

CASPER COLLEGE COURSE SYLLABUS

HLTK 1500 – N1

Introduction to Health Care and Services

Semester/Year: Fall 2015

Lecture Hours: 2

Lab Hours: 0

Credit Hours: 2

Instructor's Name: Mindy Walden MSN, RN-BC

Instructor's Contact Information:
Office HS 204

Office Phone:
307-268-2238

Email:
mwalden@caspercollege.edu

Office Hours: Mondays 1:00-3:00; Tuesdays 9:30-11:00; Thursdays 10:30-12:00; Fridays by appointment only.

Course Description: Concepts of health care organization, finance, and delivery in the United States. The course explores interrelationships among agencies, organizations, and personnel in the delivery of health care.

Statement of Prerequisites: None

Goal: Students will become familiar with the history of healthcare in the United States, and will recognize the complexity of the problems we face in today's health care system.

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

1. Describe major characteristics of the U.S. healthcare system (CCGE #1).
2. Describe the settings in which healthcare is provided (CCGE #1).
3. Describe the role of personnel who are part of the health care team (CCGE #1).
4. Identify major issues facing the health care professions today (CCGE #1, #3, #7).
5. Identify the sources of financing for U.S. health care.
6. Describe the responsibilities of those in health care occupations for providing services based on legal and ethical concerns (CCGE #1, #7).

Methodology: This course will be managed entirely on the Internet and is designed for the self-directed learner. The student should expect to spend at least as much time studying and preparing for this course and he/she would for a campus-based course. The material for this course will be accessed by reading the required text along with content provided online. **Each week will open on Sunday at 8:00 AM and close on Saturday at 11:55 PM.**

Computer and Internet Requirements: In order to participate in this course, the student must have access to the Internet and to a compatible Internet browser. It is recommended that you use Google Chrome for Moodle. You may need to download a new version of Java. You can find a link to download this at <http://www.caspercollege.edu/dlc/index.html> and then click on the technical requirements site. It is also helpful for the student to have a basic working knowledge of computer operations and be familiar with Internet navigation and use of e-mail. For more information

regarding technical requirements, see Casper College Distance Education webpage at <http://www.caspercollege.edu> - click on Distance Education.

This course is conducted in a Moodle environment. While Moodle has a self-contained e-mail system, students should also have an active personal e-mail account. If you do not have a personal e-mail account, free e-mail service is provided with your MYCC e-mail account (<http://my.caspercollege.edu/>). This account and its contents are yours, even after you graduate from Casper College. Use your WebAdvisor login. Another alternative is to set up a free e-mail account with certain providers such as Hotmail, Yahoo, or Google.

If you experience computer difficulties, please contact the instructor or the Distance Education Team and 268-3882. If you fall behind in this course, it will be difficult to catch up.

Computer Labs: For students who do not have access to a personal computer at home, the following Casper College computer labs offer Internet access:

- Casper College Library
- Thorson Business Building, 4th floor
- LH 6
- HS 211 (see administrative assistant for available hours – 268-2235)

NOTE: This is an Internet based class. You are responsible for doing your work and scheduling your time to keep pace with the class. Computers do malfunction so be prepared. Contrary to wishful beliefs, Internet classes are not easier than regular classes. If you fall behind in this course, it will be difficult to catch up. The instructor is available to help you understand the material, provide feedback, and answer questions. If the information in the textbook along with the information posted online are not enough, please post questions in the “Questions” forum. Chances are if you have a question, other people do too.

Evaluation Criteria: Students will be graded based on (1) participation in the introductory discussion, (2) Syllabus Quiz, (3) Six Discussion Forum Topics, (4) Fourteen chapter quizzes, and (5) a Health Care Topics Paper. Due dates are located in the Course Outline and on the Moodle Calendar.

1. **Introductory Discussion** is worth **30 points**.
2. **Syllabus Quiz** (10 questions) is worth **10 points**.
3. **Fourteen** open book **Content Quizzes** consisting of 10 questions each. Each quiz is worth **20 points** for a total of **280** possible points. The quizzes will be timed at 20 minutes and you may use your book or any notes you have made. Quizzes will be open for access during the entire week. No make-up quizzes will be offered, however if you encounter technical difficulties or have an emergency, please contact the instructor as soon as possible via email or calling the office phone number (307-268-2238). (Please note that it can generally be determined from the Moodle system when technical issues are encountered).
4. Participation in **Six Online Discussion Forums**, each worth **25 points**, for a possible **150 points** for the semester. Please see the **Discussion Rubric** for more information about how these will be graded.
5. **Health Care Topic Paper** worth **100 points**. Please see the grading rubric included in the directions for this assignment.

Grades: You can view your grades by accessing the grade book icon on the home page for this course. A “C” or better is required to pass this course. Please note that the lowest number of points for a **passing grade in this class is based on receiving 428 of the total available 570 points.**

Grading Scale:

All discussions will be graded using the **Discussion Rubric**, which can be found in the **Resources**.

The following point distribution will be utilized to determine letter grades:

A	100-91
B	90-83
C	82-75
D*	74-70
F*	69 and below

Midterm grades will be based on the total of 255 points possible, calculated using the points earned from the Syllabus Quiz, Introduction Discussion postings, Discussions 1, 2, and 3, and Chapter Quizzes 1-7.

A	255-232
B	231-212
C	211-191
D*	190-179
F*	178 and below

The final grade in the course is based on a total of 570 points:

A	570-519
B	518-473
C	472-428
D*	427-399
F*	398 and below

* Note: These two steps of the scale are not considered passing for this course.

Required Text, Readings, and Materials: Niles, N. J. (2015). *Basics of the U.S. Health Care System* (2nd Ed.). Burlington, MA: Jones & Bartlett Learning.

Units of Instruction:

- Chapter 1 History of the U.S. Healthcare System
- Chapter 2 Impact of the Affordable Care Act on Healthcare Services
- Chapter 3 Current Operations of the Healthcare System
- Chapter 4 Government’s Role in U.S. Health Care
- Chapter 5 Public Health’s Role in Health Care

Chapter 6 Inpatient and Outpatient Services
Chapter 7 U.S. Healthcare Workforce
Chapter 8 Healthcare Financing
Chapter 9 Managed Care Impact on Healthcare Delivery
Chapter 10 Information Technology Impact on Health Care
Chapter 11 Healthcare Law
Chapter 12 Healthcare Ethics
Chapter 13 Mental Health Issues
Chapter 14 Analysis of the U.S. Healthcare System

Class Policies: Last date to change to audit status or to withdraw with a W grade is November 12, 2015.

- **Discussion Postings:** Discussions will be **open for two weeks beginning on Sunday morning at 8:00 AM and closing on the second Saturday at 11:55 PM** with the *exception of the introductory discussion, which will be open for one week only*. For dates of each discussion, see the Course Schedule and/or the Course Calendar.
- Initial postings to the discussion question should be made early in the first week the discussion is open with responses to peers posted by the end of the second week. This timing is important because it affords your peers time to read your posting and formulate a response. Postings will be considered late if posted past the due date and will receive declining points depending on the degree of lateness regardless of the quality. Please see the **Threaded Discussion Grading Rubric** for specific requirements to obtain full credit (25 points/discussion).
- Initial discussion postings and responses must provide evidence of some reflection and critical thinking. For example, in replying to a peer, “Yes, I agree with you” is inadequate. You must at least note why you agree or disagree or add a new perspective to the original response. You may also question or politely challenge your classmates, which helps lead to better understanding and deeper discussions. Remember, there are no right or wrong answers in a discussion. The instructor may occasionally interject a thought or pose a question, but will generally not direct the conversation.
 - **Note:** Posting responses to threaded discussions is best done by first composing the response in a word processing system and then copying and pasting it into the threaded discussion area. By doing it this way, you will be able to edit, spell-check, and revise your writing. Points will be deducted for spelling errors, grammatical errors, improper citations, or use of non-peer reviewed sources. Please use APA format for all citations. In addition, if you lose your Internet connection, you won’t have to re-type your entire post, instead you will only have to copy and paste again!
- **Late Assignments:** See the course schedule and/or course calendar for complete information regarding due dates. No late postings, assignments or tests will be accepted. Emergency situations will be handled on an individual basis. The instructor must be notified as soon as possible, please contact via email or leave a phone message at 307-268-2238.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems or concerns with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President of Academic Affairs.

Academic Dishonesty: (Cheating and Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will utilize the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform the instructor as soon as possible. You may see the instructor privately during office hours or make an appointment. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 334, (307) 268-2557, bheur@caspercollege.edu. The Disability Service Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Calendar/Schedule Indicating Course Content:

Each week opens on Sunday at 8:00 AM and closes the following Saturday at 11:55 PM. Post your initial remarks to the discussion within the first week and the response to your peers during the second week. Tests can be taken at any time during the weeks they are assigned. The Health Care Topic paper is due by 11:55 PM on the Saturday of the assigned week. All the weeks are open for studying ahead, but be aware that the discussions and tests have specific due dates.

Week/Date	Assignments
INTRODUCTION* Week 1 August 24 – August 29, 2015	Introduction Discussion Posting, picture, and confirmation e-mail to instructor due by 8/29/15 Syllabus Quiz opens and closes this week
Week 2 August 30 – September 5, 2015	Reading: Chapter 1 – History of the U. S. Healthcare System Discussion 1 – Opens for initial posting - due 9/5/15 Quiz 1 – Chapter 1 – Due 9/5/15
Week 3 September 6 – September 12, 2015	Reading: Chapter 2 – Impact of the Affordable Care Act on Healthcare Services Discussion 1 – Response to peers due 9/12/15 Quiz 2 – Chapter 2 – Due 9/12/15
Week 4 September 13 - September 19, 2015	Reading: Chapter 3 – Current Operations of the Healthcare System Discussion 2: Opens for initial posting – due 9/19/15 Quiz 3 – Chapter 3 – Due 9/19/15
Week 5 September 20 – September 26, 2015	Reading: Chapter 4 – Government's Role in U. S. Health Care Discussion 2: Response to peers due 9/26/15 Quiz 4 – Chapter 4 – Due 9/26/15
Week 6 September 27 – October 3, 2015	Reading: Chapter 5 – Public Health's Role in Health Care Discussion 3: Opens for initial posting – due 10/3/15 Quiz 5 – Chapter 5 – Due 10/3/15

Week/Date	Assignments
Week 7 October 4 – October 10, 2015	Reading: Chapter 6 – Inpatient and Outpatient Services Discussion 3: Response to peers due 10/10/15 Quiz 6 – Chapter 6 – Due 10/10/15
Week 8 October 11 – October 17, 2015 MIDTERM	Reading: Chapter 7 – U.S. Healthcare Workforce Discussion 4: Open for initial posting – due 10/17/15 Quiz 7 – Chapter 7 – Due 10/17/15
Week 9 October 18 – October 24, 2015	FALL BREAK October 19 – 20, 2015 Reading: Chapter 8 – Healthcare Financing Discussion 4: Response to peers due next week due to Fall Break Quiz 8 – Chapter 8 – Due 10/24/15
Week 10 October 25 – October 31, 2015	Reading: Chapter 9 – Managed Care Impact on Healthcare Delivery Discussion 4: Response to peers due 10/31/15 Quiz 9 – Chapter 9– Due 10/31/15
Week 11 November 1 – November 7, 2015	Reading: Chapter 10 – Information Technology Impact on Health Care Discussion 5: Open for initial posting – due 11/7/2015 Quiz 10 – Chapter 10 – Due 11/7/15
Week 12 November 8 – November 14, 2015	Reading: Chapter 11 – Healthcare Law Discussion 5: Response to Peers – due 11/14/15 Quiz 11 – Chapter 11 – Due 11/14/15
Week 13 November 15 – November 21, 2015	Reading: Chapter 12 – Healthcare Ethics Discussion 6: Open for initial posting- due 11/21/15 Quiz 12 – Chapter 12 – Due 11/21/15
Thanksgiving Break	THANKSGIVING BREAK - November 25 – November 27, 2015f
Week 14 November 29 – December 5, 2015	HEALTH CARE TOPIC PAPER due Saturday, 12/5/2015 at 11:55 PM Reading: Chapter 13 – Mental Health Issues Discussion 6: Response to peers– due 12/5/2015 Quiz 13 – Chapter 13 – Due 12/5/2015
Week 15 December 6 – December 12, 2015	Reading: Chapter 14 – Analysis of the U.S. Healthcare System Quiz 14 – Chapter 14 – Due 12/12/2015
Finals Week	No Final Exam. Grades will be posted this week. Have a great break!

Fall/15 mmw