

Syllabus for HIMT 355

Principles of Management for HIMT Professionals

Course Description

This course provides an overview of basic principles involved in management and communication. Topics include basic management principles, communication skills, interpersonal communication competence, negotiation technique, team/consensus building, professional development, and problem solving/decision-making processes.

Prerequisites: None

Course Learning Objectives

After completing this course you will be able to:

- Describe basic management principles.
- Explain the essentials of effective communication, both interpersonal and mediated (via technologies).
- Apply basic negotiation techniques.
- Apply key steps involved in team building and consensus building.
- Describe the essentials of leadership development.
- Apply effective problem-solving and decision-making processes.

HIMT Curriculum Competencies

This course presents the content, knowledge, and skills required for the following 2014 AHIMA bachelor's degree competencies:

- VI.F.2 - Implement a departmental strategic plan.
- VI.F.3 - Apply general principles of management in the administration of health information services.
- VI.H.2 - Evaluate the culture of a department.
- VI.H.3 - Assess how cultural issues affect health, healthcare quality, cost, and HIM.
- VI.H.4 - Create programs and policies that support a culture of diversity.
- VI.A.3 - Take part in effective communication through project reports, business reports and professional communications.
- VI.A.4 - Apply personnel management skills.
- VI.F.6 - Collaborate in the development and implementation of information governance initiatives.

Course Materials

Required Textbook

Course Outline

- Module 1: Introduction and Overview
- Module 2: Organizational Communication Theory
- Module 3: SMCR and Rich/Lean Models
- Module 4: Information Management and Technology
- Module 5: Interpersonal Communication: Meyers-Briggs
- Module 6: Interpersonal Communication: Coaching, Counseling, and Mentoring
- Module 7: Diffusion of Innovations; $B - C = V$
- Module 8: Boundary Spanning
- Module 9: Small-Group Communication I: Team Dynamics and Meeting Management
- Module 10: Small-Group Communication II: Listening and Conflict Management
- Module 11: Small-Group Communication III: Problem-Solving Techniques
- Module 12: Small-Group Communication IV: Problem Solving, Implementation, Ethics, Evaluation

Course Policies

The News area in D2L will be used as a means of communication. Please check it on a regular basis to keep current. The syllabus, schedule, and assignments are all subject to change. Any changes or need for additional information affecting the course as a whole will be communicated in the News area.

Application Activity and quiz grades will be available to you in the Grades section in D2L.

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergency situations occur and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis.

Be sure to review the course calendar that indicates due dates, along with the application activities, project and quizzes scheduled for the semester.

Grading

Grades will be based on your performance in the following areas:

Activities

Points

23 Discussion questions (5 pts each)	115
4 Application Activities (5 pts each)	20
2 Exams (50 pts each)	100
Final Project: Case Study	50
Total	285

Grading Scale

90–100%	A
80–89%	B
70–79%	C
60–69%	D
0–59%	F

Course Calendar

Note: All assignments, projects, discussion posts, and exams are **due on Friday at 11:59 pm**, of their respective week.

Week/Module	Start Date	Topics	Readings	Assignments
1	9/5	Introduction and Overview	Chapter 1	Discussion
2	9/12	Organizational Theory; Organizational Development	Chapters 2 and 11	Discussion
3	9/19	Organizational Communication	Chapter 3	Activity 1 (Interview) Discussion Introduction PowerPoint
4	9/26	Organizational Communication and Information Management	Chapter 4	Discussion
5	10/3	Interpersonal Communication: Meyers-Briggs Personality Profiles	Chapter 5	Activity 2 (MBTI) Discussion
6	10/10	Interpersonal Communication, cont.		Discussion Midterm Exam due 10/16/2016
7	10/17	Information Technology	Chapter 8	Discussion

8	10/24	Information Technology Boundary Spanning	Chapter 13	Discussion
9	10/31	Small-Group Communication	Chapter 13	Discussion
10	11/7	Small-Group Communication, cont.	Chapter 12	Activity 3 (<i>Abilene Paradox</i>) Discussion
11	11/14	Problem Solving	Chapter 15	Activity 4 (Group) Discussion
	11/21	Thanksgiving Break Instructor will have limited communication		
12	11/28	Decision Making		Discussion
	12/5			Final Project due 12/11
	12/12			Final Exam due 12/18