

Attachment 10.3b

Sample Course Outlines

San Joaquin Valley College

Course Outline

Division: Health Studies
Program: Nursing, Bachelors

Course Number: RN 405
Course Name: Community Health for Nursing Professionals
Total Semester Units: 3.0
Total Hours: 45
Theory/Lecture Hours: 45
Application/Lab Hours: 0
Externship/Clinical Hours: 0

Course Description:

This course focuses on addressing all practical issues that nursing professionals confront as they provide care to patients. The principles applied will include evidence-based nursing practice for the care of individuals, families, groups, communities, and populations. Other topic areas include promotion of health, disease management, risk reduction in community settings, and the unique needs of populations.

Student Learning Outcomes

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

1. Identify the resources necessary to address unique needs within a community and population
2. Apply the study of epidemiology to community and population health situations
3. Analyze the environmental, cultural, economic, national, and global influences on community and population health
4. Describe the role of the health professional as a community health provider and educator to various health populations
5. Assess the impact of evidence-based nursing practices on community health

San Joaquin Valley College

Course Outline

Unit Objectives

CLO 1: Identify the resources necessary to address unique needs within a community and population

Upon successful completion of this unit of instruction, the student will be able to:

- 1.1 Discuss the need for community and population health nursing
- 1.2 Discuss the Healthy People 2020 goals and objectives and their importance
- 1.3 Explain the role of the PHN (Population Health Model) in population health nursing
- 1.4 Analyze the shift towards health promotion and prevention
- 1.5 Explain the role of population and community health nurses in health care reform

CLO2: Apply the study of epidemiology to community and population health situations

Upon successful completion of this unit of instruction, the student will be able to:

- 2.1 Explain the various theories related to the cause of disease
- 2.2 Identify the epidemiological risk of a disease within a community and population
- 2.3 Explain the criteria to be used to determine a causal relationship between a disease and the cause of disease
- 2.4 Identify the various types of epidemiological risk in communities
- 2.5 Apply various epidemiology models to population and community health nursing

CLO 3: Analyze the environmental, cultural, economic, national, and global influences on community and population health

Upon successful completion of this unit of instruction, the student will be able to:

- 3.1 Discuss the role of the community health nursing in relation to environmental health issues at the population level
- 3.2 Perform a cultural assessment on an individual, family, or another specified cultural group
- 3.3 Identify the economic factors that influence the provision of public health services
- 3.4 Describe the functions of voluntary health agencies within the U.S. Health Care System
- 3.5 Analyze the various global health issues that affect community and population health status

San Joaquin Valley College
Course Outline

CLO 4: Describe the role of the health professional as a community health provider and educator to various health populations

Upon successful completion of this unit of instruction, the student will be able to:

- 4.1 Discuss the role of the community health nurse in health promotion and health education
- 4.2 Describe methods used to increase the effectiveness of health education delivery
- 4.3 Identify the various instructional settings and the rationale for its application
- 4.4 Recognize the major variables to be considered when selecting, developing, and evaluating instructional materials for health education
- 4.5 Design a health education program targeted at a specific community or population

CLO 5: Assess the impact of evidence-based nursing practices on community health

Upon successful completion of this unit of instruction, the student will be able to:

- 5.1 Discuss the use of evidence-based practice within communities for the purpose of health promotion
- 5.2 Assess strategies to address communicable diseases within a population
- 5.3 Discuss the various methods used for addressing chronic health problems
- 5.4 Describe the strategies used to address mental health and substance abuse within a community
- 5.5 Prepare an education plan used to address societal violence within a community

San Joaquin Valley College

Course Outline

Instructional Strategy and Methods for Assessing Student Learning Outcomes:

1. Critical Thinking Tasks and Assignments:

Through discussions, individual and group presentations, written assignments, and research papers and projects, students will demonstrate critical thinking skills and problem solving abilities that meet the standards outlined by the Student Learning Outcomes for this course. Each instructor must maintain an instructor portfolio with examples of all required assignments and activities.

2. Required Reading, Writing, Projects, and Outside of Class Assignments:

Each instructor must maintain a listing of all homework assignments including reading assignments, writing assignments, and projects.

3. Methods to Measure Achievement of Student Learning Outcomes:

Students in this course will be graded in the following categories:

a) Writing Assignments:

- Written homework
- Research papers
- Term or other papers

b) Computational or Non-Computational Problem Solving Demonstrations:

- Exams
- Homework problems
- Quizzes

c) Skill Demonstration:

- Individual and group presentations
- Discussion threads
- Case studies

d) Objective Examinations:

- Multiple choice
- Matching items
- Fill-in-the-blanks
- Essays
- Short answer
- True or false

The evaluation of student performance is based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. All scores earned are converted to a percentage of the total scores possible within each course. The final grade in each course is determined by the percent ranges converted to the letter grade shown in the chart below.

90	-	100%	=	A
80	-	89%	=	B
70	-	79%	=	C
65	-	69%	=	D*
Below		65%	=	F
* No Credit Awarded				

San Joaquin Valley College

Course Outline

Division: Health Studies
Program: Dental Hygiene, Bachelors

Course Number: DH 441
Course Name: Dental Practice Management
Total Semester Units: 4.0
Total Hours: 60
Theory/Lecture Hours: 60
Application/Lab Hours: 0
Externship/Clinical Hours: 0

Course Description:

This course focuses on the foundations of dental practice management and the skills necessary to do so effectively: leadership, establishing goals, time and staff management, use of financial systems, and assessing and meeting patient needs. Topics include marketing, professional standards, communication, risk management, legal and ethical issues, office technology and systems, office design and equipment, documents and storage of records.

Student Learning Outcomes

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

1. Discuss the skills required by health professionals to effectively manage a dental practice
2. Identify and discuss legal and ethical issues that may impact a dental practice
3. Demonstrate effective management of documents and records through utilization of filing, retention, and communications systems
4. Develop methods for establishing an efficient office workflow by using software systems for appointment management, recall, and inventory and supply ordering
5. Identify and discuss bookkeeping systems, bookkeeping situations specific to dental practices, and methods of establishing patient financial arrangements

San Joaquin Valley College

Course Outline

Unit Objectives

CLO 1: Discuss the skills required by health professionals to effectively manage a dental practice

Upon successful completion of this unit of instruction, the student will be able to:

- 1.1 Describe organizational cultures that can be applied to a dental practice
- 1.2 Differentiate between leadership and management and how this is applied in dental practice management
- 1.3 Explain factors that motivate employees
- 1.4 Describe the role of staff management in meeting patient needs
- 1.5 Demonstrate effective communication in providing patient service and the importance of business office etiquette

CLO 2: Describe legal and ethical issues affecting the dental business office

Upon successful completion of this unit of instruction, the student will be able to:

- 2.1 Illustrate the importance of understanding and meeting patient needs
- 2.2 Summarize the legal responsibilities of a dental practice
- 2.3 Explain classifications of law in regards to dentistry
- 2.4 Draft policies for the practice designed to minimize risk and protect patients and staff

CLO 3: Demonstrate effective management of documents and records through utilization of filing, retention, and communications systems

Upon successful completion of this unit of instruction, the student will be able to:

- 3.1 Justify the importance of maintaining accurate clinical records
- 3.2 Describe effective ways to store and care for electronic files
- 3.3 Detail the steps of preparing effective written communication
- 3.4 Identify and utilize the various forms of communication in a dentist office
- 3.5 Summarize the importance of integrating various applications of electronic and telecommunication in a dental office
- 3.6 Discuss marketing techniques used in the dental industry

CLO 4: Develop methods for establishing an efficient office workflow by utilizing systems for appointment management, recall, and inventory and supply ordering

Upon successful completion of this unit of instruction, the student will be able to:

- 4.1 Demonstrate knowledge of appointment management, basic scheduling concepts, and the advantages of an electronic appointment system

San Joaquin Valley College

Course Outline

- 4.2 Identify the primary factors in effective scheduling and appointment time allocation
- 4.3 Compare and contrast different configurations of an office inventory and ordering system
- 4.4 Compare and contrast different configurations of a recall system
- 4.5 Create an appointment matrix

CLO 5: Identify and discuss bookkeeping systems, bookkeeping situations specific to dental practices, and methods of establishing patient financial arrangements

Upon successful completion of this unit of instruction, the student will be able to:

- 5.1 Justify the advantages of using financial management software
- 5.2 Estimate Key components of a budget, and hypothesize types of budget considerations unique to each practice
- 5.3 Describe common bookkeeping systems in dentistry
- 5.4 Detail the process of establishing financial arrangements
- 5.5 Discuss special bookkeeping situations that can occur in a dental practice

San Joaquin Valley College

Course Outline

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- Case studies

d) Objective Examinations:

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- Fill-in-the-blanks
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- Short answer
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Course Outline

Division: Health Studies
Program: Healthcare Management, Bachelors

Course Number: HC430
Course Name: Law and Ethics
Total Semester Units: 3.0
Total Hours: 45
Theory/Lecture Hours: 45
Application/Lab Hours: 0
Externship/Clinical Hours: 0

Course Description:

This course provides an overview of legal and ethical issues healthcare managers may encounter in their organization. Topics include tort law relative to healthcare management, risk of liability, negligence, malpractice, management and reporting of health information, medical staff committees, patient rights and responsibilities, and managing ethical situations.

Student Learning Outcomes

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

1. Identify the primary sources of law and differentiate between tort law and criminal law
2. Describe the sources of greatest liability in healthcare organizations
3. Identify legal risks that are specific to physicians and nurses
4. Examine legal risks relative to patient information, rights, and responsibilities
5. Assess ethical situations for legal concerns, and draft and recommend a plan of action

San Joaquin Valley College

Course Outline

Unit Objectives

CLO 1: Identify the primary sources of law and differentiate between tort law and criminal law

Upon successful completion of this unit of instruction, the student will be able to:

- 1.1 Identify the sources of law
- 1.2 Discuss the role of the Department of Health and Human Services
- 1.3 Define tort law
- 1.4 Distinguish between the three forms of negligence
- 1.5 Give examples of intentional torts
- 1.6 Compare criminal law to tort law

CLO 2: Describe the sources of greatest liability in healthcare organizations

Upon successful completion of this unit of instruction, the student will be able to:

- 2.1 Identify the primary elements of contracts and discuss their importance in the healthcare setting
- 2.2 Identify which healthcare departments create the greatest risk of liability
- 2.3 Discuss the laws that contain provisions relative to management of health information
- 2.4 Summarize the requirements for medical and business records
- 2.5 Discuss legal reporting requirements mandated by federal and state agencies

CLO 3: Identify legal risks that are specific to physicians and nurses

Upon successful completion of this unit of instruction, the student will be able to:

- 3.1 Describe the responsibilities of medical staff committees
- 3.2 Illustrate the process for obtaining appointment to the medical staff committee
- 3.3 Provide examples of facts and failures that can result in malpractice
- 3.4 Identify the requirements for nursing licensure
- 3.5 Provide examples of common acts for which nurses can be found negligent

CLO 4: Examine legal risks relative to patient information, rights, and responsibilities

Upon successful completion of this unit of instruction, the student will be able to:

- 4.1 Differentiate between implied consent and express consent
- 4.2 Illustrate informed consent
- 4.3 Explain who may consent to treatment and tests
- 4.4 Provide examples of patient responsibilities
- 4.5 Outline patient rights that are guaranteed by state and federal laws and regulations

San Joaquin Valley College
Course Outline

CLO 5: Assess ethical situations for any legal concerns, and draft and recommend a plan of action

Upon successful completion of this unit of instruction, the student will be able to:

- 5.1 Discuss the purpose of organizational ethics
- 5.2 Discuss the purpose of the Ethics Committee
- 5.3 Provide examples of economic, medical, political, and legal dilemmas that healthcare leaders face
- 5.4 Discuss acceptable resolutions to ethical issues in the healthcare environment

San Joaquin Valley College

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