

**NEW MEXICO STATE UNIVERSITY  
COLLEGE OF HEALTH AND SOCIAL SERVICES  
DEPARTMENT OF HEALTH SCIENCE  
HLS 457-M01: Administration of Health Programs  
Web-Enhanced  
Fall 2007 Course Syllabus**

<b>INSTRUCTOR:</b>	Susan L. Wilson, PhD Associate Professor Department of Health Science College of Health & Social Services New Mexico State University P.O. Box 30001, MSC 3HLS Las Cruces, New Mexico 88003
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<b>OFFICE HOURS:</b>	11:45 am – 12:45 pm, T, Th 10:00 – 12:00 W Other times by appointment Please contact me by e-mail or telephone to schedule an appointment. .
<b>COURSE VENUE</b>	<b>1020-1135 TR Room: HSS 320</b>
<b>COURSE WEBSITE:</b>	Course website: <a href="http://salsa.nmsu.edu/">http://salsa.nmsu.edu/</a> This is an Web-CT enhanced course. Students will need a NMSU global ID in order to access the course website. Supplemental materials will be posted for students at the course website. Also, students will turn some assignments in online. <ul style="list-style-type: none"><li>• For WebCT tutorial and other useful information from NMSU's Office of Distance Education, click on the following link → <a href="http://distance.nmsu.edu/webct_tutorials/index.html">http://distance.nmsu.edu/webct_tutorials/index.html</a></li><li>• For information about the skills and technology/equipment requirements for using the online functions, click on the following link→ <a href="http://distance.nmsu.edu/prospective/self_eval_tech.html">http://distance.nmsu.edu/prospective/self_eval_tech.html</a></li><li>• When submitting anything online, please submit using a “.doc” (Microsoft Word format) or “.pdf” format. This can be done with Word or another word processing package that allows saves in the appropriate format.</li><li>• The final presentation must be submitted in MS PowerPoint or as a presentation format saved in “.pdf” format to create your presentation for this course.</li></ul>

*This Syllabus is Subject to Change as announced on the Course Website.*

For information regarding the course content, please contact the instructor at [wilsonsl@nmsu.edu](mailto:wilsonsl@nmsu.edu)

### **COURSE DESCRIPTION:**

Covers administrative responsibilities, organizational theory, strategic planning, and systems theory as applied to the administration of a variety of health programs. Prerequisite: HL S 395 or HL S 450, or consent of instructor.

### **COURSE GOALS:**

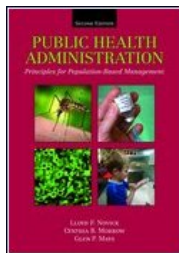
- Achieve familiarity with the various components of public health administration
- Understand interrelationships among various public health administrative components
- Acquire the ability to apply knowledge and understanding gained to important decision making processes that help solve public health administration problems
- Appreciate the unique characteristics of public health administration

### **COURSE OBJECTIVES:**

By the end of this semester, each student will be able to:

- Describe the role of administration in public health
- Explain the core areas of public health
- Explain various theories of organization for health programs
- Explain the process of strategic planning in health organizations
- Describe how systems theory can be applied to the administration of health programs
- Analyze the issues that may have produced the health care “crisis” in the United States
- Present a logical marketing plan for health promotion
- Describe the various management tools that are available when addressing health administration issues
- Compare and contrast various approaches to health administration

### **REQUIRED TEXTBOOK:**



#### **[Public Health Administration: Principles for Population-Based Management, Second Edition](#)**

Lloyd F. Novick, MD, MPH, Cynthia B. Morrow, MD, MPH, Glen P. Mays, PhD, MPH

**ISBN 13:** 9780763738426

**ISBN 10:** 0763738425

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**RECCOMENDED TEXTBOOK:**

**[Introduction to Health Care Management](#)**

Sharon B. Buchbinder, RN, PhD, Towson University, Maryland, Maryland, Nancy Shanks, PhD, Metropolitan State College of Denver, Denver, Colorado

**ISBN 13:** 9780763734732

**ISBN 10:** 076373473X

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**CONTACTING THE INSTRUCTOR:** *E-mail is your best choice!*

Be sure to include pertinent information in the subject line of your email. For example, if you were to need clarification about Assignment 2, the following would appear in the subject line: *Request clarification of Assignment 2.*

- Please do not forget to put your name on your email. If you do not identify yourself, you may get your email back (without an answer to your question) to resubmit.
- I make an effort to respond to messages as quickly as possible (within 24 hours), but there are times when I have to be out of town and may not have immediate access to a computer. Also, sometimes I do not access the computer over the weekend, so if you send me a message late on Friday, I may not see it until Sunday night or Monday morning.

<b><u>EVALUATION CRITERIA</u></b>		<b><u>GRADING SCALE</u></b>
(3) Online Exams (multiple choice; true/false; multiple answer; matching) (3 Exams x 100 Points each).	300	A= 900-1000
One (1) Administrative Proposal	400	B= 800-899
Other Assignments	300	C= 700-799
		D= 600-699
		F= <599
<b>Total:</b>	<b>1000</b>	
<b><u>Reminder:</u></b>		
<ul style="list-style-type: none"> <li>• A grade of “incomplete” is strongly discouraged and will be given only if the student is unable to complete the course requirements do to circumstances beyond his/her control.</li> </ul>		

**ACADEMIC INTEGRITY:**

In all matters, this class will be governed by an “honors code” and will abide by the formal NMSU policies and standards on academic integrity. *Cheating or plagiarism will not be tolerated and will constitute grounds for expulsion from the course.*

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## **STUDENTS WITH DISABILITIES**

If you have, or believe you have, a disability and would benefit from classroom accommodation(s), please contact the Services for Students with Disabilities (SSD) Office located at Garcia Annex [Phone: 646-6840; TTY: 646-1918] to register with them.

All medical information is treated confidentially. It is your responsibility to register with SSD and obtain accommodation documents early in the semester. If you have already registered with SSD, please ensure that your instructor receives a copy of the accommodation memorandum with the first two weeks of class. If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the Instructor.

**Discrimination:** EEO/ADA & Employee Relations, 646-3333 (Hadley Hall, 15) Ms. Angela Velasco.