Chapter 2 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Discussion</b>	Practice reading data in pictorial form, which includes pie charts, bar graphs, and other visual aids.
<b>Homework</b>	Apply It: Completing basic math review questions.
<b>Exam</b>	The Unit 2 Exam is based on an article entitled "National Surveillance of Asthma: United States, 2001–2010." This article will be used in each part of the exam process. The Unit 2 Exam involves comparisons and contrasts with selected variables/statistics.
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 3 Outcome:** By the end of this Unit, you will be able to apply statistics to specific data sets and also provide an overview of the types of data used in health care and how that data is presented.

Identify the major vital statistics and governmental agencies that track this data.  
 Define morbidity, mortality, epidemic, prevalence, and incidence.  
 Computer rates for prevalence and incidence of disease.  
 Computer population mortality rates and cause specific morbidity rates.  
 Determine the type of chart or graph appropriate for presenting different types of data.  
 Interpret statistical graphs.  
 Construct base charts/graphs.

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<b>Unit 3 At a Glance</b>	
<b>Reading Assignment</b>	Chapters 12 and 14 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Study Guide</b>	Chapters 12 and 14 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Presentation for Points</b>	The Unit 3 Presentation will cover Chapters 12 and 14 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Reading Companion</b>	Interactive quiz covering Chapters 12 and 14 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Discussion</b>	Explore the application of epidemiology to a population.
<b>Homework</b>	Apply It: Examining specific types of vital statistics-Visiting the CDC National Center for Health Statistics website to explore national vital statistic results with a focus on birth rates, death rates, or drug death rates.
<b>Exam</b>	The Unit 3 Exam is based on an article entitled "National Surveillance of Asthma: United States, 2001–2010." The Unit 3 Exam involves the analysis of the variables/statistics.
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a Graduate Readiness badge and with the timely submission of your assignments.

**Unit 4 Outcome:** By the end of this Unit, you will be able to illustrate measures of central tendency and dispersion, including how these statistics are calculated and how they are used to calculate and present data.

Distinguish between the measures of central tendency.  
 Distinguish normal [bell] curve from an asymmetrical skewed curve.  
 Describe positive and negative skewness.  
 Describe the effects of skewness on measures of central tendency.  
 Define and identify the measures of dispersion [range, variance, and standard deviation].  
 Compute range, median, mode, mean from grouped and ungrouped data, variance, and standard deviation.  
 Identify the empirical rule; the relationship of standard deviation to the area under the normal curve.

### **Unit 4 At a Glance**

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<b>Reading Assignment</b>	Chapter 13 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Study Guide</b>	Chapter 13 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Presentation for Points</b>	The Unit 4 Presentation will cover Chapter 13 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Reading Companion</b>	Interactive quiz covering Chapter 13 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Discussion</b>	Using statistics to compute wait times at a hospital and to evaluate the wait time.
<b>Homework</b>	Apply It: Six [6] questions using basic statistical techniques.
<b>Exam</b>	The Unit 4 Exam is based on an article entitled "National Surveillance of Asthma: United States, 2001–2010." The Unit 4 Exam involves constructing and presenting your findings, in your own graph, with details about what your findings indicate.
<b>Professionalism</b>	You will showcase professionalism by earning and submitting a badge and with the timely submission of your assignments.

**Unit 5 Outcome:** By the end of this Unit, you will be able to demonstrate the fundamentals of research, through an exploration of basic research types, the research process, and explain how to present one's research.

Distinguish between basic and applied research.  
 Compare and contrast quantitative and qualitative approaches to research.  
 Discuss inductive and deductive reasoning.  
 Describe and apply factors in common research designs.  
 Explain random sampling techniques.  
 Distinguish between validity and reliability.  
 Distinguish between correlation, significant, confidence, null hypotheses, and alternative hypothesis.

### **Unit 5 At a Glance**

<b>Reading Assignment</b>	Chapter 15 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Study Guide</b>	Chapter 15 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Presentation for Points</b>	The Unit 5 Presentation will cover Chapter 15 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.

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<b>Reading Companion</b>	Interactive quiz covering Chapter 15 of <i>Basic Allied Health Statistics and Analysis</i> , 4 <sup>th</sup> ed.
<b>Discussion</b>	Examine published research and determine if it is good research [valid/reliable], qualitative, quantitative, or both, and whether or not the research can be replicated.
<b>Homework</b>	<p>Interactive Homework Covering topics from the Unit 5 Reading Assignment.</p> <p>You may take this Homework as many times as you like. Your gradebook will record your most recent grade.</p>
<b>Exam</b>	The Unit 5 Exam is based on an article entitled "National Surveillance of Asthma: United States, 2001–2010." For the Unit 5 Exam, you will critique the article, as a whole.
<b>Professionalism</b>	You will showcase professionalism by submitting a screenshot of your completed student survey and with the timely submission of your assignments.

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## Recommended LIRN Resources

Journal of Healthcare Management (ACHE publication)  
Frontiers of Health Service Management (ACHE publication)  
Healthcare Executive Magazine (ACHE publication)  
The Journal for Healthcare Quality (NAHQ publication)