Course Map Template 2.0 Credit Hour Courses

COURSE MAP

COURSE NAME AND NUMBER

OVERVIEW

1) List the Course Learning Outcomes (CLOs)
2) Map Book to CLOs
   - ✓ Establish what chapter (parts) are needed to support CLO.
   - ✓ Check provided objectives for coverage
   - ✓ Check provided outline for coherence
3) Divide into Units
   - ✓ Divide the workload into units to balance workload
   - ✓ Remember Unit 5 is a shortened week
4) Create a Unit Outcome (What is this Unit about?)
5) Break down Outcome into Unit Objectives (What do students need to learn?)
6) All content Scaffolds learning
7) What do I need to learn from Reading?
   - ✓ Study Guide
     - o P4P
     - o RC
     - o Test
8) What do I need to demonstrate?
   - ✓ Homework
   - ✓ Project (if applicable)

The table on this page will be the culminating Course Map, in steps 1-4 you will add items to this table.

STEP 1

Start by copying and pasting the Course Learning Outcomes (CLOs) into the left column. Make sure there is only one outcome per row. Then scroll down to the next page and complete Step 2.

Course Learning Outcomes	Chapter #'s & Title(s)	Unit(s)	Assignment(s)

STEP 2

a) Below, list the chapters and titles of the book in the left column (use one row per chapter). In the middle "relationship" column, show whether the chapter is

- **DR**= Directly related to student learning outcomes
- **FC**= historical or foundational concepts that must be mastered before the outcomes can be mastered
- **NN**= Not Needed

If only part of a chapter is needed, then note it by section title or page ranges in the pages column, otherwise, list "all." If parts of a chapter are used in different units, list them separately.

Chapter Number/Title	Relationship	Pages or Section	Unit

b) Now that you have assigned a relationship, you know how many chapters and parts of chapters will be used. Using the Unit column, divide the remaining chapters as evenly as possible (in terms of reading load) among Units 1-4. Unit 5 is a shortened week so it should have a shorter reading assignment. Unit 1 may also be reading-light.

c) Use the information in this table to go back to the first page and enter which chapters relate to which Course Learning Outcomes, along with what Unit you will use them in. Hint: It may be easier for you if you open a new window (View/New Window) and look at both tables at once).

STEP 3: UNIT 1

Unit 1 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

Using your knowledge, experience, and the Unit Study Guide, start building out content. Remember **all** content scaffolds learning. As you create content for the Presentation for Points (P4P), Reading Companion (RC), and Exam, think about what students need to learn from the Reading. As you create content for the Homework (and Projects if applicable), think about what students need to demonstrate.

Decide what assignments will be the best learning activities for the Unit Objectives. For example, Exam questions and Reading Companions are best for factual or practice; Discussion Forums are better for conceptual and theory. Homework could fit into either category.

COURSE OUTLINE: UNIT 1

Unit 1
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 1 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if*

applicable. (Map to CLO)

Discussion (Map to CLO):

Exam: The Unit 1 Exam will cover the Unit 1 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

STEP 3: UNIT 2

Unit 2 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 2

Unit 2
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 2 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

STEP 3: UNIT 3

Unit 3 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 3

Unit 3
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 3 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

Exam: The Unit 3 Exam will cover the Unit 3 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

STEP 3: UNIT 4

Unit 4 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 4

Unit 4
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 4 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

STEP 3: UNIT 5

Unit 5 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 5

Unit 5
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 5 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Exam: The Unit 5 Exam will cover the Unit 5 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Assign points to each assignment based on the following:

The total points in the course should be 335 distributed as follows.

Item	Percentage	Unit Points	Total Points
Reading Companion	18%	15 (Units 1, 2, 4, and 5)	60
Discussion	24%	20 (Units 1-4)	80
Homework/Project	36%	40 (Units 2-4)	120
Exams	22%	25 (Units 1, 3, and 5)	75

Course Map Template 3.0 - 5.0 Credit Hour Courses

COURSE MAP

COURSE NAME AND NUMBER

1) List the Course Learning Outcomes (CLOs)
2) Map Book to CLOs
   - ✓ Establish what chapter (parts) are needed to support CLO.
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   - ✓ Check provided outline for coherence
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   - ✓ Divide the workload into units to balance workload
   - ✓ Remember Unit 5 is a shortened week
4) Create a Unit Outcome (What is this Unit about?)
5) Break down Outcome into Unit Objectives (What do students need to learn?)
6) All content Scaffolds learning
7) What do I need to learn from Reading?
   - ✓ Study Guide
     - o P4P
     - o RC
     - o Test
8) What do I need to demonstrate?
   - ✓ Homework
   - ✓ Project (if applicable)

The table on this page will be the culminating Course Map, in steps 1-4 you will add items to this table.

STEP 1

Start by copying and pasting the Course Learning Outcomes (CLOs) into the left column. Make sure there is only one outcome per row. Then scroll down to the next page and complete Step 2.

Course Learning Outcomes	Chapter #'s & Title(s)	Unit(s)	Assignment(s)

a) Below, list the chapters and titles of the book in the left column (use one row per chapter). In the middle "relationship" column, show whether the chapter is

- **DR**= Directly related to student learning outcomes
- **FC**= historical or foundational concepts that must be mastered before the outcomes can be mastered
- **NN**= Not Needed

If only part of a chapter is needed, then note it by section title or page ranges in the pages column, otherwise, list "all." If parts of a chapter are used in different units, list them separately.

Chapter Number/Title	Relationship	Pages or Section	Unit

b) Now that you have assigned a relationship, you know how many chapters and parts of chapters will be used. Using the Unit column, divide the remaining chapters as evenly as possible (in terms of reading load) among Units 1-4. Unit 5 is a shortened week so it should have a shorter reading assignment. Unit 1 may also be reading-light.

c) Use the information in this table to go back to the first page and enter which chapters relate to which Course Learning Outcomes, along with what Unit you will use them in. Hint: It may be easier for you if you open a new window (View/New Window) and look at both tables at once).

STEP 3: UNIT 1

Unit 1 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

Using your knowledge, experience, and the Unit Study Guide, start building out content. Remember **all** content scaffolds learning. As you create content for the Presentation for Points (P4P), Reading Companion (RC), and Exam, think about what students need to learn from the Reading. As you create content for the Homework (and Projects if applicable), think about what students need to demonstrate.

Decide what assignments will be the best learning activities for the Unit Objectives. For example, Exam questions and Reading Companions are best for factual or practice; Discussion Forums are better for conceptual and theory. Homework could fit into either category. 5 hours courses or courses with lab hours should have practice or simulation work. **Note:** Remember that Unit 5 is a shortened week.

COURSE OUTLINE: UNIT 1

Unit 1
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 1 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

Exam: The Unit 1 Exam will cover the Unit 1 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Project (5 unit courses and courses with Lab hours only) (Map to CLO):

STEP 3: UNIT 2

Unit 2 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 2

Unit 2
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 2 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

Exam: The Unit 2 Exam will cover the Unit 2 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Project (5 unit courses, and courses with Lab hours only) (Map to CLO):

STEP 3: UNIT 3

Unit 3 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 3

Unit 3
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 3 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

Exam: The Unit 3 Exam will cover the Unit 3 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Project (5 unit courses, and courses with Lab hours only) (Map to CLO):

STEP 3: UNIT 4

Unit 4 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 4

Unit 4
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 4 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

Exam: The Unit 4 Exam will cover the Unit 4 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Project (5 unit courses, and courses with Lab hours only) (Map to CLO):

STEP 3: UNIT 5

Unit 5 Study Guide

Unit Outcome: Insert outcome here.

Which topics should you focus on and where can you find them?

Start inserting Unit Objectives here.

STEP 4

COURSE OUTLINE: UNIT 5

Unit 5
Reading Assignment: Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Presentational Content: The Unit 5 Presentation will cover Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Reading Companion: Interactive quiz covering Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Discussion (Map to CLO):

Homework (Map to CLO):

Exam: The Unit 5 Exam will cover the Unit 5 Presentation and Chapters *x, y, and z* of *Textbook Name, Edition if applicable.* (Map to CLO)

Project (5 unit courses, and courses with Lab hours only) (Map to CLO):

Assign points to each assignment based on the following:

The total points in the course should be 500 distributed as follows.

Item	Percentage	Points
Quiz (Reading Companion)	15%	75
Discussion	20%	100
Homework/Project	40%	200
Exams	25%	125

COURSE MAP

MANAGEMENT PRINCIPLES FOR THE HEALTHCARE PROFESSIONAL RCP420

OVERVIEW

Step 1: List the Course Learning Outcomes (CLOs)

Step 2: List the chapters, decide which are needed, and map to Course Learning Outcomes (CLOs). Then divide the reading load appropriately between the Units referring to the workload allocations. Remember Unit 5 is a shortened week.

Step 3: Decide how the Course Learning Outcomes (CLOs) will be demonstrated in the course assignments.

Step 4: Develop the details of the course assignments referring to the workload allocations.

Step 5: Determine the hours for reading and assignments, modifying as necessary to arrive at the proper course total.

The table on this page will be the culminating Course Map, in steps 1-5 you will add items to this table.

STEP 1

Start by copying and pasting the Course Learning Outcomes (CLOs) into the left column. The CLOs can be found in the Curriculum Repository in eCourses. Make sure there is only one outcome per row. Then scroll down to the next page and complete Step 2.

Course Learning Outcomes	Chapter #'s & Title(s)	Unit(s)	Assignment(s)	Hours
Describe areas of responsibility given to supervisors in the healthcare setting.	1-Introduction: Managing for Quality and Performance 7- Managing Organizational Dynamics	1	Unit 1 Reading Unit 1 Reading Companion Unit 1 Discussion Unit 1 Homework Unit 1 Test	See Workload Allocations calculator

			Unit 2 Reading
Discuss ethical behavior and expectations in the workplace.	9-Building a Culture for Improvement	2	Unit 2 Reading Companion
			Unit 2 Discussion
			Unit 2 Test
Discuss how hiring strategies and techniques create functional departments.	8- Organizing and Human Resources 10-Developing Self and Others	3	Unit 3 Reading Unit 3 Reading Companion Unit 3 Discussion Unit 3 Homework Unit 3 Test
Describe methods of employee evaluation and performance improvement.	14-Managing Performance and Quality	4	Unit 4 Reading Unit 4 Reading Companion Unit 4 Discussion Unit 4 Homework Unit 4 Test
Describe principles of budget development and monitoring.	15- Managing Finance and Budgets	5	Unit 5 Reading Unit 5 Reading Companion Unit 5 Discussion Unit 5 Homework Unit 5 Test
Discuss techniques to maintain legal compliance as a health care manager.	2-The Policy Context for Management	2	Unit 2 Reading Unit 2 Reading Companion Unit 2 Homework Unit 2 Test

STEP 2

a) Below, list the chapters and titles of the book in the left column (use one row per chapter). In the middle "relationship" column, show whether the chapter is

- **DR**= Directly related to student learning outcomes
- **FC**= historical or foundational concepts that must be mastered before the outcomes can be mastered
- **NN**= Not Needed

If only part of a chapter is needed, then note it by section title or page ranges in the pages column, otherwise, list "all." If parts of a chapter are used in different units, list them separately.

Chapter Number/Title	Relationship	Pages or Section	Unit	Time
1-Introduction: Managing for Quality and Performance	DR	ALL	1	See Workload Allocations calculator
2-The Policy Context for Management	DR	ALL	2	
7- Managing Organizational Dynamics	DR	ALL	1	
8- Organizing and Human Resources	DR	ALL	3	
9-Building a Culture for Improvement	DR	ALL	2	
10-Developing Self and Others	DR	ALL	3	
14-Managing Performance and Quality	DR	ALL	4	
15- Managing Finance and Budgets	DR	ALL	5	

b) Now that you have assigned a relationship, you know how many chapters and parts of chapters will be used. Using the Unit column, divide the remaining chapters as evenly as possible (in terms of reading load) among Units 1-4. Unit 5 is a shortened week so it should have a shorter reading assignment. Unit 1 may also be reading-light.

c) Use the information in this table to go back to the first page and enter which chapters relate to which Course Learning Outcomes, along with what Unit you will use them in. Hint: It may be easier for you if you open a new window (View/New Window) and look at both tables at once).

STEP 3

Using your knowledge and experience, decide what assignments will be the best learning activities for the Student Learning Outcomes. For example: Exam questions and Reading Companions are best for factual or practice; Discussion Forums are better for conceptual and theory. Homework could fit into either category. 5 hours courses or courses with lab hours should have practice or simulation work. **Note:** Remember that Unit 5 is a shortened week.

STEP 4

Unit 1
Reading Assignment: Chapters *1 and 7* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 1)

Presentational Content: The Unit 1 Presentation will cover Chapters *1 and 7* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 1)

Reading Companion: Interactive quiz covering Chapters *1 and 7* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 1)

Discussion (Map to CLO 1): Managers in health care organizations have several different responsibilities. For the department and organization to run effectively, the manager must know and understand how to govern his or her responsibilities. If a manager does not understand his or her duties within the organization, there could be serious consequences in the department and organization as a whole.

For Unit 1 discussion, describe what a career in healthcare management entails. How does a management position differ from other positions within the organization? Which qualities are needed to be a successful manager? Is there value in gaining hands-on experience in management? Why or why not?

Your main post should be at least 250-300 words long.

Using at least 100 words, respond to at least two of your peers' posts.

Possible topics for peer replies include but are not limited to:
- What are some job duties of a manager?
- How does a manager in healthcare differ from a manager in a non-healthcare setting?
- What should health care organizations look for in a manager?
- What type of experience is needed to become a manager in a healthcare organization?

Homework (Map to CLO 1): For Unit 1 homework, you are the manager of a health care organization that is tasked with hiring a supervisor from within your department. Write a 2 to 3-page paper describing characteristics you would look for in an individual to fill a leadership role.

Be sure also to answer the following questions.

As an effective manager how can you develop others into a leadership role?

What are some examples of effective leadership?

Which tasks can you delegate to individuals to see if they are ready to take on a leadership role within the department?

Your paper must be submitted in APA format. Submit the assignment as a Microsoft Word document using the template provided [Linked In].

Exam: Unit 1 Exam will cover: Unit 1 Presentation, Chapters *1 and 7* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 1)

Unit 2
Reading Assignment: Chapters 2 *and 9* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 2 and 6)

Presentational Content: The Unit 2 Presentation will cover Chapters 2 *and 9* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 2 and 6)

Reading Companion: Interactive quiz covering Chapters 2 *and 9* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 2 and 6)

Discussion (Map to CLO 2): Ethics pertains to one's moral values and beliefs. Ethics guide us in making decisions in life. When it comes to ethics in the healthcare setting it comes down to what is right and what is wrong. It is important to understand that while one person may think that something is ethical, another person may disagree.

For the unit 2 discussion, discuss ethics in the healthcare setting. What is an example of ethical behavior? What is an example of unethical behavior? What would you do if a patient asked you to do something that you did not feel was ethical? How would you handle an ethical situation with a patient that had different cultural beliefs?

Your main post should be at least 250-300 words long.

Then, respond to at least two postings of others, with each response being at least 100 words.

Possible topics for peer replies include the following, but are not limited to: What do ethics mean to you? Should everyone have the same morals, values, and beliefs? What would you do if you were faced with making an ethical versus unethical decision?

Homework (Map to CLO 6) **Mastery**: This assignment will be a 3-part assignment that will span units 2. 3, and 4. This assignment will include a peer review component in unit 3.

As you have read this week, there are many laws and regulations that affect healthcare organizations. For this week's assignment, write a four to five page research paper on one of the laws and/or regulations that you read about in Chapter 2.

Your paper should include the following:
-The law/regulation you have researched
-What that law/regulation means to a healthcare organization
-Pros and Cons of the chosen law/regulation
-Explain how a manager can maintain legal compliance to the law

Your paper must be 4 to 5 pages that are submitted in APA format with at least two sources other than your textbook. Submit the assignment as a Microsoft Word document using the template provided [Linked In].

Exam: The Unit 2 Exam will cover the Unit 2 Presentation and Chapters 2 *and 9* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 2 and 6)

Unit 3
Reading Assignment: Chapters 8 *and 10* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 3)

Presentational Content: The Unit 3 Presentation will cover Chapters 8 *and 10* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 3)

Reading Companion: Interactive quiz covering Chapters 8 *and 10* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 3)

Discussion (Map to CLO 3): As a manager, it is your responsibility to recognize dissatisfactory employee behavior. An effective manager knows the process of how to handle such employees. In order for the organization to run properly, the manager has to address when employees are not meeting the work demands, slacking off, or not functioning as a team member.

For the unit 3 discussion, discuss the different types of personalities that a manager may see in an employee. As a manger what are you to do if you have an employee that is not doing the work they were hired to do? What is the responsibility of the manager when an employee is always late or calling off? What are some steps a manager can take when reprimanding an employee?

Your main post should be at least 250-300 words long.

Then, respond to at least two postings of others, with each response being at least 100 words.

Possible topics for peer replies include the following, but are not limited to: What are some ways that you can encourage employees to work together? What steps would you follow if you became aware of employees that don't get along? What does discipline mean when it comes to employees not following company policy?

Homework : (CLO 2): For this assignment, the instructor will pair up each student to perform a peer review on each other's paper. You will review your partners paper from week 2 and provide feedback.

Remember you are working as a team so you want to provide detailed input on each other's papers. Provide your partner with honest thought-provoking feedback that will help both of you understand different laws and regulations that effect healthcare.

In 750-1250 words, double-spaced, prepare the peer review feedback in a constructive manner that will assist your assigned partner in evaluating and improving upon their original submission.

- Was there at least one law explained in the paper?

- Is there substantial evidence relating to the pros and cons of each law?
- Are the laws discussed in the paper clearly explained? If not, what suggestions can you give your peer on clearly stating the laws?
- What experience have you had relating to these laws?
- How do the laws identify impact growth or forward expansion of the field?
- Are there aspects of the laws that inhibit your current facility or position and why?

Exam: The Unit 3 Exam will cover the Unit 3 Presentation and Chapters 8 *and 10* of *Managing Health Organizations for Quality and Performance.* (Map to CLO 3)

Unit 4
Reading Assignment: Chapters 14 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 4)

Presentational Content: The Unit 4 Presentation will cover Chapters 14 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 4)

Reading Companion: Interactive quiz covering Chapters 14 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 4)

Discussion (Map to CLO 4): Evaluating processes within the department will help a manager improve performance within the organization. One of the responsibilities of the manager is to make sure that the work flow runs smoothly and effectively. Managers utilize continuous quality improvement techniques to reach maximum efficiency.

For the unit 4 discussion, discuss the importance of performance management. What is a performance management system? What are some goals of a performance management system? What are performance standards? What is a balance scorecard? How does performance management compare to quality improvement?

Your main post should be at least 250-300 words long.

Then, respond to at least two postings of others, with each response being at least 100 words.

Possible topics for peer replies include the following, but are not limited to: What is quality improvement? How is performance management assessed? What is the goal of performance management?

For week 4 assignment review your peers' comments regarding your paper. Taking the reviewers comments into consideration, make any appropriate changes, additions or subtractions to your paper. Take the following points into consideration when preparing your final paper:
- Was the law clearly defined?
- Is there additional information that you gained from the peer review regarding your paper that would like to add, delete or revise?
- Did you explain the pros and cons of the law?
- What do laws/regulations mean to a healthcare organization

- Is the explanation as to how a manager can maintain legal compliance to the law clear?
- Is your paper APA formatted?
- What do you feel was the best advice given to you on your peer review?
- Do you think that the peer review comments were beneficial to your paper? Why or why not?

Submit the assignment as a Microsoft Word document using the template provided to the Unit 4 Homework Dropbox.

Exam: The Unit 4 Exam will cover the Unit 4 Presentation and Chapters 14 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 4)

Unit 5
Reading Assignment: Chapters 15 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 5)

Presentational Content: The Unit 5 Presentation will cover Chapters 15 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 5)

Reading Companion: Interactive quiz covering Chapters 15 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 5)

Discussion (Map to CLO 5): All managers must have an understanding of the company's and/or department's finances. Managers are responsible for the finances within their department. In order to make sure that they stay within budget, they track different types of financial sheets.

For the unit 5 discussion, discuss the types of financial sheets that are commonly used by managers. What type of information is listed on these sheets? Why is this information useful to the manager? Why is it important for a manager to understand the departments finances?

Your main post should be at least 250-300 words long.

Then, respond to at least two postings of others, with each response being at least 100 words.

Possible topics for peer replies include the following, but are not limited to: What does the term "financials" mean? How can understanding financial sheets help the manager run the department? Are there any other ways that managers use financial reports?

Homework (Map to CLO 5): For the unit 5 homework, you will create a 20 to 30 slide PowerPoint presentation explaining budgets. The presentation is to include detailed information on the following:

- Operating budget
- Capital budget
- Cash budget
- Each slide is to contain a 150-250 word explanation per slide
- Cite any sources used in APA format in a citation slide at the end of the presentation

- Be creative!

Submit the assignment as a PowerPoint document using the template provided [Linked In].

Exam: The Unit 5 Exam will cover the Unit 5 Presentation and Chapters 15 of *Managing Health Organizations for Quality and Performance.* (Map to CLO 5)

Assign points to each assignment based on the following:

The total points in the course should be 500 distributed as follows.

Item	Percentage	Points
Quiz (Reading Companion)	15%	75
Discussion	20%	100
Homework/Project	40%	200
Exams	25%	125

STEP 5

WORKLOAD ALLOCATIONS

A **3 credit hour course must have 135 hours of work** associated with it. A 2 credit hour course must have 90. A 5 credit hour course must have 225. Using the "Workload Allocations_Calculator" spreadsheet (located in Step 9 in Dev1) fill in the time required to complete readings and assignments in Steps 1 and 2.

<div style="border:1px solid #333; text-align:center;">

Course Map
Workload Allocation

</div>

After you receive feedback for Unit 1 in the Course Map. Make any necessary modifications. Once complete, move to Unit 2 and repeat steps 4-7.

After Unit 5 is completed and approved, it is time to complete the last column in Step 1 and Step 2 within the Course Map. Using the "Workload Allocations_Calculator" spreadsheet provided, fill in the time required to complete readings and assignments in Steps 1 and 2 of the Course Map. **Only applicable content should be included in the workload calculator. If an area doesn't apply, please enter a zero.**

W **Step 9 Checklist** ▾   ●

📗 **Workload Allocations_Calculator** ▾   ●

W **Completed Course Map Sample** ▾   ✓