

SOUTHEAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
HEALTHCARE MANAGEMENT
Revised Date: 2/2025

I. CATALOG DESCRIPTION

Course Number: HCMG 1500
Course Title: Healthcare Resourcing and Supervision
Prerequisite(s): None

Catalog Description: This course focuses on the operations management and the strategic implementation of programs. It provides students with an overview of the foundational principles of management, including management thinking, planning, motivational theories, strategies, cost and revenues, effective management teams and effective management behavior in health care and the health care systems in the United States.

Credit Hours: 3
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will:*

1. Create a strategic plan for health care organizations or entire systems.
2. Explain how to recruit, hire, lead and manage a diverse group of staff.
3. Develop health care delivery goals and standards to lead organizations in quality care initiatives.
4. Analyze what communication, teamwork, and leadership skills make an effective health care organization and develop an implementation plan.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

A. STUDENT LEARNING OUTCOMES: *The student will be able to:*

1. Examine the functions of management.
2. Assess leadership skills needed for the healthcare environment.
3. Evaluate effective leadership skills.
4. Analyze the managers role in the motivation and behaviors of people.
5. Create elements of a sample strategic plan for a healthcare organization.
6. Evaluate effective communication skills.
7. Evaluate the success of teamwork.
8. Compose healthcare delivery goals related to quality of care.
9. Assess the complexities of managing healthcare professionals.
10. Compose procedures for recruiting, hiring, reviewing, and disciplining staff.
11. Relate management responsibilities to culture, diversity and health disparities.
12. Assess the managers role and responsibility for technology.
13. Assess the managers role and responsibility for health insurance issues, access to care, finances, and budget.

B. GENERAL EDUCATION LEARNING OUTCOMES

1. GELO 3: Critical Thinking and Problem Solving

Outcome: Synthesize information to arrive at reasoned solutions to problems.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

A. UNITS

- Unit 1:** Role of Human Resources, Recruiting Qualified Applicants, Hiring Employees
- Unit 2:** Human Resources Strategic Planning, Safety & Health, Workplace Violence in Healthcare
- Unit 3:** Employee Training, Communication, Retention
- Unit 4:** Compensation, Group Medical Benefits, Company Retirement Plans, Leaves of Absence
- Unit 5:** Ethics, Diversity, Discrimination
- Unit 6:** Employee Assessment, Performance Management
- Unit 7:** HR Case Studies & Finals

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s):** Human Resources Management (FREE PDF provided in Canvas)

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Methods of presentation typically include a combination of the following:**

1. Lecture
2. Role Playing
3. Handout Materials
4. Class Participation/Presentations/Activities
5. Case Studies and Group Work
6. Guest Presenters
7. Internet Resources
8. Power Point slides and videos
9. Pretests, Quizzes, Exams
10. Assignments
11. Projects
12. Games may be used to augment some of the units

VII. METHODS OF EVALUATION

- A.** Methods of evaluation typically include a combination of assignments, quizzes, exams, projects, etc.
- B.** For grading expectations please see the course information document.

SCC STANDARD GRADING SCALE POLICY:

A+ 95-100	C+ 75-79
A 90-94	C 70-74
B+ 85-89	D+ 65-69
B 80-84	D 60-64
	F Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

A. ATTENDANCE

Attendance is crucial to the success of this course. Any class missed could mean valuable missed information, which is difficult to obtain. Please notify the instructor of any pending absences or if you will be late.

- B.** To be awarded credit towards a Healthcare Management AAS, the student must receive a "C+" or higher in the course.

Please see the course information document for course policies related to grading, expectations, assignments, assessments, and participation.