Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
**COURSE SYLLABUS**

**BUSI 311**  
**INTRODUCTION TO HEALTHCARE ADMINISTRATION**

**COURSE DESCRIPTION**

Explores the field of healthcare management related to the global healthcare system. Topics explored include, but not limited to, a historical overview, theoretical foundations, and history and major characteristics of development. Addresses the application of managerial concepts and practices to healthcare organizations exploring healthcare provider types; cost, access and quality of care; and the future of health services delivery.

**RATIONALE**

The field of health care is constantly evolving, impacted by innovation in science and technology, regulated by state, government and corporate entities, and growing in demand. The ultimate goal of the administration of health care is to provide efficient and effective value added products and services to patients and stakeholders centered on cost, access, and quality of care.

I. **PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](http://bookstore.mbsdirect.net/liberty.htm).

II. **REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: [http://bookstore.mbsdirect.net/liberty.htm](http://bookstore.mbsdirect.net/liberty.htm)

III. **ADDITIONAL MATERIALS FOR LEARNING**

A. Computer with basic audio/video output equipment  
B. Internet access (broadband recommended)  
C. Microsoft Office

IV. **MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

A. Integrate a biblical worldview within the area of healthcare management.  
B. Evaluate the evolution of the United States healthcare system and identify future challenges.  
C. Compare and contrast the types of healthcare providers.
D. Discuss key issues related to cost, access, and quality of care in the 21st century healthcare environment based upon knowledge of current literature and industry best practices.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations

B. Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (8)

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. Each thread must be at least 300 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply must be at least 250 words. Each thread and reply must include a biblical integration and at least 2 peer-reviewed source citations in current APA format (in addition to the textbook).

D. Research Project

Annotated Bibliography

The student will be placed into a group for the collaborative group project. Part 1 requires each group to research 20 scholarly journal articles from peer-reviewed journals to establish research for Part 4 of the collaborative group project. The student will use a provided template to annotate each source. Current APA formatting must be used.

Peer Evaluations (4)

After each part of the collaborative group project, the student will evaluate the contributions of each of their group members using the Peer Evaluation Form. The student will also be evaluated by his/her group members. The resulting scores will be used to provide a final Peer Evaluation score for each part of the collaborative group project. All Peer Evaluation scores will be awarded provisionally.

Outline

Each group will complete a full sentence outline in preparation for Final Document of the collaborative group project. The outline will include a thesis statement, the research question(s)/issues being answered/addressed, how much space will be allotted to each section of the paper, and a preliminary reference list of at least 20 sources.

Draft

Each group will be responsible for constructing and reviewing the draft document. The student will work collaboratively with the members of his/her group on a
4,500–6,000-word paper in current APA format. The topic area of the paper will be selected from 6 options; repeated topics are not allowed.

Final Document

Each group will be responsible for constructing and reviewing the final document. The student will work collaboratively with the members of his/her group on a 4,500–6,000-word paper in current APA format.

E. Quizzes (8)

The student will complete 8 open-book/open-note quizzes that contain multiple-choice questions. The student will have 50 minutes to complete each quiz.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (8 at 50 pts ea)</td>
<td>400</td>
</tr>
<tr>
<td>Research Project</td>
<td></td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>50</td>
</tr>
<tr>
<td>Peer Evaluations (4 at 25 pts ea)</td>
<td>100</td>
</tr>
<tr>
<td>Outline</td>
<td>50</td>
</tr>
<tr>
<td>Draft</td>
<td>60</td>
</tr>
<tr>
<td>Final Document</td>
<td>100</td>
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<tr>
<td>Quizzes (8 at 30 pts ea)</td>
<td>240</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
</tr>
</tbody>
</table>

B. Scale

A = 900–1010  B = 800–899  C = 700–799  D = 600–699  F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Quizzes/Tests/Exams
For timed quizzes/tests/exams, the student is required to complete the quiz/test/exam within the assigned time. For the student who exceeds this time limit, a penalty of 1 point will be deducted for each minute, or part thereof, he/she exceeds the assigned time limit.

E. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
**COURSE SCHEDULE**

**BUSI 311**


<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1           | Buchbinder & Shanks: ch. 1 1 presentation | Course Requirements Checklist  
DB Forum 1  
Quiz 1 | 10  
50  
30 |
| 2           | Buchbinder & Shanks: chs. 2–4 1 presentation | DB Forum 2  
Quiz 2 | 50  
30 |
| 3           | Buchbinder & Shanks: chs. 5, 7 1 presentation | DB Forum 3  
Research Project – Annotated Bibliography  
Research Project – Peer Evaluation 1  
Quiz 3 | 50  
50  
25  
30 |
| 4           | Buchbinder & Shanks: chs. 6, 8 1 presentation | DB Forum 4  
Research Project – Outline  
Research Project – Peer Evaluation 2  
Quiz 4 | 50  
50  
25  
30 |
| 5           | Buchbinder & Shanks: chs. 9–10 1 presentation | DB Forum 5  
Research Project – Draft  
Research Project – Peer Evaluation 3  
Quiz 5 | 50  
60  
25  
30 |
| 6           | Buchbinder & Shanks: chs. 11–13 1 presentation | DB Forum 6  
Quiz 6 | 50  
30 |
| 7           | Buchbinder & Shanks: ch. 14 1 presentation | DB Forum 7  
Research Project – Final Document  
Research Project – Peer Evaluation 4  
Quiz 7 | 50  
100  
25  
30 |
| 8           | Buchbinder & Shanks: chs. 15–16 1 presentation | DB Forum 8  
Quiz 8 | 50  
30 |

**Total** 1010

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on Friday.