

*** DISCIPLINE/PROGRAM REVIEW COORDINATOR'S CURRICULUM SUMMARY REPORT FORM©**

Measures	Satisfactory	Needs Improvement	Comments *
I. Current Course Descriptions & Syllabi	X		Course syllabi contain components as described per the FMA and CAS
II. Course/Program Outcomes	X		Established benchmarks achieved per assessment plan dated '04'
III. Instructional Methodology	X		All faculty use a variety of instructional methods
IV. Staff Development	X		Adjunct faculty participate in professional development each in their own specialty areas
V. Student Retention	X		Small class sizes- student retention is 87-100%
VI. Student Recruitment	X		Adjunct faculty participate in recruitment
VII. Input from the External Community		X	Courses meet occupational needs, provide practice for developing job skills. Recommend additional advisory committee meetings
VIII. Interdisciplinary Interactions	X		No specific interdisciplinary courses. Histology program uses HCA 1000
IX. Comparable Courses & Trends	X		Course offerings are completely appropriate for transfer. More students are taking HCA courses for continuing education, not for degree or certificate purposes. Increase in credit hours 5.8%.
X. Discipline/Program Needs & Resources	X		No curriculum changes indicated at this time. Prefer full time faculty to teach courses. This is a program of few needs -- self supporting with little or minimal budget demands.

Recommendations and plans for future curriculum revision (if appropriate) : _____

* Use additional pages if necessary. Discipline/Program Coordinator: Caroline Nancy Date 4/22/05

Mays, Gail A

From: Armitage, Linda M
Sent: Wednesday, June 01, 2005 3:04 PM
To: Mays, Gail A
Subject: RE: HCA.AAS Review

Hi Gail,

I have just started going over the HCA program and have a few things of concern so far on the Assessment plan...Benchmark 1 for #2 ID: 133...states C+ or better for each of the following courses, under the comment #1 is states the students achieved a grade of C or better...what is the benchmark, C or C+?

Benchmark 2 deals with an oral presentation in HCA 1230...comment 2 states 3 students passed the State Nursing Home Licensee Exam but doesn't state anything about the oral presentation or what percent of the total students 3 represents.

Can you have Caroline address these issues so her program doesn't reflect inconsistencies?

Thanks,
Lin

-----Original Message-----

From: Mays, Gail A
Sent: Wednesday, June 01, 2005 8:53 AM
To: Zemke, Robert B; Armitage, Linda M; Boozer, Thomas R; Boulos, Nadia E; Mays, Gail A; Couch, Charlott B; Craft, Jennifer W; Ingram, Anthony; Larson, Shelley B; Mathews, David L; Peart, Janet E; Roberts, Letyna A; Robinson, Karen W; Stanbrough, Beverly J
Subject: HCA.AAS Review

Hi to all,

Just a reminder that we do have a review for **HCA.AAS on Friday, June 3 from 11:00 am until 12:30 pm**. We will take about a half hour afterwards to finalize the work for this academic year. See you then.

Gail

Gail A. Mays, MA, LPC
Oakland Community College
Counselor, Auburn Hills Campus
2900 Featherstone Road
Auburn Hills, Michigan 48326

248.232.4350 office
248.232.4355 fax



OAKLAND
COMMUNITY
COLLEGE

COLLEGE
CURRICULUM
REVIEW
COMMITTEE

CURRICULUM REVIEW SELF-STUDY
Recommendations

Program/Discipline: Health Care Administration

Coordinator(s): Carolyn Nacy

Review Date: June 3, 2005

Today's Date: June 17, 2005

In an effort to provide meaningful feedback to the program coordinator and related faculty, specific recommendations resulting from your program/discipline Curriculum Review are as follows:

Health Care Administration (HCA) presented by Carolyn Nacy
Review Recommendations: (Review –June 3, 2005)

- Market your existing HCA courses to local nursing homes.
- Send the Power Point presentation to Counseling Career Centers so students can access this as a point information about the program.
- A need for one full-time faculty to teach courses, and keep the curriculum updated.
- Market the courses to employers who need to send their employees to this program to update skills ar continuing education credits for licensure renewal.
- Communicate between adjunct faculty on teaching methods.
- Review the Program Assessment to support that HCA.AAS program is meeting continuing certificati requirements.
- Include in initial program questionnaire (demographics) the makeup of student profile.
- Revise course description of program to include continuing education option.

In order to continue refining the process of Curriculum Review, the committee would appreciate an update on your process regarding the above recommendations by the end of fall 2005 semester, and any suggestions regarding the review process.

The review for HCA was very thorough and presented a vision of a program which supports continuing education credits to the community and employers. CRC supports your continued success in curriculum development and program growth.

Respectfully submitted,

Gail A. Mays
Chair of the Curriculum Review Committee



Health Care Administration



Curriculum Review

I. Syllabi and Course Descriptions

- Course syllabi all contain components as described per the FMA and CAS
- Course descriptions are adequate and accurately describe materials and content presented in each course
- Information contained in the syllabi and course descriptions is current

II. Outcomes Assessment

80% of students will pass Michigan and National Nursing Home Administrators Licensing exam.

90% of employers will indicate satisfaction with OCC graduates.

80% of students will attain a B or better for their oral presentation in HCA 1230

Program Outcome Assessment Plan Health Care Administration

Faculty: Wangler, Theresa - 2917

Dean: Boulos, Nadia - 2911

ID: 132

Program Statement of Purpose: Flows from the College's Mission statement. Should include appropriate excerpts from the programs catalog description.

The purpose of the Health Care Administration program is to prepare the students for entry level supervisory positions in long term care facilities or other non-acute health care facilities. This program will provide basic knowledge in the various health care delivery systems in a diversified society. The specific goal of the program is to graduate persons who are prepared to become employed in responsible positions in a variety of health care settings.

Learning Outcome: Flows from Statement of Purpose. Reflects specific knowledge, skills and abilities a student will achieve when they complete the program.

#1: Graduates will be able to integrate knowledge from various didactic health care courses and from general education prerequisite courses into skills necessary to function as an entry level health care supervision.

Benchmark 1: Expected level of knowledge, skill or ability stated in quantifiable terms. Avoid vague terminology.

80% of students will be able to attain a grade of "C" or better on their clinical evaluations.

Assessment Method 1: Exactly how will this data be collected, course project, rubric, graduate survey, etc.

Clinical performance evaluations for HCA2401-6 (externship).

Data Provider 1: Faculty

Assessment Date 1: Estimated date when this data will be collected: 8/15/2004

Results 1: Compare findings to Benchmark and summarize that information.

Results Date 1: Estimated date when data will be analyzed and results available: 10/1/2004

Comment 1: 100% of clinical student who completed the externship received a grade of 85—95%. Benchmark achieved; no change needed at this time

Benchmark 2: Expected level of knowledge, skill or ability stated in quantifiable terms. Avoid vague terminology.

80% of students will successfully pass the Michigan and the National Nursing Home Administrators Licensing Examination of the State of Michigan stated level.

Assessment Method 2: Exactly how will this data be collected, course project, rubric, graduate survey, etc.

132

Data Provider 2: Faculty

Assessment Date 2: Estimated date when this data will be collected: 6/1/2004

Results 2: Compare findings to Benchmark and summarize that information.

Results Date 2: Estimated date when data will be analyzed and results available: 6/30/2004

Comment 2: Three students took the Nursing Home Licensee Exam from the State of Michigan; 100 % percent pass rate; Benchmark achieved and superceded.

Benchmark 3: Expected level of knowledge, skill or ability stated in quantifiable terms. Avoid vague terminology.

80% of the students will receive a C+ or higher clinical rating for their externship.

Assessment Method 3: Exactly how will this data be collected, course project, rubric, graduate survey, etc.

Use of the clinical evaluation tool by the externship mentor.

Data Provider 3: Faculty

Assessment Date 3: Estimated date when this data will be collected: 7/1/2004

Results 3: Compare findings to Benchmark and summarize that information.

Results Date 3: Estimated date when data will be analyzed and results available: 7/31/2004

Comment 3: Phone interviews conducted. Employee satisfaction reported "very good to excellent". Satisfaction in all areas evaluated by the employer. Benchmark achieved. There are no plans for change at this time. We will continue to maintain the program; however change will be made when indicated by new feedback received from employers.

Action Plan: If Benchmark is not met, specific changes to course/program curriculum, teaching strategies, etc.

Action Plan Date: Estimated date when Action Plan will be ready for implementation:

When do you expect the implementation of the Action Plan to start?

When do you expect the implementation of the Action Plan to be completed?

Outcome Assessment for the Health Care Administration Program is ongoing and will continue. No change is necessary at the time, but changes may be indicated by changes in the healthcare profession.

Program Outcome Assessment Plan Health Care Administration

Faculty: Wangler, Theresa - 2917

Dean: Boulos, Nadia - 2911

ID: 133

Program Statement of Purpose: Flows from the College's Mission statement. Should include appropriate excerpts from the programs catalog description.

The purpose of the Health Care Administration program is to prepare the students for entry level supervisory positions in long term care facilities or other non-acute health care facilities. This program will provide basic knowledge in the various health care delivery systems in a diversified society. Both theoretical knowledge and clinical applications are inherent within the program. The specific goal of the program is to graduate persons who are prepared to become employed in responsible positions in a variety of health care settings.

Learning Outcome: Flows from Statement of Purpose. Reflects specific knowledge, skills and abilities a student will achieve when they complete the program.

#2: Graduates will develop skills and techniques needed to understand unique working environment of a health care facility and be able to effectively function in that environment.

Benchmark 1: Expected level of knowledge, skill or ability stated in quantifiable terms. Avoid vague terminology.

80% of students will attain the final grade of C+ or better for each of the following courses: HCA 2250, HCA 2150, HCA1230, and HCA 2300

Assessment Method 1: Exactly how will this data be collected, course project, rubric, graduate survey, etc.

Final grade for HCA 2150, HCA 2250, HCA 1230 and HCA 2300

Data Provider 1: Faculty

Assessment Date 1: Estimated date when this data will be collected: 5/15/2004

Results 1: Compare findings to Benchmark and summarize that information.

Results Date 1: Estimated date when data will be analyzed and results available: 5/30/2004

Comment 1: Final grades for HCA 2150, HCA 2250, HCA 1230 and HCA 2300 were reviewed and all students achieved a grade of "C" or better. Benchmark achieved; no change needed at this time.

students

Benchmark 2: Expected level of knowledge, skill or ability stated in quantifiable terms. Avoid vague terminology.

80% of the students will attain a B or better grade for their oral presentation in HCA1230.

Assessment Method 2: Exactly how will this data be collected, course project, rubric, graduate survey, etc.

In-class oral presentation will be evaluated by the instructor.

? 80% passed?

133

Phone survey of student post exam results.

Data Provider 2: Faculty

Assessment Date 2: Estimated date when this data will be collected: 5/15/2004

Results 2: Compare findings to Benchmark and summarize that information.

Results Date 2: Estimated date when data will be analyzed and results available: 7/15/2004

Comment 2: 90% of the students in HCA 1230 achieved a grade of "B" (85%) or better in their oral presentation to the class. Benchmark achieved; no change planned at this time.

OK

Benchmark 3: Expected level of knowledge, skill or ability stated in quantifiable terms. Avoid vague terminology.

90% of employers indicate satisfaction with the performance of OCC graduates they employ at a rating of 3 or more on a scale of 1 to 4.

Assessment Method 3: Exactly how will this data be collected, course project, rubric, graduate survey, etc.

Phone survey.

Data Provider 3: Faculty

Assessment Date 3: Estimated date when this data will be collected: 7/1/2004

Results 3: Compare findings to Benchmark and summarize that information.

Results Date 3: Estimated date when data will be analyzed and results available: 7/31/2004

Comment 3: 100% of clinical student who completed the externship received a grade of 85-95%. Benchmark achieved; no change needed at this time

Action Plan: If Benchmark is not met, specific changes to course/program curriculum, teaching strategies, etc.

Action Plan Date: Estimated date when Action Plan will be ready for implementation:

When do you expect the implementation of the Action Plan to start?

When do you expect the implementation of the Action Plan to be completed?

No change in action plan needed. Program assessment is ongoing. We will continue to remain responsive to our graduates, employers and healthcare community as their needs change.

**Program Outcomes Assessment
Task Timeline Report
Health Care Administration**

Date	Learning Outcome	Assessment Method	Task To Be Completed
5/15/2004	#1: Graduates will be able to integrate knowledge from various didactic health care courses and from general education prerequisite courses into skills necessary to function as an entry level health care supervision.	Phone survey of student post exam results.	Assessment
5/15/2004	#2: Graduates will develop skills and techniques needed to understand unique working environment of a health care facility and be able to effectively function in that environment.	Final grade for HCA 2150, HCA 2250, HCA 1230 and HCA 2300	Assessment
5/30/2004	#2: Graduates will develop skills and techniques needed to understand unique working environment of a health care facility and be able to effectively function in that environment.	Final grade for HCA 2150, HCA 2250, HCA 1230 and HCA 2300	Findings
6/1/2004	#2: Graduates will develop skills and techniques needed to understand unique working environment of a health care facility and be able to effectively function in that environment.	In-class oral presentation will be evaluated by the instructor.	Assessment
6/30/2004	#2: Graduates will develop skills and techniques needed to understand unique working environment of a health care facility and be able to effectively function in that environment.	In-class oral presentation will be evaluated by the instructor.	Findings
7/1/2004	#2: Graduates will develop skills and techniques needed to understand unique working environment of a health care facility and be able to effectively function in that environment.	Use of the clinical evaluation tool by the externship mentor.	Assessment
7/1/2004	#1: Graduates will be able to integrate knowledge from various didactic health care courses and from general education prerequisite courses into skills necessary to function as an entry level health care supervision.	Phone survey.	Assessment

7/15/2004	#1: Graduates will be able to integrate knowledge from various didactic health care courses and from general education prerequisite courses into skills necessary to function as an entry level health care supervision.	Phone survey of student post exam results.	Findings
7/31/2004	#2: Graduates will develop skills and techniques needed to understand unique working environment of a health care facility and be able to effectively function in that environment.	Use of the clinical evaluation tool by the externship mentor.	Findings
7/31/2004	#1: Graduates will be able to integrate knowledge from various didactic health care courses and from general education prerequisite courses into skills necessary to function as an entry level health care supervision.	Phone survey.	Findings
8/15/2004	#1: Graduates will be able to integrate knowledge from various didactic health care courses and from general education prerequisite courses into skills necessary to function as an entry level health care supervision.	Clinical performance evaluations for HCA2401-6 (externship).	Assessment
10/1/2004	#1: Graduates will be able to integrate knowledge from various didactic health care courses and from general education prerequisite courses into skills necessary to function as an entry level health care supervision.	Clinical performance evaluations for HCA2401-6 (externship).	Findings

III. Instructional Methodology

Faculty use a variety of instructional methods

- Power point
- Student presentations
- Role playing
- Peer review editing
- Small group problem solving

IV Staff Development

only Adjunct instructors participate in *how?* discipline specific workshop in January each year (2001 though 2005)

Health Care Administrators are licensed and required to maintain Cont. Ed.

Local and national conferences are attended by adjunct faculty

V. Enrollment /Retention

Number of credit hours increased – 5.8%
in the past 5 years.

Retention rate is high (87-100%) With the
exception of the internship – low
enrollment. *because...? only 3-4 clinically*

still low enrollment program

*ENROLLMENT/**RETENTION DATA

© V

Please provide *** information on all courses the discipline offers.

<i>Course</i>	<i>Enrollment</i>	<i>Retention</i>	<i>%</i>	<i>Enrollment</i>	<i>Retention</i>	<i>%</i>
HCA 1000 Introduction	Fall -03 22	20	91%	Fall - 2004 33	29	88%
HCA 1110 Maintenance & sanitation	Fall - 03 20	20	100%	FA/04 21	17	81%
HCA1210 Principles of Nursing Home Operations	Winter-03 15	13	87%	WI/04 23	21	91%
HCA 1230 Patient Care Auxiliary Relationships	Summer - 03 11	10	91%	SU/04 13	13	100%
HCA 2100 Personnel Management	Fall - 03 20	18	90%	FA/04 19	17	89%
HCA 2150 Labor Practices	Summer - 03 19	19	100%	SU/04 16	13	81%
HCA 2200 Fiscal Management	Winter -03 8	8	100%	WI/04 20	19	95%
HCA 2250 Legal Aspects	Summer - 03 12	12	100%	SU/04 14	14	100%
HCA 2300 Problems and Policies	Winter - 03 7	7	100%	WI/04 25	21	88%
HCA 2401 Externship	3	1	33%	FA/04 4	3	75%



* Class list counts

** Retention is defined as number of students receiving grades A-F at the end of the semester

*** Check with CRC Liaison for Data from the Office of Institutional Research, including Grade Distribution Reports

VI. Student Recruitment

- Health Professions and Technologies occupation fair at OR Campus -2004 (Perkins Grant)
- Health Professions & Technologies Expo at SF Campus Apr. 2005 (Perkins Grant)
- Health Career Day HL & SF Campuses 2x year (HS Tech Prep- Oakland Schools)

VII. Input from the External Community – Student Perceptions

Students agree that they are informed regarding objectives for courses and kept aware of their progress

Courses meet occupational needs; provide practice for developing job skills.

Career planning information and job placement information. (some thought great-others uninformed)

Teaching methods – range “acceptable” to “excellent”

Input from the External Community Advisory Committee & Faculty

Committee views students in the program as motivated and enthused to enter the internship.

Committee agrees that instructors are knowledgeable dedicated individuals.

Supplemental materials are current and accessible.

Need more frequent Advisory Committee meetings.

Members include administrators at clinical sites used for externships. Results in student employment opportunities.

VIII. Interdisciplinary Interactions

*No program
until fall 05*

Histology Program uses HCA 1000-
Introduction to Health Care Administration

Histology students have no background in
Healthcare Admin. This course provides a
broad overview of healthcare in the country
and helps students to better assimilate to
the environment.

Courses are too program specific. No
specific interdisciplinary courses – however,
bio, business & psy act as support for HCA

Interdisciplinary Interactions cont.

College support services

Students use services as in other disciplines

Students are required to do research for presentations and do use IIC

Majority of students rated support services

“Acceptable” - “Excellent” Some did not rate or selected N/A.

IX. Comparable Courses

Students transfer somewhat seamlessly to BS programs: *fr?*

Siena Heights Univ., U of D, Concordia College
-Ann Arbor, Eastern MI Univ.

Course offerings are completely
appropriate for transfer.

IX. Trends

See Trends Document from IR

Number of Degrees awarded has decreased. *because*

Number of credit hours increased – 5.8%
in the past 5 years.

They are already in the field? { More students are taking HCA courses for continuing education/professional dev. Not for degree or certificate purposes.

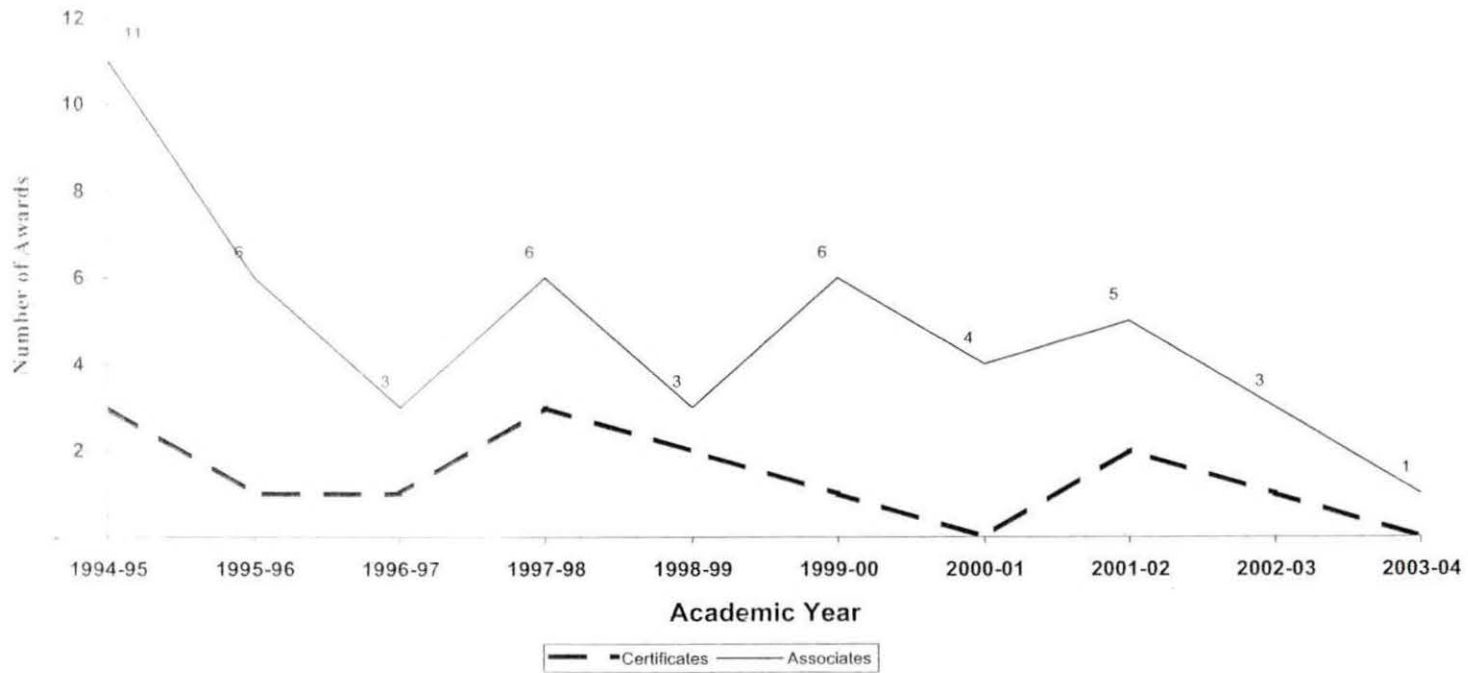


OAKLAND
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Degree Trends Report
Health Care Administration
HEA
2003-04

Prepared by:
Oakland Community College
Office of Institutional Research
February 8, 2005

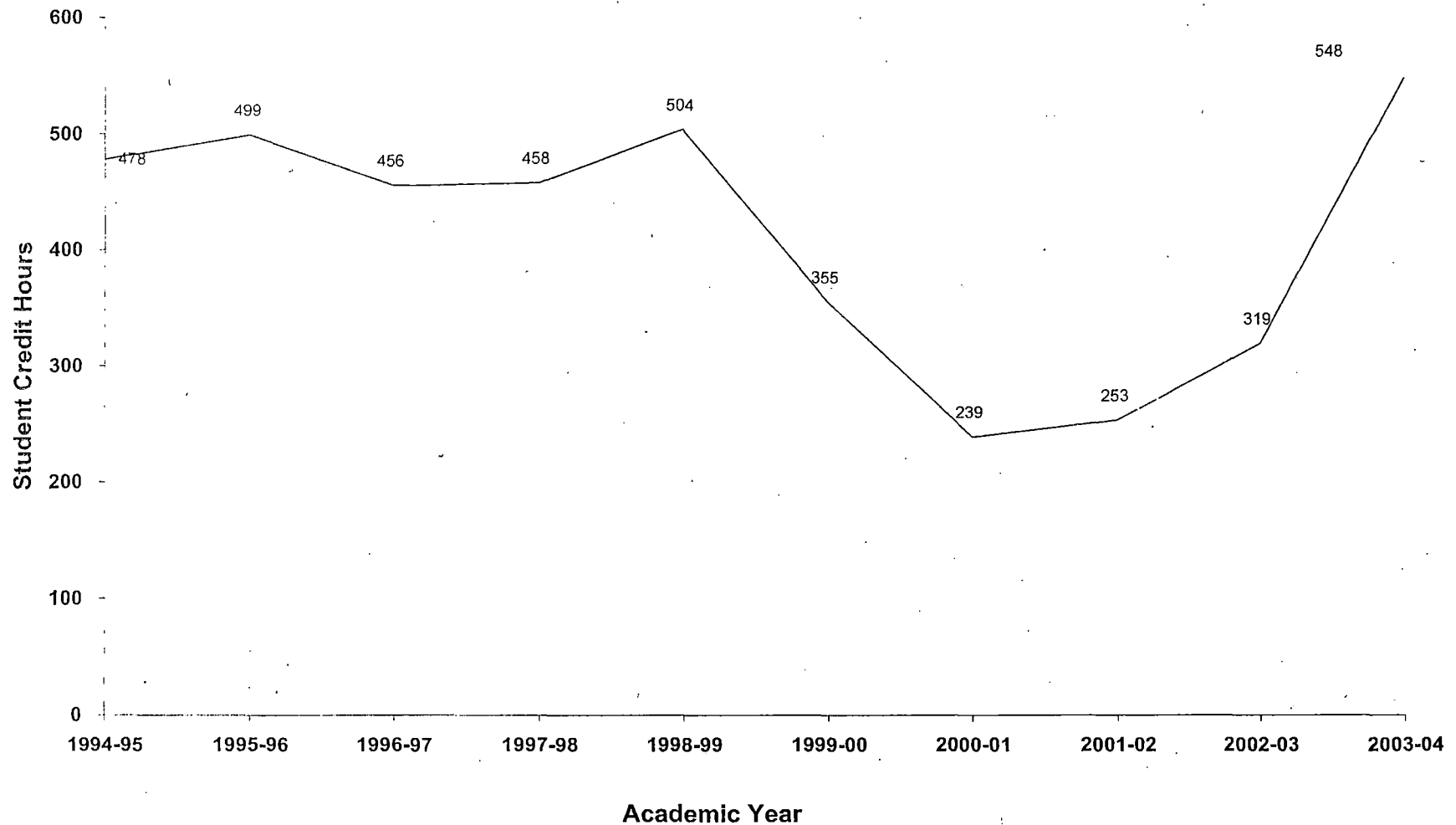
**Oakland Community College
Associate Degrees and Certificates Awarded
Health Care Administration
1994-95 through 2003-04**



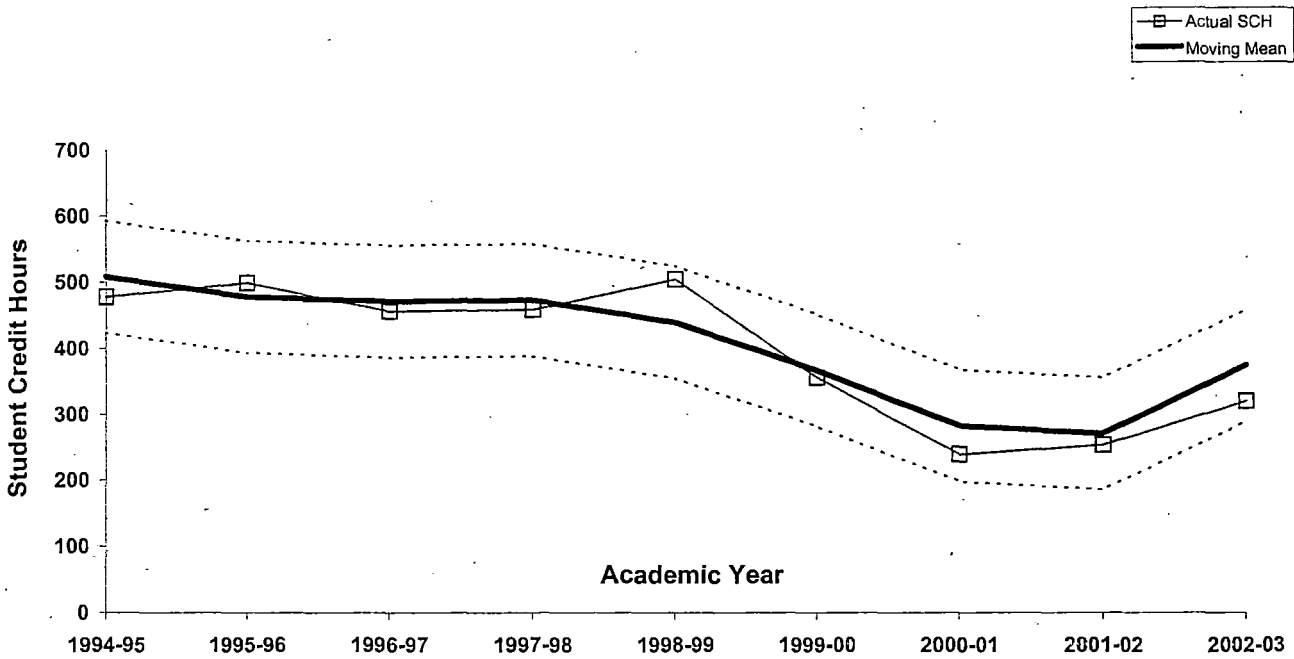
<u>Academic Yr.</u>	<u>Certificates</u>	<u>Associates</u>
1994-95	3	11
1995-96	1	6
1996-97	1	3
1997-98	3	6
1998-99	2	3
1999-00	1	6
2000-01	0	4
2001-02	2	5
2002-03	1	3
2003-04	0	1

**Oakland Community College
Ten-Year Trend in Student Credit Hours
Health Care Admin.
1994-95 through 2003-04**

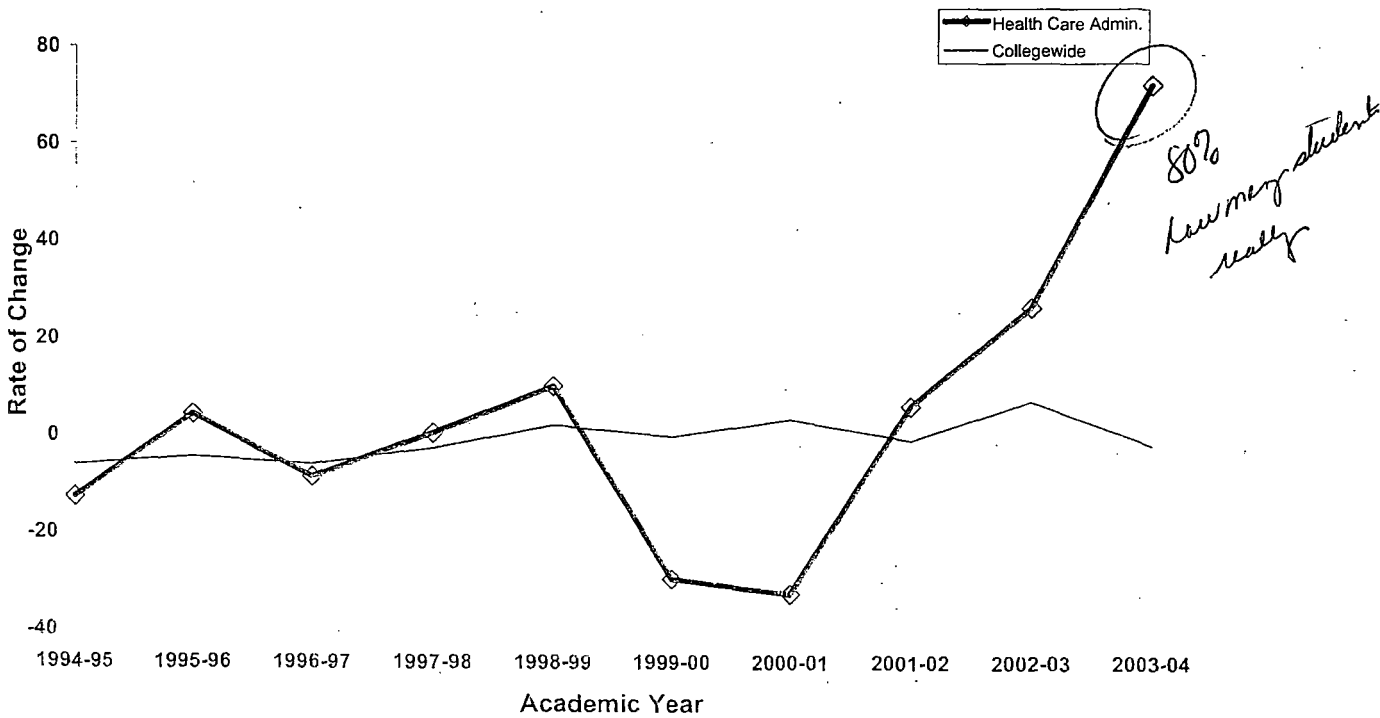
	1994-95 SCH	1995-96 SCH	1996-97 SCH	1997-98 SCH	1998-99 SCH	1999-00 SCH	2000-01 SCH	2001-02 SCH	2002-03 SCH	2003-04 SCH	5-Year % Change	10-Year % Change
Health Care Admin.	478	499	456	458	504	355	239	253	319	548	54.4	14.6
College Wide Totals	471,593	451,159	443,471	431,521	440,448	438,997	453,054	447,928	478,827	468,777	6.8	-0.6



Oakland Community College
 Three-Year Moving Mean
 Health Care Admin.
 1994-95 through 2002-03



Rate of Change in Student Credit Hours 1994-95 through 2003-04



X. Discipline Program Needs & Resources

- Prefer full time faculty to teach courses
- This a program of few needs. Self supporting. Little or minimal budget demands.
- No curriculum changes indicated at this time. Content of courses constantly updated for current information and trends

(IF)

Faculty Sign-Off Form *
For Curriculum Review of
Program/Discipline: HCA

I approve the Curriculum Review Summary as written by the Review Coordinator.

Yes ✓ No _____

Comments: (Attach additional sheets if necessary)

This report has been carefully reviewed by me. Although I currently do not teach HCA classes, I am in constant communication with all adjunct faculty involved with the program.

Name (printed) Theresa Wengler

Signature Theresa Wengler

Date 4/2/05

* This form is to be copied by and distributed to all faculty within the Program/Discipline to ensure awareness and participation

**OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 1000- Introduction to Health Care Administration
Fall 2004**

Instructor: Dennis Hayes

Contact Information

Email: dh1951@comcast.net

Office: 734-425-4200 **Home:** 313-928-0081

OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Wednesdays 6-9pm

Office Hours: before class

COURSE DESCRIPTION

The student will be introduced to the basic administrative aspects of health care facilities. The student will discuss the roles of Medicare and Medicaid, components of licensing and certification; administrative responsibilities, physical plant design, patient safety and social services. The various types of health care facilities will also be examined.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS / OUTCOMES

The student will:

- Be introduced to the historical backdrop of health care delivery systems
- Become familiar with the myriad diverse health care professions and the types and nature of the preparation associated with them
- Be introduced to the licensing and certification process for various health care professionals
- Have a forum for discussion of current health care issues and the alternatives thereto as envisioned in health care reform
- Become familiar with current marketing and advertising strategies
- Become familiar with ambulatory care

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to): lecture, visual aids, handouts, slide and video presentations.

HCA 1000 SYLLABUS

Required Text: Introduction to Health Services, 6th ed. Williams and Torens

Other materials will be provided by the instructor.

Tentative Schedule and Assignments

The weekly reading assignment is to be completed before each class meeting. Students will complete and hand in the assigned problems on each due date as indicated below. **Class participation is not requested it is required, as it does factor into your final grade.**

Week	TOPIC	Reading assignment
1	• Introduction and discussion of course	
2	• The Evolution and Organization of Health Care	Chapter 1 & 2
3	• Medicine and Technology	Chapter 3
4	• Patterns of Illness and Disease	Chapter 4
5	• Financing Health Service	Chapter 5
6	• Managed Care	Chapter 6 & 7
7	• Mid-term Examination	
8	• Public Health Care	Chapter 8
9	• Ambulatory Health Care	Chapter 9
10	• Hospitals and Health Systems, LTC, MH	Chapter 10- 12
11	• Health Care Professions	Chapter 14
12	• Health Policy and Class Presentations	Chapter 15
13	• Quality Care Issues and Class Presentations	Chapter 16
14	• Ethical Considerations and Class Presentations	Chapter 17
15	• Final Examination	

The last day to withdraw from a class this semester is November 19, 2004

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 1000 GRADING STRUCTURE

Your grade will be determined from:

Assignment	Point Value
Oral Presentation & Written report of presentation	30 % each
Final Examination	60 %
Class participation	10 %

Grades may be improved or lessened depending on class participation, attitude and preparedness for class discussion. All material is expected to have been read prior to class. Failure to appear for examination may result in a failing grade. Problems which could interfere with any course requirements need to be brought to the instructor's attention as soon as possible.

GRADE	PERCENTAGE
A	100-93
A-	92-90
B+	89-83
B	83-80
B-	79-77
C+	76-73
C	72-70
C-	69-65
D+	64-60
D	59-55
F	54 or below

ATTENDANCE POLICY

It is to your benefit to attend class for material not covered in the assigned readings and for class participation. Missing more than one class will result in a loss of up to a full grade level or a request for the student to drop the class.

WITHDRAWAL / INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from a seven and a half week class this session is **November 19, 2004**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to

stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite devastating to your grade and usually results in the grade of "F". Therefore, to ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be no make-up exams given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

RIGHTS AND RESPONSIBILITIES

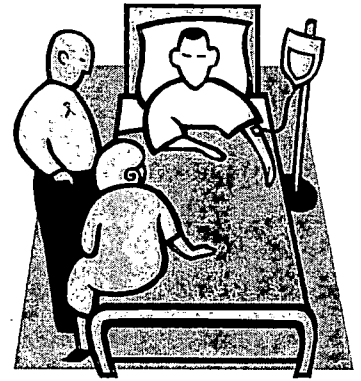
Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS:

A BILL OF RESPONSIBILITIES FOR OCC STUDENTS:

1. Motivation: The College expects students to be sufficiently motivated to the extent that they come to class prepared to learn and to demonstrate what they have learned.
2. Commitment: The College expects students to be committed to learning as exemplified by attending class, completing assignments, participating in discussions, preparing for examinations, and excelling where possible.
3. Time: The College expects students to devote sufficient time to their studies for the successful completion of all assignments.
4. Effort: The College expects students to put forth maximum effort toward learning so that their full potential can be realized.
5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 1110- Health Facility Maintenance and Sanitation
Fall 2004



Instructor: Michelle Levell

Contact Information

Phone Number: 586-774-0573

OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Tues. 6:00-8:55pm

Classroom: SF201

Office Hours: before and after class time

COURSE DESCRIPTION

The student will become more familiar with state and federal requirements and regulations, certificate of need requirements, preventative maintenance, safety programs, physical plant requirements, sanitation and infection control as they relate to the welfare of patients. Field trips will be included.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

The student will:

- ✓ Be able to identify, discuss and apply rules and regulations that promote a safe and healthful environment for patients in a health care facility
- ✓ Learn the origin of industry, its rules, laws and parameters of operation
- ✓ Attend a field trip. They will see actual application and concepts in place.

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to):

- ✓ lecture
- ✓ visual aids
- ✓ handouts
- ✓ slide and video presentations
- ✓ hands on exposure through a field trip

No text is required for this course.

Text Referenced: Nursing Home Administration, 3rd ed., Allen, James E.

Tentative Schedule and Assignments

Week	TOPIC
1	<ul style="list-style-type: none">• General objectives• Intro. To Long Term Care• Origins, overview, and current profile of the industry
2	<ul style="list-style-type: none">• The Social Security Act- Medicare & Medicaid• Older Americans Act of 1965• Conditions of participation• PPS
3	<ul style="list-style-type: none">• Labor and Management- Laws and Regulations• Workplace Safety- The Occupational Safety and Health Act (OSHA)
4	<ul style="list-style-type: none">• Fire Safety- the life safety code• Review Exam 1
5	<ul style="list-style-type: none">• Take EXAM 1
6	<ul style="list-style-type: none">• ADA Act of 1990
7	<ul style="list-style-type: none">• Expanding Health Services: Health Planning Regulations• JCAHO• Michigan's Long Term Care Work Report & Recommendations
8	<ul style="list-style-type: none">• Nursing facility Sanitation- Waste Removal, Infectious Waste, Sharps Waste• Receptacle Cleaning• MSDS- Material Safety Data Sheets: Hazard Plan• Sanitation Techniques Video
9	<ul style="list-style-type: none">• Exam 2
10	<ul style="list-style-type: none">• Internal Total Quality Improvement programs• TQI Video
11	<ul style="list-style-type: none">• Resident Rights• Organizational Patterns of a Nursing Home
12	<ul style="list-style-type: none">• Infection Control & Medical Waste• Universal Precautions• Review Exam 3• Written Papers Due
13	<ul style="list-style-type: none">• Exam 3
14	<ul style="list-style-type: none">• Class Presentations
15	<ul style="list-style-type: none">• Conclusion of Class Presentations, final class

The last day to withdraw from a class this semester is November 19, 2004.

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 1110 GRADING STRUCTURE

Your grade will be determined from:

Assignment	%
3 Exams 20% each	60
One Written Paper	20
One Oral Presentation	20

A letter grade will be assigned based on the following percentages:

GRADE	PERCENTAGE	GRADE	PERCENTAGE
A	100-93	C	76-73
A-	92-90	D+	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 or below

ATTENDANCE POLICY

It is to your benefit to attend class for material not covered in the assigned readings and for class participation.

WITHDRAWAL/INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from a fifteen-week class this session is **November 19, 2004**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite

devastating to your grade and usually results in the grade of "F". Therefore, to ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be no make-up exams given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

PLEASE TURN OFF ALL CELL PHONES AND PAGERS WHILE CLASS IS IN SESSION!

RIGHTS AND RESPONSIBILITIES

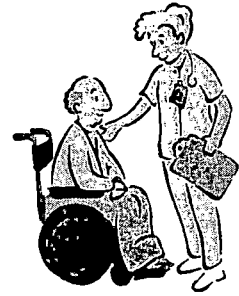
Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS:

A BILL OF RESPONSIBILITIES FOR OCC STUDENTS:

1. Motivation: The College expects students to be sufficiently motivated to the extent that they come to class prepared to learn and to demonstrate what they have learned.
2. Commitment: The College expects students to be committed to learning as exemplified by attending class, completing assignments, participating in discussions, preparing for examinations, and excelling where possible.
3. Time: The College expects students to devote sufficient time to their studies for the successful completion of all assignments.
4. Effort: The College expects students to put forth maximum effort toward learning so that their full potential can be realized.
5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 1210- Principles of Nursing Home Operations
Winter 2005



Instructor: Michelle Levell

Contact Information

Telephone: 586-774-0573

OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Mon. 6-8:55pm

Classroom: SF250

Office Hours: before and after class time

COURSE DESCRIPTION

The student will acquire an understanding of levels of patient care, staffing requirements, psychological aspects of patient care, recreational programming including occupational therapy, purchasing and inventory control, medical record systems and food service management.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

The student will:

- ✓ Be exposed to the origin of the industry, its rules, laws and parameters of operation.
- ✓ Gain insight into Management, Governance, and Leadership within a SNF.
- ✓ Learn Organizational Patterning of the Nursing Facility and its personnel.
- ✓ Learn Human Resource Management Principles that pertain to SNF's.
- ✓ Learn the Administrator's Role as a Financial Manager.
- ✓ Learn about Stress and Violence in the workplace.

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to):

- ✓ lecture
- ✓ visual aids
- ✓ handouts
- ✓ slide and video presentations
- ✓ hands on exposure through a field trip

HCA 1210 SYLLABUS

No text is required for this course.

Tentative Schedule and Assignments

Week	TOPIC
1	<ul style="list-style-type: none">• Intro. to the class & class expectations• Intro. to long term care
2	<ul style="list-style-type: none">• No class Martin Luther King Day
3	<ul style="list-style-type: none">• Management Functions• Forecasting• Planning• Organizing
4	<ul style="list-style-type: none">• Staffing• Directing• Comparing• Innovating• Marketing• Exam 1 Review
5	<ul style="list-style-type: none">• Exam 1
6	<ul style="list-style-type: none">• Administrator's Role / Financial Advisor• Generally Accepted Accounting Principles• Two approaches to accounting• Two main steps in the accounting process
7	<ul style="list-style-type: none">• Putting financial statements to work• Additional accounting procedures• The concept of depreciation
8	<ul style="list-style-type: none">• No class- MIDWINTER BREAK
9	<ul style="list-style-type: none">• Using "Costs" in Managerial Decisions• Budgeting & Budgets• Business & Financial Management
10	<ul style="list-style-type: none">• Identifying personnel functions• Planning employment needs• Forecasting future staff needs• Recruitment• Hiring• Review for Exam
11	<ul style="list-style-type: none">• Exam II
12	<ul style="list-style-type: none">• Training• Retaining employees• Evaluating employees• Paying employees• Disciplining employees

13	<ul style="list-style-type: none"> The Aging Process Medical and related terms
14	<ul style="list-style-type: none"> Stress & Violence in the Workplace. Review for Exam 3
15	<ul style="list-style-type: none"> Exam 3
16	<ul style="list-style-type: none"> Begin Class Presentations
17	<ul style="list-style-type: none"> Conclusion of Class Presentations

The last day to withdraw from a class this semester is April 8, 2005.

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 1210 GRADING STRUCTURE

Your grade will be determined from:

Assignment	
Exam #1	25
Exam #2	25
Exam #3	25
One Oral Presentation	25

A letter grade will be assigned based on the following percentages:

GRADE	PERCENTAGE	GRADE	PERCENTAGE
A	100-93	C	76-73
A-	92-90	D+	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 or below

ATTENDANCE POLICY

It is to your benefit to attend class for material not covered in the assigned readings and for class participation.

WITHDRAWAL/INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from an eight-week class this session is **April 8, 2005**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite devastating to your grade and usually results in the grade of "F". Therefore, to ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be no make-up exams given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

PLEASE TURN OFF ALL CELL PHONES AND PAGERS WHILE CLASS IS IN SESSION!

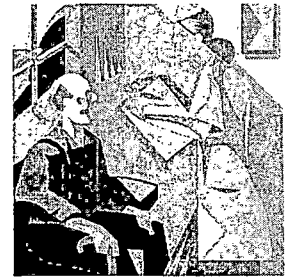
RIGHTS AND RESPONSIBILITIES

Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS:
A BILL OF RESPONSIBILITIES FOR OCC STUDENTS:

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3. Time: The College expects students to devote sufficient time to their studies for the successful completion of all assignments.
4. Effort: The College expects students to put forth maximum effort toward learning so that their full potential can be realized.
5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 1230- Patient Care and Auxiliary Relationships on
Healthcare Facilities
Spring 2004



Instructor: Anne Hocking, BSN, RN

Contact Information

Phone Number: 248-424-7119 voicemail

Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Mon/Weds. 4:00-6:55pm

Classroom: SF201

Office Hours: before and after class time

COURSE DESCRIPTION

The student will gain insight into the problems and practices of patient care, state regulations, rehabilitation concepts, environmental health, food administration, recreational programming and utilization review.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

The student will be:

- ✓ Introduced to information on environmental concerns
- ✓ Introduced to other agencies involved in health care
- ✓ Introduced to interdepartmental activities within a health care setting
- ✓ Acquainted with patient rights and responsibilities

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to):

- ✓ lecture
- ✓ visual aids
- ✓ handouts
- ✓ slide and video presentations
- ✓ hands on exposure through a field trip

No text is required for this course.

Tentative Schedule and Assignments

Class	TOPIC
1	<ul style="list-style-type: none">• Intro to Health Care Administration
2	<ul style="list-style-type: none">• Presentation: Maslow's Theory• Review of organizational charts
3	<ul style="list-style-type: none">• Presentation: JCAHO/ Quality Improvement• Terminology: QA, QI, UR
4	<ul style="list-style-type: none">• Quiz #1• Presentation: Healthy people 2000-2010• LHI's; Federal, State & Local government
5	<ul style="list-style-type: none">• Presentation: Patient's Bill of Rights• HIPPA• Confidentiality, cultural/religious, death and dying
6	<ul style="list-style-type: none">• Exam #1
	<ul style="list-style-type: none">• No Class Memorial Day Holiday
7	<ul style="list-style-type: none">• Presentation: review of exam answers• Presentation: Security and bioterrorism
8	<ul style="list-style-type: none">• Presentation: Infection Control Unit• Terminology: PPE, CDC, LHD
9	<ul style="list-style-type: none">• Presentation: Human Resources• Assets, people, product, process, evaluation
10	<ul style="list-style-type: none">• Quiz #2• Presentation: Nursing History to present• Auxiliary staff involved in health care
11	<ul style="list-style-type: none">• Presentation: Complementary and Alternative Medicine, Nutrition & Recreational Therapy
12	<ul style="list-style-type: none">• Student Presentations- 25 minutes each
13	<ul style="list-style-type: none">• Student Presentations continued
14	<ul style="list-style-type: none">• Final Presentations & review for Final Exam
15	<ul style="list-style-type: none">• Final Exam

The last day to withdraw from a class this semester is June 9, 2004.

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 1230 GRADING STRUCTURE

Your grade will be determined from:

Assignment	%
Attendance	
2 Exams	50%
2 Quizzes	10%
Class Project	20
Class Presentation	20

A letter grade will be assigned based on the following percentages:

GRADE	PERCENTAGE	GRADE	PERCENTAGE
A	100-93	C	76-73
A-	92-90	D+	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 or below

ATTENDANCE POLICY

It is to your benefit to attend class for material not covered in the assigned readings and for class participation.

WITHDRAWAL/INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from a fifteen-week class this session is **June 9, 2004**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite devastating to your grade and usually results in the grade of "F". Therefore, to ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be **no make-up exams** given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

PLEASE TURN OFF ALL CELL PHONES AND PAGERS WHILE CLASS IS IN SESSION!

RIGHTS AND RESPONSIBILITIES

Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS:

A BILL OF RESPONSIBILITIES FOR OCC STUDENTS:

1. Motivation: The College expects students to be sufficiently motivated to the extent that they come to class prepared to learn and to demonstrate what they have learned.
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**OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 2100- Personnel Management in Healthcare Facilities
Fall 2004**

Instructor: Dennis Hayes

Contact Information

Email: dh1951@comcast.net

Office: 734-425-4200 **Home:** 313-928-0081

OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Mondays 6-9pm

Office Hours: before class

COURSE DESCRIPTION

The student will gain an understanding of management principles and skills practiced for the health care industry. The student will apply these principles to recruitment and personnel selection, training and development organization, labor relations, techniques of motivation and communication and appraisal programs.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

Objectives:

- Provide a brief review of essential Human Resource concepts
- Provide an overview of HR techniques
- Provide potential managers/administrators with a framework in which to operate in HR
- Provide the beginnings of certain legal aspects to the HR process
- Provide certain statutory elements for the HR practitioner
- Provide the opportunity for students to discuss their own work environment related to HR
- Provide class sessions in practical HR tasks such as interviewing, developing advertisements and screening applicants

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to): lecture, visual aids, handouts, slide and video presentations.

HCA 2100 SYLLABUS

Required Text: A Framework for Human Resource Management (Second Ed.), Gary Dressler

Tentative Schedule and Assignments

The weekly reading assignment is to be completed before each class meeting. Students will complete and hand in the assigned problems on each due date as indicated below. **Class participation is not requested it is required, as it does factor into your final grade.**

Week	TOPIC
1	• Introduction & discussion of course
2	• Chapter 1 – Guest Speaker
3	• Cont. Chapter 1- begin Chapter 2
4	• Chapter 2
5	• Chapter 3
6	• Chapter 4
7	• Chapter 4
8	• Chapter 5
9	• Chapter 5
10	• Chapter 6
11	• Chapter 7
12	• Chapter 8
13	• Chapter 9
14	• Chapter 10
15	• Final Examination

The last day to withdraw from a class this semester is Nov. 19, 2004

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 2100 GRADING STRUCTURE

Your grade will be determined from:

Assignment	Point Value
Oral Report & Written Report	20% Each
Final Examination	50%
Class Participation & Attendance	10%

GRADE	PERCENTAGE
A	100-93
A-	92-90
B+	89-83
B	83-80
B-	79-77
C+	76-73
C	72-70
C-	69-65
D+	64-60
D	59-55
F	54 or below

ATTENDANCE POLICY

Attendance is expected at each class. Tardiness is greatly discouraged. Failure to attend class will impact the grade. Missing two or more classes will result in a discussion as to whether the student should drop the class.

WITHDRAWAL/INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from a seven and a half week class this session is **Nov. 19, 2004**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite devastating to your grade and usually results in the grade of "F". Therefore, to ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be no make-up exams given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

RIGHTS AND RESPONSIBILITIES

Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS: A BILL OF RESPONSIBILITIES FOR OCC STUDENTS:

1. Motivation: The College expects students to be sufficiently motivated to the extent that they come to class prepared to learn and to demonstrate what they have learned.
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4. Effort: The College expects students to put forth maximum effort toward learning so that their full potential can be realized.
5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

**OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 2150- Labor Practices in Health Care Facilities
Spring 2005**

Instructor: Dennis Hayes

Contact Information

Email: dh1951@comcast.net

Office: 734-425-4200 **Home:** 313-928-0081

OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Tuesdays 6-10pm

Room 201

Office Hours: Tuesdays 5-6pm

COURSE DESCRIPTION

The student will develop skills and techniques needed in employer/employee relations unique to the healthcare field. The student will be able to design grievance procedures, interact with union representatives, negotiate and implement contracts and mediate disputes.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

The student will:

- Describe the role of a manager in a unionized organization.
- Identify unfair labor practices
- Develop a basic procedures and policy manual.
- Describe the steps in a negotiating process.
- Develop a grievance policy/process.
- List all parties involved and their responsibilities when negotiating and implementing contracts.

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to): lecture, visual aids, handouts, slide and video presentations.

HCA 2150 SYLLABUS

Required Text: No text required

Other materials will be provided by the instructor.

Tentative Schedule and Assignments

The weekly reading assignment is to be completed before each class meeting. Students will complete and hand in the assigned problems on each due date as indicated below. **Class participation is not requested it is required, as it does factor into your final grade.**

Week	TOPIC	Reading assignment
1	<ul style="list-style-type: none">• Labor-Management Relationships• Labor Law	
2	<ul style="list-style-type: none">• Labor Law• Union Organizing	Handouts
3	<ul style="list-style-type: none">• Preparation for Collective Bargaining	Handouts
4	<ul style="list-style-type: none">• Collective Bargaining Process	Handouts
5	<ul style="list-style-type: none">• Impasse Resolution	Handouts
6	<ul style="list-style-type: none">• Contract Administration	Handouts
7	<ul style="list-style-type: none">• Contract Administration	Handouts
8	<ul style="list-style-type: none">• Contract Administration	

The last day to withdraw from a class this semester is June 10, 2005

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 2150 GRADING STRUCTURE

Your grade will be determined from:

Assignment	Point Value
Final Examination	60%
Attendance	15%
Class Participation	25%

GRADE	PERCENTAGE
A	100-93
A-	92-90
B+	89-83
B	83-80
B-	79-77
C+	76-73
C	72-70
C-	69-65
D+	64-60
D	59-55
F	54 or below

ATTENDANCE POLICY

Attendance is expected at each class. Tardiness is greatly discouraged.

WITHDRAWAL/INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from a seven and a half week class this session is **June 10, 2005**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite devastating to your grade and usually results in the grade of "F". Therefore, to ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be no make-up exams given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

RIGHTS AND RESPONSIBILITIES

Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS:

A BILL OF RESPONSIBILITIES FOR OCC STUDENTS:

1. Motivation: The College expects students to be sufficiently motivated to the extent that they come to class prepared to learn and to demonstrate what they have learned.
2. Commitment: The College expects students to be committed to learning as exemplified by attending class, completing assignments, participating in discussions, preparing for examinations, and excelling where possible.
3. Time: The College expects students to devote sufficient time to their studies for the successful completion of all assignments.
4. Effort: The College expects students to put forth maximum effort toward learning so that their full potential can be realized.
5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

**OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 2200- FISCAL MANAGEMENT IN HEALTH CARE FACILITIES
Winter 2005**

Instructor: Kevin Haney, M.B.A.

Manager Budget & Financial Analysis, DMC Primary Care Services

Contact Information

Work: 313-224-5063 8:30am-5:00pm **Home:** 248-2240-0051 Evenings

E-Mail: khaney@co.wayne.mi.us

OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Weds. 6:00-8:55pm

Classroom: SF111

Office Hours: before and after class time

COURSE DESCRIPTION

The student will learn and apply accounting techniques to budgeting, cost controls and cost analysis in the health care facility. The student will also become familiar with the principles of the reimbursement formulas and various type of insurance coverage.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

The student will:

- Learn the basic components of financial management and analysis
- Learn how financial issues impact other decisions (e.g. human resource issues, corporate mission and patient care issues) in health organizations
- Formulate one's own personal view, on the role and responsibilities of a health care manager in addressing financial issues
- Understand the dynamic changes impacting the health care industry through legislation, public opinion and health care purchaser's shifting focus

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to): lecture, visual aids, handouts, slide and video presentations.

HCA 2200 SYLLABUS

Required Text: Essentials of Health Care Finance, 5th ed. Cleverly, William O. Gaithersburg, MD: Aspen 2002.

Required: Calculator (easy to use) or HP 10B Business calculator

Tentative Schedule and Assignments

The weekly reading assignment is to be completed before each class meeting. Students will complete and hand in the assigned problems on each due date as indicated below. **Class participation is not requested it is required, as it does factor into your final grade.**

Week	TOPIC	Assignment
1	<ul style="list-style-type: none"> • Introduction to the course • Review of student goals and expectations of the course • Questions and answers • General overview of health care financial issues • Health care finance terminology • DRG's, Medicare, Medicaid... • Financial information and the decision making process • Forms of Business Organization 	Read Chapter 1
2	<ul style="list-style-type: none"> • Review homework problems • Financial viability • Sources of operating revenue • Health Care Payment Systems • Payment System under Medicare 	Chapter 1 Homework Due Read Chapters 2 & 3
3	<ul style="list-style-type: none"> • Legal & Regulatory Environment • Fraud & Abuse • Anti Trust/ HIPPA/ Stark • Corporate Compliance 	Chapters 2 & 3 cont.
4	<ul style="list-style-type: none"> • Review homework problems • HMO & Managed Care Development • Integrated delivery systems • Paying providers in a Managed Care environment • Setting prices in capitated contracts • Medicare & Medicaid risk contracts • Review chapters 1-4 	Read Chapter 4
5	<ul style="list-style-type: none"> • Review homework problems • Review for Exam 1 (if needed) • Take Exam 1 	Exam Chapters 1-4
6	<ul style="list-style-type: none"> • Review homework problems • Review Exam 1 • Financial vs. managerial accounting • Principles of Accounting 	Read Chapters 5 & 6

	<ul style="list-style-type: none"> • GAAP Generally accepted accounting principles • Accounting conventions • Transactions, journal entries & "T" accounts • Financial statements 	
7	<ul style="list-style-type: none"> • Review homework problems • Financial Statements • Statement of Revenue & Expenses • Balance sheets • Statement of cash flows 	Chapters 5 & 6 cont.
8	NO CLASS- BREAK WEEK	
9	<ul style="list-style-type: none"> • Review homework problems • Ratio Analysis • Operating Indicators • Long-term-care facilities & Nursing Homes • Medical Groups & Health Plans 	Read Chapter 8-9
10	<ul style="list-style-type: none"> • Review homework problems • Cost concepts • Types of "costs" • Cost measurement- direct & indirect, variable & fixed • Break even analysis 	Read Chapter 11
11	<ul style="list-style-type: none"> • Review homework problems • Review for Exam 2 • Take Exam 2 	Exam 2 Chapters 5,6,8,9 & 11
12	<ul style="list-style-type: none"> • Review homework problems • Review EXAM II • Product costing relationship to planning, budgeting and control • The costing process • Standard Development • Variance Analysis • RVU Costing • Efficiency & effectiveness (again!) 	Read Chap. 12-13
13	<ul style="list-style-type: none"> • Review homework problems • Phases of Management Control • The budgeting Process • Zero-based Budgeting • Benchmarking 	Read Chapter 13 & 14
14	<ul style="list-style-type: none"> • Review homework problems • Cost control • Investigation of variances • Variance analysis in Budgetary Setting • Variance analysis in Managed Care Setting • Cash management • Billing and receivables management 	Read Chapter 14 & 19
15	<ul style="list-style-type: none"> • Determining required cash and investment reserves 	Read Chapter 19 & 20

	<ul style="list-style-type: none"> Sources and uses of cash Preparing cash budget 	
16	<ul style="list-style-type: none"> Review for Exam 3 (approx. 1 hour) Take Exam 3 Exam 4- Cumulative Take Home Exam Due ALL homework assignments due 	Exam 3= Chap. 12 -14, 19& 20 FINAL EXAM DUE

The last day to withdraw from a class this semester is April 8, 2005

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 2200 GRADING STRUCTURE

Your grade will be determined from:

Assignment	% Final Grade
Exam 1 T/F, multiple choice and financial problems	20
Exam 2 T/F, multiple choice and financial problems	25
Exam 3 T/F, multiple choice and financial problems	25
Exam 4-Cumulative take home	20
Assignments and class participation	10

A letter grade will be assigned based on the following percentages:

GRADE	PERCENTAGE	GRADE	PERCENTAGE
		C+	79-77
A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-60
B-	82-80	F	59 or below

ATTENDANCE POLICY

It is to your benefit to attend class for material not covered in the assigned readings and for class participation.

WITHDRAWAL/INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from a fifteen-week class this session is **April 8, 2005**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite devastating to your grade and usually results in the grade of "F". Therefore, to ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be no make-up exams given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

RIGHTS AND RESPONSIBILITIES

Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS:

A BILL OF RESPONSIBILITIES FOR OCC STUDENTS:

1. Motivation: The College expects students to be sufficiently motivated to the extent that they come to class prepared to learn and to demonstrate what they have learned.
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3. Time: The College expects students to devote sufficient time to their studies for the successful completion of all assignments.

4. Effort: The College expects students to put forth maximum effort toward learning so that their full potential can be realized.

5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 2250- Legal Aspects of Health Service Management
Spring 2005



Instructor: Dennis Hayes

Contact Information

Email: dh1951@comcast.net

Work: 734-425-4200 **Home:** 313-928-0081

OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889

IIC: 248-233-2735 Library: 248-233-2825

Class Time: Mondays **and** Wednesdays 7:00-9:55pm

Classroom: SF201

Office Hours: before and after class time

COURSE DESCRIPTION

The student will become more familiar with the legal and historical background of the health care field, corporate liability, negligence and malpractice concepts. Emphasis will be placed on preventing legal action rather than on defense. The student will also gain an understanding of ethical conduct related to patient care.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

The student will:

- ✓ Understand basic legal terminology
- ✓ Understand the organization of the American Court System
- ✓ Know the source of the law
- ✓ Become familiar with the general principles of civil liability
- ✓ Understand his/her responsibilities regarding patient records, record keeping, confidentiality, etc.

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to):

- ✓ lecture
- ✓ visual aids
- ✓ handouts
- ✓ slide and video presentations

HCA 2250 SYLLABUS

Required Text: Problems in Hospital Law, 7th Ed., Robert D. Miller

Tentative Schedule and Assignments

Chapters in text	TOPIC
1	• INTRODUCTION TO THE AMERICAN LEGAL SYSTEM
10	• GENERAL PRINCIPLES OF CIVIL LIABILITY
11	• TORT LIABILITY
12	• PATIENT RELATIONSHIPS
13	• TREATMENT AUTORIZATION AND REFUSAL
14	• RECORD KEEPING
15-16	• REPRODUCTIVE ISSUES/DEATH ISSUES
2	• GOVERNANCE IN HEALTH CARE INSTITUTIONS
3	• REGULATIONS AND ACCREDITATION
6	• MERGERS AND CONSOLIDATIONS
7-8	• LICENSING, ACCREDITATION REGULATIONS
9	• STAFF RELATIONS

The last day to withdraw from a class this semester is June 3, 2005.

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

Required Project: Each student is to find a medical-legal issue from a current (within 2 years) newspaper or magazine. The student will present the case in class and lead a discussion relative to the liability issue involved. The maximum points that can be earned are 30. If the student fails to do their presentation, 31 points will be deducted from their final grade.

GENERAL INFORMATION And HCA 2250 GRADING STRUCTURE

Your grade will be determined from:

Assignment	%
Mid-term exam	25
Final exam	50
Class project	25

A letter grade will be assigned based on the following points:

GRADE	PERCENTAGE
A	100-93
A-	92-90
B+	89-83
B	83-80
B-	79-77
C+	76-73
C	72-70
C-	69-65
D+	64-60
D	59-55
F	54 or below

ATTENDANCE POLICY

It is to your benefit to attend class for material not covered in the assigned readings and for class participation.

WITHDRAWAL / INCOMPLETE POLICY

As previously stated, the last date to initiate a student withdrawal from a eight-week class this session is **June 3, 2005**. Please be aware that OCC instructors cannot assign standard withdrawal (W) grades. If you no longer wish to stay enrolled in the course, please initiate a student withdrawal. If you fail to withdraw, I will enter grades of zero into my files of your grade distribution for all the assignments that you missed. Depending on when you stopped coming to class, this can be quite devastating to your grade and usually results in the grade of "F". Therefore, to

ensure that this doesn't happen to you, if you decide to stop attending class please take the time to officially withdraw.

Incomplete (I) grades will be assigned only under extraordinary circumstances. This grade is reserved for when the student has completed nearly all the course requirements (e.g., 80% or more) with a C or better grade and is confronted with an exceptional situation (e.g., incapacitating accident, family member death) that prohibits them from completing the course. Incomplete grades are not assigned to allow one to retake a course in which they performed poorly or from which they forgot to officially withdraw. Lastly, the No-show (N) grade will be assigned to those registered students for which I have no record of ever attending class.

Make-up exams

There will be no make-up exams given for this class. If, however, there are extenuating circumstances (death/illness), please contact the instructor and a decision will be made regarding making up the exam.

PLEASE TURN OFF ALL CELL PHONES AND PAGERS WHILE CLASS IS IN SESSION!

RIGHTS AND RESPONSIBILITIES

Please read the following inset regarding student responsibilities.

WHAT THE COLLEGE EXPECTS OF STUDENTS:

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5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

**OAKLAND COMMUNITY COLLEGE
SOUTHFIELD CAMPUS
HCA 2300- Problems and Policies of Healthcare Facilities
Winter 2005**

Instructor: Dennis Hayes

email: dh1951@comcast.net Home phone number: 313-928-0081
OCC- Southfield Faculty Secretary Telephone: 248-233-2888 or 2889
IIC: 248-233-2735 Library: 248-233-2825
Class Time: Thurs. 6:00-8:55pm
Classroom: SF203
Office Hours: before and after class time

COURSE DESCRIPTION

The student will gain insight into the role of the healthcare facility in relation to the patient, the patient's family, the community and other related facilities. The student will discuss problems and policies relating to medical staff relationships, absenteeism, vandalism and patient abuse. The student will also be able to write a typical policy manual.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the PASS Office, which will inform the instructor of any special conditions pertaining to their learning. The Southfield PASS Office (Room 201A; 248-233-2780) can assist you.

COURSE EXPECTATIONS/OUTCOMES

The student will:

- ✓ Identify and verbalize the difference between policy, procedure and objective
- ✓ Become familiar with the various problems facing health care administrators today
- ✓ Be able to identify the characteristics and perspectives of decision making
- ✓ Become aware of the licensing and certification components of health care
- ✓ Be familiar with the role of administration as relates to oral presentation

TEACHING AND LEARNING STRATEGIES

This course utilizes a variety of teaching methodologies to achieve course objectives including (but not limited to): lecture, visual aids, handouts, slide and video presentations.

HCA 2300 SYLLABUS

Required Text: None

Tentative Schedule and Assignments

The weekly reading assignment is to be completed before each class meeting. Students will complete and hand in the assigned problems on each due date as indicated below. **Class participation is not requested it is required, as it does factor into your final grade.**

Week	TOPIC
1	<ul style="list-style-type: none">• Introduction to current health care policies & procedures
2	<ul style="list-style-type: none">• Drafting considerations
3	<ul style="list-style-type: none">• Restraint Policies (due next class)
4	<ul style="list-style-type: none">• Abuse Policies (due next class)
5	<ul style="list-style-type: none">• Admissions Policies (due next class)
6	<ul style="list-style-type: none">• Infection Control Policies (due next class)
7	<ul style="list-style-type: none">• Theft Policies (due next class)
8	<ul style="list-style-type: none">• Falls Policies (due next class)
9	<ul style="list-style-type: none">• Student Presentations
10	<ul style="list-style-type: none">• Student Presentations
11	<ul style="list-style-type: none">• Student Presentations
12	<ul style="list-style-type: none">• Student Presentations
13	<ul style="list-style-type: none">• Student Presentations
14	<ul style="list-style-type: none">• Student Presentations
15	<ul style="list-style-type: none">• Student Presentations

The last day to withdraw from a class this semester is April 8, 2005

There may be times when the projected dates for information covered in class may be lengthened or shortened.

Please keep up with all assignments even if the material has not been covered in class sessions.

THE INSTRUCTOR RESERVES THE RIGHT TO ADD TO, DELETE FROM OR OTHERWISE AMEND THE SESSION OUTLINE.

GENERAL INFORMATION AND HCA 2200 GRADING STRUCTURE

Your grade will be determined from:

Assignment	% Final Grade
Class project	30
Assignment 6 @ 10% each	60
Class Participation	10

A letter grade will be assigned based on the following percentages:

GRADE	PERCENTAGE
A	100-93
A-	92-90
B+	89-83
B	83-80
B-	79-77
C+	76-73
C	72-70
C-	69-65
D+	64-60
D	59-55
F	54 or below

ATTENDANCE POLICY

It is to your benefit to attend class for material not covered in the assigned readings and for class participation.

WITHDRAWAL/INCOMPLETE POLICY

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Make-up exams

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RIGHTS AND RESPONSIBILITIES

Please read the following inset regarding student responsibilities.

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5. Consideration: The College expects students to be considerate of each other and of their instructors so that everyone can benefit maximally from the teaching-learning experience.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 1000 (Intro to HCA)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	_____
Clear:	<u>X</u>	_____
Current:	<u>X</u>	_____

Comments:

NUMBER OF CREDITS: 3

Appropriate:

Yes	No
<u>X</u>	_____

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

	Yes	No
Is this a Gen. Ed. Course?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

	Yes	No
Does this course include Gen. Ed. Attributes?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

- ___ Yes, and should remain on the list
- ___ No, and should be added to the list
- ___ Yes, and should be removed from the list
- X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 1110(Health Facility Maintenance..)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	_____
Clear:	<u>X</u>	_____
Current:	<u>X</u>	_____

Comments:

NUMBER OF CREDITS: 3

	Yes	No
Appropriate:	<u>X</u>	_____

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

	Yes	No
Is this a Gen. Ed. Course?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

	Yes	No
Does this course include Gen. Ed. Attributes?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

___ Yes, and should remain on the list ___ No, and should be added to the list

___ Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 1210(Principles of Nursing Home Operations)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u> X </u>	<u> </u>
Clear:	<u> X </u>	<u> </u>
Current:	<u> X </u>	<u> </u>

Comments:

NUMBER OF CREDITS: 3

	Yes	No
Appropriate:	<u> X </u>	<u> </u>

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

	Yes	No
Is this a Gen. Ed. Course?	<u> </u>	<u> X </u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

	Yes	No
Does this course include Gen. Ed. Attributes?	<u> </u>	<u> </u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

 Yes, and should remain on the list No, and should be added to the list

 Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 1230 (Patient Care Aux. Relationships)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	_____
Clear:	<u>X</u>	_____
Current:	<u>X</u>	_____

Comments:

NUMBER OF CREDITS: 3

Appropriate:

Yes	No
<u>X</u>	_____

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

Is this a Gen. Ed. Course?

Yes	No
_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

Does this course include Gen. Ed. Attributes?

Yes	No
_____	_____

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

___ Yes, and should remain on the list ___ No, and should be added to the list

___ Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 2100 (Personnel Management)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	_____
Clear:	<u>X</u>	_____
Current:	<u>X</u>	_____

Comments:

NUMBER OF CREDITS: 3

Appropriate:

Yes	No
<u>X</u>	_____

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

	Yes	No
Is this a Gen. Ed. Course?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

	Yes	No
Does this course include Gen. Ed. Attributes?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

___ Yes, and should remain on the list ___ No, and should be added to the list

___ Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 2150 (Labor Practices)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	<u> </u>
Clear:	<u>X</u>	<u> </u>
Current:	<u>X</u>	<u> </u>

Comments:

NUMBER OF CREDITS: 3

	Yes	No
Appropriate:	<u>X</u>	<u> </u>

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

	Yes	No
Is this a Gen. Ed. Course?	<u> </u>	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

	Yes	No
Does this course include Gen. Ed. Attributes?	<u> </u>	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

 Yes, and should remain on the list No, and should be added to the list

 Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 2200 (Fiscal Management)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	_____
Clear:	<u>X</u>	_____
Current:	<u>X</u>	_____

Comments:

NUMBER OF CREDITS: 3

Appropriate:

Yes	No
<u>X</u>	_____

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

Is this a Gen. Ed. Course?

Yes	No
_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

Does this course include Gen. Ed. Attributes?

Yes	No
_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

___ Yes, and should remain on the list ___ No, and should be added to the list

___ Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© I B 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 2250 (Legal Aspects)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	_____
Clear:	<u>X</u>	_____
Current:	<u>X</u>	_____

Comments:

NUMBER OF CREDITS: 3

Appropriate:

Yes	No
<u>X</u>	_____

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

	Yes	No
Is this a Gen. Ed. Course?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

	Yes	No
Does this course include Gen. Ed. Attributes?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

___ Yes, and should remain on the list ___ No, and should be added to the list
___ Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** COORDINATOR SUMMARY**

© IB 2

FACULTY COURSE CATALOG DESCRIPTION

FOR: HCA 2300(Problems & Policies)

Course Number

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate:	<u>X</u>	_____
Clear:	<u>X</u>	_____
Current:	<u>X</u>	_____

Comments:

NUMBER OF CREDITS: 3

	Yes	No
Appropriate:	<u>X</u>	_____

Please explain any No answer _____

GEN. ED. COURSE/ATTRIBUTES

	Yes	No
Is this a Gen. Ed. Course?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

	Yes	No
Does this course include Gen. Ed. Attributes?	_____	<u>X</u>

If Yes, the Attributes are:

- (1) _____
- (2) _____
- (3) _____

GEN. ED. COURSE DISTRIBUTION

Is this Course on the Gen. Ed. Distribution List?

___ Yes, and should remain on the list ___ No, and should be added to the list

___ Yes, and should be removed from the list X No, and should remain off the list

* Coordinator: Use a separate sheet for each course.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 1000
Course Number

%

(Simple Ratio X 100)

LECTURE

INSTRUCTOR X

GUEST _____

DISCUSSION X

DEMONSTRATION _____

INSTRUCTOR _____

STUDENT(S) X

MEDIA PRESENTATION(S) _____

VIDEO: LASER/DVD/FILM/VHS _____

AUDIO: TAPE/CD ROM _____

P.C.: POWER POINT/OTHER: _____

HANDS-ON ACTIVITY/IES _____

LAB WORK _____

ROLE PLAYING X

STUDENT PANEL DISCUSSION X

INDIVIDUAL STUDENT PRESENTATIONS X

SMALL GROUP PRESENTATIONS _____

SMALL GROUP PROBLEM-SOLVING _____

PEER REVIEW/EDITING _____

OTHER: _____

* Coordinator: Based upon data provided for each course taught by all instructors.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 1110 (Health Facility Maintenance)
Course Number

%

LECTURE

(Simple Ratio X 100)

INSTRUCTOR X

GUEST X

DISCUSSION X

DEMONSTRATION _____

INSTRUCTOR _____

STUDENT(S) _____

MEDIA PRESENTATION(S) _____

VIDEO: LASER/DVD/FILM/VHS _____

AUDIO: TAPE/CD ROM _____

P.C.: POWER POINT/OTHER: X

HANDS-ON ACTIVITY/IES _____

LAB WORK _____

ROLE PLAYING _____

STUDENT PANEL DISCUSSION _____

INDIVIDUAL STUDENT PRESENTATIONS X

SMALL GROUP PRESENTATIONS _____

SMALL GROUP PROBLEM-SOLVING _____

PEER REVIEW/EDITING X

OTHER: _____

* Coordinator: Based upon data provided for each course taught by all instructors.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 1210 (Nursing Home Operations)
Course Number

%

LECTURE

(Simple Ratio X 100)

INSTRUCTOR X

GUEST _____

DISCUSSION X

DEMONSTRATION _____

INSTRUCTOR _____

STUDENT(S) _____

MEDIA PRESENTATION(S) _____

VIDEO: LASER/DVD/FILM/VHS _____

AUDIO: TAPE/CD ROM _____

P.C.: POWER POINT/OTHER: X

HANDS-ON ACTIVITY/IES _____

LAB WORK _____

ROLE PLAYING _____

STUDENT PANEL DISCUSSION _____

INDIVIDUAL STUDENT PRESENTATIONS X

SMALL GROUP PRESENTATIONS _____

SMALL GROUP PROBLEM-SOLVING _____

PEER REVIEW/EDITING X

OTHER: _____

* Coordinator: Based upon data provided for each course taught by all instructors.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 2100 ((Personnel Management))
Course Number

%

(Simple Ratio X 100)

LECTURE

INSTRUCTOR X

GUEST _____

DISCUSSION X

DEMONSTRATION _____

INSTRUCTOR _____

STUDENT(S) _____

MEDIA PRESENTATION(S) _____

VIDEO: LASER/DVD/FILM/VHS _____

AUDIO: TAPE/CD ROM _____

P.C.: POWER POINT/OTHER: _____

HANDS-ON ACTIVITY/IES _____

LAB WORK _____

ROLE PLAYING _____

STUDENT PANEL DISCUSSION X

INDIVIDUAL STUDENT PRESENTATIONS X

SMALL GROUP PRESENTATIONS X

SMALL GROUP PROBLEM-SOLVING X

PEER REVIEW/EDITING _____

OTHER: _____

* Coordinator: Based upon data provided for each course taught by all instructors.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 2150 (Labor Practices)
Course Number

%

(Simple Ratio X 100)

LECTURE

INSTRUCTOR X

GUEST

DISCUSSION X

DEMONSTRATION

INSTRUCTOR

STUDENT(S)

MEDIA PRESENTATION(S)

VIDEO: LASER/DVD/FILM/VHS

AUDIO: TAPE/CD ROM

P.C.: POWER POINT/OTHER:

HANDS-ON ACTIVITY/IES

LAB WORK

ROLE PLAYING

STUDENT PANEL DISCUSSION X

INDIVIDUAL STUDENT PRESENTATIONS X

SMALL GROUP PRESENTATIONS

SMALL GROUP PROBLEM-SOLVING X

PEER REVIEW/EDITING

OTHER:

* Coordinator: Based upon data provided for each course taught by all instructors.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 2200 (Fiscal Management)
Course Number

%

(Simple Ratio X 100)

LECTURE

INSTRUCTOR X

GUEST

DISCUSSION X

DEMONSTRATION X

INSTRUCTOR X

STUDENT(S)

MEDIA PRESENTATION(S)

VIDEO: LASER/DVD/FILM/VHS

AUDIO: TAPE/CD ROM

P.C.: POWER POINT/OTHER:

HANDS-ON ACTIVITY/IES X

LAB WORK

ROLE PLAYING

STUDENT PANEL DISCUSSION

INDIVIDUAL STUDENT PRESENTATIONS

SMALL GROUP PRESENTATIONS

SMALL GROUP PROBLEM-SOLVING

PEER REVIEW/EDITING

OTHER:

* Coordinator: Based upon data provided for each course taught by all instructors.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 2250(Legal Aspects)
Course Number

%

LECTURE

(Simple Ratio X 100)

INSTRUCTOR X

GUEST

DISCUSSION X

DEMONSTRATION

INSTRUCTOR

STUDENT(S)

MEDIA PRESENTATION(S)

VIDEO: LASER/DVD/FILM/VHS

AUDIO: TAPE/CD ROM

P.C.: POWER POINT/OTHER:

HANDS-ON ACTIVITY/IES

LAB WORK

ROLE PLAYING X

STUDENT PANEL DISCUSSION X

INDIVIDUAL STUDENT PRESENTATIONS X

SMALL GROUP PRESENTATIONS X

SMALL GROUP PROBLEM-SOLVING X

PEER REVIEW/EDITING

OTHER:

* Coordinator: Based upon data provided for each course taught by all instructors.

*** FACULTY SUMMARY**
INSTRUCTIONAL METHODOLOGY ANALYSIS

© III B

FOR: HCA 2300 (Problems & Policies)
Course Number

%

(Simple Ratio X 100)

LECTURE

INSTRUCTOR X

GUEST

DISCUSSION X

DEMONSTRATION

INSTRUCTOR

STUDENT(S)

MEDIA PRESENTATION(S)

VIDEO: LASER/DVD/FILM/VHS

AUDIO: TAPE/CD ROM

P.C.: POWER POINT/OTHER:

HANDS-ON ACTIVITY/IES

LAB WORK

ROLE PLAYING X

STUDENT PANEL DISCUSSION X

INDIVIDUAL STUDENT PRESENTATIONS X

SMALL GROUP PRESENTATIONS X

SMALL GROUP PROBLEM-SOLVING X

PEER REVIEW/EDITING X

OTHER:

* Coordinator: Based upon data provided for each course taught by all instructors.



OAKLAND
COMMUNITY
COLLEGE

CURRICULUM ©VII B5
REVIEW
COMMITTEE

ANALYSIS OF STUDENT PERCEPTIONS
OF
OCCUPATIONAL PROGRAMS
&
DISCIPLINES

Program/Discipline: Health Care Administration

Rate each of the following items (as applicable) using the following guide:

- 5—Excellent -- means nearly ideal, top 5-10-%
- 4—Good -- is a strong rating, top one-third
- 3—Acceptable -- is average, middle third
- 2—Below Expectation -- is only fair, bottom third
- 1—Poor -- is seriously inadequate, bottom 5-10-%
- 0—N.A. -- Not applicable to your program/discipline

Please include comments for each item.

Please rate each item below using the scale: 1—Poor, 2—Below Expectations, 3—Acceptable, 4—Good, 5—Excellent, and 0—Not applicable					
					COMMENTS
1. Courses in your occupational program are:	1	5	7	5	
• Available and conveniently located	1	2	3	4	5
	1	5	9	3	
• Based upon realistic prerequisites	1	2	3	4	5
	1	8	7	2	
• Available at moderate cost	1	2	3	4	5
2. Written objectives for courses in your occupational program:					
		1	7	4	6
• Are available to students	1	2	3	4	5
		1	5	6	6
• Describe what you will learn in the course	1	2	3	4	5
		1	6	4	7
• Are used by the instructor to keep you aware of your progress	1	2	3	4	5

ANALYSIS OF STUDENT PERCEPTIONS ©VII B5

Please rate each item below using the scale: 1—Poor, 2—Below Expectations, 3—Acceptable, 4—Good, 5—Excellent, and 0—Not applicable								
						COMMENTS		
3. Teaching methods, procedures and course content:			7	6	5			
• Meet your occupational needs, interests and objectives	1	2	3	4	5			
			6	9	3			
• Provide supervised practice for developing job skills	1	2	3	4	5			
4. Related courses (such as English, Mathematics, Science) are:			2	5	6	1	4 N/A	
• Pertinent to occupational instruction	1	2	3	4	5			
			2	5	5	2	4 N/A	
• Current and meaningful to you	1	2	3	4	5			
5. Work experience (or clinical experience) in your occupational program is:			1	2	4	2	4	5 N/A
• Readily available at convenient locations	1	2	3	4	5			
	1	1	4	3	3		6 N/A	
• Coordinated with classroom instruction	1	2	3	4	5			
	1	2	4	2	3		6 N/A	
• Coordinated with employer supervision	1	2	3	4	5			
6. Career planning information:			1	2	4	7	3	1 N/A
• Meets with your needs and interests	1	2	3	4	5			
	1	2	4	6	3		2 N/A	
• Helps you plan your program	1	2	3	4	5			
	1	2	3	3	8		2 N/A	
• Helps you make career decisions and choices	1	2	3	4	5			
			3	5	5	3	2 N/A	
• Helps you understand your rights and responsibilities as an employee	1	2	3	4	5			
			3	5	7	1	2 N/A	
• Helps you evaluate job benefits and conditions of employment opportunities in relation to salary	1	2	3	4	5			
			3	5	5	3	2 N/A	
• Is provided by knowledgeable, interested staff	1	2	3	4	5			
	1	2	7	3	2		3 N/A	
• Explains nontraditional occupational opportunities for both sexes	1	2	3	4	5			

ANALYSIS OF STUDENT PERCEPTIONS

© VII B5

Please rate each item below using the scale: 1—Poor, 2—Below Expectations, 3—Acceptable, 4—Good, 5—Excellent, and 0—Not applicable							
						COMMENTS	
7. Job success information on former students in your occupational program:	1	1	5	5	2	4 N/A	
• Is provided to help you make career decisions	1	2	3	4	5		
			8	4	1	5 N/A	
• Identifies where these job opportunities are located	1	2	3	4	5		
	1	1	5	5	1	5 N/A	
• Tells about job advancement opportunities	1	2	3	4	5		
8. Placement services are available to:	2	1	5	2	2	6 N/A	
• Help you find employment opportunities	1	2	3	4	5		
	2	1	5	2	2	6 N/A	
• Prepare you to apply for a job	1	2	3	4	5		
9. Instructional support services (such as tutoring, lab assistance) are:	1	1	5	5	3	3 N/A	
• Available to meet your needs and interests	1	2	3	4	5		
	1	1	5	4	2	5 N/A	
• Provided by knowledgeable, interested staff	1	2	3	4	5		
10. Instructional lecture and laboratory facilities:			1	4	5	4	3 N/A
• Provide adequate lighting, ventilation, heating, power and other utilities	1	2	3	4	5		
			1	3	8	3	3 N/A
• Include enough workstations for the number of students enrolled	1	2	3	4	5		
			1	3	8	3	3 N/A
• Are safe, functional, and well maintained	1	2	3	4	5		
			1	2	9	3	3 N/A
• Are available on an equal basis for all students	1	2	3	4	5		
11. Instructional equipment is:			1	8	4	2	3 N/A
• Current and representative of industry	1	2	3	4	5		
			1	8	4	2	
• In sufficient quantity to avoid long delays in use	1	2	3	4	5		
			1	5	7	2	3 N/A
• Safe and in good condition	1	2	3	4	5		

ANALYSIS OF STUDENT PERCEPTIONS

© VII B5

Please rate each item below using the scale: 1—Poor, 2—Below Expectations, 3—Acceptable, 4—Good, 5—Excellent, and 0—Not applicable						
						COMMENTS
12. Instructional materials (e.g., textbooks, reference books, supplies) are:	1	1	4	6	3	3 N/A
• Available and conveniently located for use as needed	1	2	3	4	5	
• Current and meaningful to the subject	1	1	4	6	3	3 N/A
• Not biased toward "traditional" sex roles	1	1	3	5	4	3 N/A
• Available at reasonable cost	1	1	5	4	3	4 N/A
• Available at reasonable cost	1	2	3	4	5	



**OAKLAND
COMMUNITY
COLLEGE**

**CURRICULUM © VII B4
REVIEW
COMMITTEE**

**ANALYSIS OF ADVISORY COMMITTEE/INDUSTRY PERCEPTIONS
OF
OCCUPATIONAL PROGRAMS
&
DISCIPLINES**

Program/Discipline: HEALTH CARE ADMINISTRATION

Rate each of the following items (as applicable) using the following guide:

- 5—Excellent -- means nearly ideal, top 5-10-%
- 4—Good -- is a strong rating, top one-third
- 3—Acceptable -- is average, middle third
- 2—Below Expectation -- is only fair, bottom third
- 1—Poor -- is seriously inadequate, bottom 5-10-%
- 0—N.A. -- Not applicable to your program/discipline

Please include comments for each item.

Please rate each item below using the scale: 1—Poor, 2—Below Expectations, 3—Acceptable, 4—Good, 5—Excellent, and 0—Not applicable		
		COMMENTS
1. Instructional program content and quality are:	4 3	
• Based on performance objectives that represent job skills and knowledge required for successful entry-level employment	1 2 3 4 5	
	4 3	
• Designed to provide students with practical job application experience.	1 2 3 4 5	
	4 3	
• Responsive to upgrading and retaining needs of employed persons.	1 2 3 4 5	
	3 4	
• Periodically reviewed and revised to keep current with changing job practices and technology	1 2 3 4 5	

**ANALYSIS OF ADVISORY COMMITTEE/INDUSTRY PERCEPTIONS © VII
B4**

Please rate each item below using the scale: 1—Poor, 2—Below Expectations, 3—Acceptable, 4—Good, 5—Excellent, and 0—Not applicable							
						COMMENTS	
2. Instructional Equipment is:					5	2 N/A	
• Well maintained	1	2	3	4	5		
				4	1	2 N/A	
• Current and representative of that used on the job	1	2	3	4	5		
3. Instructional facilities				1	3	3	
• Allocate sufficient space to support quality instruction.	1	2	3	4	5		
				3	3	1 N/A	
• Provide adequate lighting, ventilation, heating, power, and other utilities	1	2	3	4	5		
				3	4		
• Meet essential health and safety standards	1	2	3	4	5		
4. Placement:							
				3	3	1	
• Services are available to students completing the program	1	2	3	4	5		
			1	1	3	2	
• Job opportunities exist for students completing the program or leaving with marketable skills.	1	2	2.5	3	4	5	
5. Follow-up studies on program completers and leavers (students with marketable skills).							
• Demonstrate that students are prepared for entry level employment	1	2	3	4	5	3 N/A	
• Collect information on job success and failure of former students.	1	2	3	4	5	3 N/A	
• Provide information used to review and, where warranted, revise the program.	1	2	3	4	5	3 N/A	