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

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Course Code: Title	HIN102: BUSINESS ANALYSIS COMPETENCIES & TECHNIQ
Program Number: Name	2197: HEALTH INFORMATICS
Department:	COMPUTER STUDIES
Semesters/Terms:	20W
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. Throughout this course, students will develop techniques, tools, and documents they will be able to utilize as they progress through this program.
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
Other Course Evaluation & Assessment Requirements:	Due to varying program standards, some courses may require a higher passing grade. A passing grade in a course in one program may not be considered a passing grade in that course in another program.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Apply best practices for working effectively in teams.	1.1 Identify stages of team development life cycle. 1.2 Identify how to run effective meetings. 1.3 Understand productivity fundamentals when working in teams. 1.4 Understand different personality types and how to work effectively with others.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Develop working knowledge of Microsoft Excel to support business analytics.	2.1 Apply basic formulas and descriptive statistics in Microsoft Excel. 2.2 Create graphs in Microsoft Excel. 2.3 Develop pivot tables Microsoft Excel. 2.4 Apply slicers in Microsoft Excel. 2.5 Create dashboards Microsoft Excel. 2.6 Develop and apply macros. 2.5 Develop and use forecast sheets in Microsoft Excel.
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 histogram charts, control charts, and pareto charts.
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 in Adobe Spark. 4.3 Create infographics.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	50%
Exams	30%
Project	20%

Date:	February 20, 2020
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.