

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

DEPT. HIMC

COURSE NUMBER:2110

NUMBER OF CREDITS: 3

Lecture: 3 Lab: 0 OJT 0

<b>Course Title:</b>
Leadership & Management in Health Information

<b>Catalog Description:</b>
Leadership & Management in Health Information introduces the basic principles and concepts of leadership, communication and relationships that are needed in a work environment and healthcare facility specifically. Budgeting, staffing and performance management are also studied.

<b>Prerequisites or Necessary Entry Skills/Knowledge:</b>
None

**FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)**

- ☐ Goal 1: Communication: By meeting the following competencies:
- ☐ Goal 2: Critical Thinking: By meeting the following competencies:
- ☐ Goal 3: Natural Sciences: By meeting the following competencies:
- ☐ Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- ☐ Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- ☐ Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- ☐ Goal 7: Human Diversity: By meeting the following competencies:
- ☐ Goal 8: Global Perspective: By meeting the following competencies:
- ☐ Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- ☐ Goal 10: People and the Environment: By meeting the following competencies:

<b>Topics to be Covered</b>
Principles of managing employees and relationships
Interdepartmental interactions
Fundamental leadership skills
Ethical standards
Workforce training
Organizational change
Organizational and facility decision making techniques

<b>Student Learning Outcomes</b>
Generate and report employee productivity rates.
Create graphical presentation.
Demonstrate leadership skills in problem solving and decision making.
Identify the impact of organizational change.
Identify human resource strategies for organizational best practices.
Utilize financial management processes.
Examine behaviors that embrace cultural diversity.
Identify processes of workforce training for health care organizations.

<b>Is this course part of a transfer pathway:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Revised Date: 2/11/2021