COURSE OUTLINE: HIN102 - B.A. COMP & TECH

Prepared: Theresa Mudge
Approved: Martha Irwin, Dean, Business and Information Technology

Course Code: Title	HIN102: BUSINESS ANALYSIS COMPETENCIES & TECHNIQ
Program Number: Name	2197: HEALTH INFORMATICS
Department:	COMPUTER STUDIES
Academic Year:	2024-2025
Course Description:	This course introduces students to the skills and instruments used in business analysis and informatics. Students will learn how to manage working groups in traditional face to face and online formats using typical methods of communication within an organization. By working in groups, students will learn about the development of successful teams and how to optimize different communication styles. They will develop an understanding in how to deal with colleagues and stakeholders in difficult situations through the use of critical and creative thinking. Using case studies, data sets and labs throughout this course, students will develop techniques and tools for business analysis.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2197 - HEALTH INFORMATICS** VLO 1 Assess organizational requirements for health information system technologies (HIST). VLO 4 Apply business and system analysis techniques to evaluate the effectiveness of health information systems technologies within a health-related setting. VLO 8 Communicate effectively and professionally to promote inter-professional collaboration across the organization.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.

	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	A+ = 90-100% A = 80-89% B = 70-79% C = 60-69% D = 50-59% F < 50% Students are expected to be present to write all tests in class, unless otherwise specified. If a student is unable to write a test due to illness or a legitimate emergency, that student must contact the professor prior to class and provide reasoning. Should the student fail to contact the professor, the student shall receive a grade of zero on the test. If a student is not present 10 minutes after the test begins, the student will be considered absent and will not be given the privilege of writing the test. Students exhibiting academic dishonesty during a test will receive an automatic zero. Please refer to the College Academic Dishonesty Policy for further information. In order to qualify to write a missed test, the student shall have: a.) attended at least 75% of the classes to-date. b.) provide the professor an acceptable explanation for his/her absence. c.) be granted permission by the professor. NOTE: The missed test that has met the above criteria will be an end-of-semester test. Labs / assignments are due on the due date indicated by the professor. Notice by the professor will be written on the labs / assignments and verbally announced in advance, during class. Labs and assignments that are deemed late will have a 10% reduction per academic day to a maximum of 5 academic days at 50% (excluding weekends and holidays). Example: 1 day late - 10% reduction, 2 days late, 20%, up to 50%. After 5 academic days, no late assignments and labs will be accepted. If you are going to miss a lab / assignment deadline due to circumstances beyond your control and seek an extension of time beyond the due date, you must contact your professor in advance of the deadline with a legitimate reason that is acceptable. It is the responsibility of the student who has missed a class to contact the professor immediately to obtain the lab / assignment. Students are responsible for doing their own work. Labs / assignments that are handed in and are deemed identical or near identical in content may constitute academic dishonesty and result in a zero grade. Students are expected to be present to write in-classroom quizzes. There are no make-up options for missed in-class quizzes. Students have the right to learn in an environment that is distraction-free, therefore, everyone is

expected to arrive on-time in class. Should lectures become distracted due to students walking in late, the professor may deny entry until the 1st break period, which can be up to 50 minutes after class starts or until that component of the lecture is complete.

The total overall average of test scores combined must be 50% or higher in order to qualify to pass this course. In addition, combined tests, Labs / Assignments total grade must be 50% or higher.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Apply best practices for analyzing data in health care.	1.1 Apply basic formulas and descriptive statistics in Microsoft Excel. 1.2 Calculate key indicators. 1.3 Apply data quality policies and procedures.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Develop working knowledge of Microsoft Excel and Microsoft Power BI to support business analytics.	2.1 Develop pivot tables. 2.2 Create dashboards. 2.3 Develop and use forecast sheets.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Develop working knowledge of quality improvement tools.	3.1 Define the types of quality improvement tools and their application in business analytics. 3.2 Create tree maps, scatter charts, and histograms. 3.3 Create filled map charts and spark lines.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
Develop working knowledge of software and media tools to support data visualization and information dissemination.	4.1 Explain the importance and application of data visualization and information mapping. 4.2 Create web pages. 4.3 Create infographics.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	40%
Case Study	30%
Project	30%

Date: June 16, 2024

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.