

	<b>Section: <a href="#">Fall2015 CRN: 15178 CYBS110R</a></b> <b>Section: <a href="#">ZZ Topics in Healthcare Info Tech</a></b>
	Fall 2015 Aug 31 – Dec 22 2015
	Tyler Baysinger Adjunct Professor
	Instructor Email: Primary: <a href="mailto:tbaysinger@ccsnh.edu">tbaysinger@ccsnh.edu</a> Secondary: <a href="mailto:ty.baysinger@gmail.com">ty.baysinger@gmail.com</a>
	Instructor Phone: (480) 390 - 1581

### Syllabus Items

[Academic Honesty](#)

[Assessment](#)

[Blackboard Student Orientation](#)

[Course Description](#)

[Course Structure and Content](#)

[Instructor's Communication Policy](#)

[Netiquette](#)

[Overview of Course Structure](#)

[Course Schedule of Assignments](#)

[Policies](#)

[Prerequisites](#)

[Required Resources](#)

[Caveat](#)

## Syllabus

*Last updated: Aug 22 2015*

### Course Description

**CURRICULUM AND COURSE NUMBER:** CYBSC 110R

**DEPARTMENT:** Business/Computer Technology

**CREDIT HOURS:** 3

**SEMESTER HOURS: CLASS: 2 LAB: 2**

### **TOPICS IN HEALTHCARE INFORMATION TECHNOLOGY**

Healthcare organizations have unique Information Technology requirements that require uniquely qualified IT professional to ensure the security of the Healthcare IT systems. This course provides the IT professional with the required knowledge to adequately traverse the vastness of the Healthcare IT environment.

**Course Competencies:**

1. Understand and explain the behavior of a Healthcare organization.
  - a. Overview of Healthcare.
  - b. Ethics and Healthcare.
  - c. Role of IT in Healthcare.
  - d. Using IT in Healthcare to measure and improve patient outcomes.
  - e. Leadership and management in Healthcare IT.
2. Understand, explain and apply the regulatory requirements of a Healthcare organization.
  - a. Healthcare IT and the Healthcare Policy.
  - b. Health Data Standards and Interoperability.
  - c. Healthcare IT Regulation.
  - d. Electronic Medical Record/Electronic Health Record as Evidence.
3. Understand, explain and evaluate the normal operations of the “Healthcare Business.”
  - a. Healthcare IT Core Functionality
  - b. Healthcare IT and the Human Factors.
  - c. Healthcare IT Success Factors
  - d. Healthcare IT Interoperability: Opportunities and Challenges.
  - e. Clinical Decision Support
  - f. Successful Healthcare Informatics Implementation
  - g. Reporting Requirements, Regulatory and External Factors that Affect Healthcare IT.
  - h. Successful Implementation of Healthcare IT through Training.
4. Evaluate the Healthcare IT system for security, privacy and confidentiality.
  - a. Building Trust in Healthcare IT.
  - b. Risk Assessment, Analysis and Management.
  - c. Physical Security
  - d. Operational Security in Electronic Health Record and Healthcare Information Exchange.
  - e. Healthcare Cybersecurity
  - f. Healthcare IT Products and Systems Certification
5. Apply security, privacy and confidentiality concepts to the Healthcare IT system.
6. Understand and evaluate the normal operations of a Healthcare IT system.
  - a. Hardware Architecture of the Healthcare IT system.
  - b. Programming in Healthcare IT.
  - c. Databases, Data Warehousing, and Data Mining for the Healthcare IT system.
  - d. Project Management in Healthcare IT.

**Course Outline:**

1. Healthcare Organizational Behavior.
2. Healthcare Regulatory Requirements.
3. Healthcare Business Operations.
4. Healthcare IT Security, Privacy, and Confidentiality.
5. Healthcare IT Operations.

**Prerequisites**

---

Prerequisites: None

## Blackboard Student Orientation

---

If this is your first online course at CCSNH, please complete the online student orientation. This orientation offers the opportunity to familiarize you with online courses.

[http://www.ccsnh.edu/distancelearning/student\\_orientation.html](http://www.ccsnh.edu/distancelearning/student_orientation.html)

### Available Technical Support

Frequently asked questions regarding online learning, Student Information System (SIS) and student email can be found at the link below by clicking "Support Center".

<http://www.ccsnh.edu/distancelearning/index.htm>

---

## Required Resources

"Introduction to Healthcare Information Technology, 1st Edition includes Exam Prep Software Printed Access Card

Mark Ciampa Western Kentucky University

Mark Revels

ISBN-10: 1133787770 | ISBN-13: 9781133787778

320 Pages

© 2013 | Published"

- See more at:

[http://www.cengage.com/search/productOverview.do?N=16+4294922384+4294959360&Ntk=P\\_EPI&Ntt=18178274711029166593787328665318725855&Ntx=mode%2Bmatchallpartial](http://www.cengage.com/search/productOverview.do?N=16+4294922384+4294959360&Ntk=P_EPI&Ntt=18178274711029166593787328665318725855&Ntx=mode%2Bmatchallpartial)

---

## Instructor's Communication Policy

### Email Response Time

In an online environment email communication is a critical. I have mobile access to my gmail account and ask that you CC all email communications so I can respond in a timely fashion. I will respond to the below email for all matters within 1-2 business days:

TO: [tbaysinger@ccsnh.edu](mailto:tbaysinger@ccsnh.edu)

CC: [ty.baysinger@gmail.com](mailto:ty.baysinger@gmail.com)

If the matter requires immediate attention please contact me directly via cell phone:  
(480) 390 – 1581

## Online Office Hours

As noted above I plan on responding to ongoing communication via email within 1–2 business days. If you would like to schedule a time for a phone conversation or reoccurring meeting please feel free to send me an email and we can make arrangements.

---

## Overview of Course Structure

This is a self-study course and is designed with flexibility and innovation in mind. You will be required to work on your own to develop the proper balance and meet the learning objectives. If you have any concerns with regard to the workload and/or the ability to manage a work-life balance then you will need to contact me directly. We can work together to optimize your learning experience and strike a balance but it is your responsibility to make sure you communicate.

---

## Policies

Students registered for online courses must comply with all policies and guidelines (such as civil rights, disabilities services, harassment, and plagiarism) in the student handbook and other publications of the college offering the course. For more information, refer to:  
<http://www.ccsnh.edu/distancelearning/policies.html>.

## Academic Honesty

Students registered in online courses shall abide by the academic honesty principles as defined in the Student Handbook of the college offering the course.

## Netiquette

Students shall comply with [CCSNH Netiquette](http://www.ccsnh.edu/distancelearning/documents/april08_Netiquette.html) as articulated on the system web site ([http://www.ccsnh.edu/distancelearning/documents/april08\\_Netiquette.html](http://www.ccsnh.edu/distancelearning/documents/april08_Netiquette.html)).

---

## Assessment

Assignment	Weight
Discussion Board Postings	10%
Homework	50%
Mid term	20%
Final	20%
<b>Total</b>	<b>100%</b>
<b>(Extra Credit)</b>	<b>+ 10%</b>

**Discussion Board Postings (10% of Overall Grade)**

In order to receive full credit for Discussion Board Postings, each student will need to participate by posting questions and answers on the discussion board every week throughout the course. The questions, answers, and general discussions need to be relevant to the course and formulated from the assigned module tests, power point slides, case studies, and/or book material.

Given that the participation on the discussion boards makes up 10% of your grade you will be assigned points once a week based on your participation for the period. Rushing participation toward the end of the semester will not make up for a lack of participation over the course of the semester so make sure you are adding to the discussions on a weekly basis.

**Minimum Requirements:**

A total of 2 points per week (each module) will be assigned for discussions. Each week, a new forum will be created for the module discussion. You will answer the question ( 1 point) as well as respond to another classmates answer (1 point) for a total of 2 points for the period. At the end of the semester your grade will be calculated based on how many points you received out of 30 total points. To be clear – you will only receive credit for each week if you post your threads during the module period. Rushing with 30 posts in module 15 will only provide 2 points out of 30 towards your final grade calculation.

**Use the classroom forum to your advantage and earned extra credit along the way!**

I strongly encourage students to divide and conquer the homework assignments and work together to distribute the load and use the discussion board to your advantage. The volume of material that is covered in the book will be substantial and the homework assignments will also be substantial. As students reach out to one another and collaborate to divide the work and discuss the questions and answers for each homework assignment they are also able to receive extra credit weekly discussion points. Use this model to your advantage to divide up the homework questions and collaborate together to work smarter.

---

### **Homework (50% of Overall Grade)**

Homework makes up a great deal of your overall grade and allows you to manage how well you do in the course in a self-paced and collaborative manner. The degree to which you collaborate on assignments will determine the amount of work assigned. If there is no collaboration on the discussion board related to the assigned homework I will assume there is not enough work being assigned and the number of assigned tasks will increase accordingly. In short, work together, work smarter not harder, and learn to organize and divide and conquer the assigned tasks. These are critical team-building skills that will be useful in your future careers and definitely in this course.

The assignments will be posted every Sunday evening in advance of the due date to give you plenty of time to complete the assigned tasks. An announcement will be made with details of the assignment which will send an email to everyone in the class. It will be your responsibility to check the assignments section and be aware of what is due and when.

In order to receive full credit for all homework, each student will be required to complete the module test and other assigned tasks that will be available in the assignments section on blackboard. The details of the homework have been outlined in the syllabus for your convenience. Again, it will be your responsibility to check the assignments and announcement sections each week to ensure that you are aware of changes.

The Module test will be due at the end of the period defined for each module and will be based on the assigned readings, videos, and powerpoint material.

As stated in the discussion boards posting section, students can divide the questions and assignment material and work together to distribute the workload. The volume of questions will typically warrant such an approach and students will obtain participation points in the process.

Example:

Student A – Team Lead:

Student A will reach out to the class and divide the list of questions evenly. If there are 60 questions in the homework module test assignment and 6 students in the course, then each student gets 10 questions that they will work together on the discussion board to post questions and answers to the questions so as to distribute the load required to be successful on the test. This could be a rotational role or one student managing throughout the semester. Extra credit will be assigned to this student for their active role required to coordinate activities.

Student B – Team Participant(s):

The student will accept the question block provided by the Team Lead and post the answers on the discussion board in time for other peers to be able to complete the homework assignment for the period. You will be working as a team member in a group of your peers.

In sum, If you participate in the discussion board and work as a team on the assignments, then each one of you will be stronger as a team. Your assigned tasks will prepare you for the mid-term and the final building a study guide to each exam as you move together as a team. I strongly encourage you to take advantage of the model noted above. If you work together you will all be successful in this course.

*“United we stand, divided we fall...”*

**Mid term (20% of Overall Grade)**

The mid term is a take home assignment and details will be provided 2 weeks prior to the submission date. If you work together as a class to complete all homework assignments then you will have a thorough exam guide for the mid-term.

**Final (20% of Overall Grade)**

The final is a take home assignment and details will be provided 2 weeks prior to the submission date. The final exam is not a cumulative exam. If you work together as a class to complete all homework assignments then you will have a thorough exam guide for the final exam.

**Extra Credit (+ 10% of Overall Grade)**

There will be a number of extra credit assignments associate to case studies, lab exercises, and other opportunities throughout the semester to earn extra credit. If you have a special project from work that you would like to work on, an idea that you would like to propose, and/or a group exercise that you would like to conduct in order to receive extra credit I will review it and assign extra credit points accordingly.

---



---

## Course Structure and Content

This course is designed to be dynamic and change to meet the needs and interests of the class. Typically, all assignments will be posted in advance of the week ahead. If you wish to read ahead then refer to the assignments section on blackboard.

Frequent announcements will be posted which will also trigger an email to all student email. It is imperative that you check your student email on a regular basis as assignments and instructions are subject to change. Review the assignments section on blackboard for a full list of details with respect to the course structure and respective due dates for each assignment and test.

## Important Dates to remember

August 31	Fall Semester Classes Begin Last Day to Add 100% On-Line Class
September 6	Last Day to Add Face-to-Face or Hybrid Class
September 7	Labor Day Holiday
September 8-11	<b>Academic Advising Week-first check in with students</b>
September 14	Last Day to Drop a Class with Full Refund for Semester-Length Courses
September 18	Last Day to Resolve "I" Grades from Summer Term
September 25	Headcount Report Due to System Office
September 28 –October 2	<b>Academic Advising Week-second check in with students – identify at risk students and develop a plan for student success</b>
October 5	Last Day to Withdraw from First 8-Week Courses with Grade of "W"
October 24:	Last Day of First 8-Week Courses
October 26	First Day of Second 8-Week Courses Deadline for student application to PTK
October 27	Symposium – No Day Classes
November 2 - 6	<b>Academic Advising Week:</b> Program Directors to meet with students to review academic plan and select courses for spring semester.
November 6	Last Day to Withdraw from Semester-Length Courses with Grade of "W" (60% point)
November 10 -16	Registration for Spring Semester – matriculated students
November 11	Veterans' Day – No Classes
November 20-25	Registration for Spring Semester –begins for non-matriculated students
November 26-27	Thanksgiving Holiday – No Classes
November 30	Last Day to Withdraw from Second 8-Week Courses with Grade of "W"
November 30 –	<b>Academic Advising Week:</b> Program Directors follow-up with students who have

## Course Schedule (Assignments)

There are roughly 16 weeks between August 31st and December 22nd. The assignments and material that will be covered each week have been outlined in the assignments folder for the period as well as below.

All assignments will be available at least a week in advance and posted in the announcement by Sunday the week of the module. It will be your responsibility to make sure you review the module lesson plan each week to ensure you have the most up to date information on the assignments for the period. The biggest challenge I have observed with students in this learning model is that they do not reach out and work with others as a team and they do not check in and participate on a weekly basis. Making up for lost time in the end will not work and I encourage you to stay involved and participate early and often. As always, if there are unique and challenging circumstances that prevent you from participation for the period please reach out to me and let me know – we can work around life's curveballs but you need to stay connected and keep me advised as soon as possible:

Module and Dates	Learning Objective	Readings	Assignments Due
<b>August 31<sup>st</sup></b>	First Day of class begins. Familiarize yourself with the Blackboard content and make sure to post acknowledgement that you have read and fully understand the syllabus as instructed in your first announcement and the Module 1 Assignment Folder HINT: The weekly announcement will always contain what is due for the week ahead. If you begin each week by reviewing the announcement you will be 100% successful in this course.		
<b>Module 1</b> Week Ending: September 6 <sup>th</sup> (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete all activities noted in the Start Here section as well as the complete the Module Test outlined in the assignments tab for this week.
<b>Module 2</b> Week Ending: September 13 <sup>th</sup> (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 3</b> Week Ending: September 20 <sup>th</sup> (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 4</b> Week Ending: September 27 <sup>th</sup> (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.

<b>Module 5</b> Week Ending: October 4th (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 6</b> Week Ending: October 11 <sup>th</sup> (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 7</b> Week Ending: October 18th (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 8</b> Week Ending: October 25th (All Assignments Due by midnight)	<b>Mid-term Exam</b>		Semi-Final Due: Complete the test for the Semi-final. Refer to your historical list of questions discussed on the discussion board for study guide.
<b>Module 9</b> Week Ending: November 1st (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together. .
<b>Module 10</b> Week Ending: November 8th (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 11</b> Week Ending: November 15th (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together. tab for this week.
<b>Module 12</b> Week Ending: November 22nd (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.

<b>Module 13</b> Week Ending: November 29th (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 14</b> Week Ending: December 6th (All Assignments Due by midnight)	All Assignments and Learning Objectives for the week will be posted in the announcement for the week. Please refer to the announcement for details on the weekly assignment and extra credit for the module.	Powerpoint Lecture available on the assignments tab and Chapter Material in the book	Complete the Module Test outlined in the assignments tab for this week. Divide the questions and work together.
<b>Module 15</b> Week Ending: December 13th (All Assignments Due by midnight)	Exam Review  Read the semi-final review plan in the assignment tab		
<b>Module 16</b> Week Ending: December 20th (All Assignments Due by midnight)	<b>Final Exam Due</b>		Final Exam Due: Complete the test for the Final. Refer to your historical list of questions discussed on the discussion board for study guide.
<b>December 22<sup>nd</sup></b>	<b>Last day of class. All make-up work and assignments must be submitted no later than December 21<sup>st</sup> at midnight for grade calculation and submission</b>		

## CAVEAT

This syllabus is subject to change at any time at the instructor's discretion.