



WAYLAND BAPTIST UNIVERSITY
VIRTUAL CAMPUS
SCHOOL OF BUSINESS

SYLLABUS

1. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.
2. Course: **HLAD 4340 – VC01, Long-Term Health Care Administration**
3. Term: **FALL 2017**
4. Instructor: **Mr. Enrique Ferreira**
5. Office Phone Number and WBU Email Address: **enrique.ferreira@wayland.wbu.edu**
6. Office Hours, Building, and Location: **Virtual Office Hours – Will access e-mail 3x/daily**
7. Class Meeting Time and Location: **Weekly, Mon, 12:05am/0005hrs–Sun, 11:55pm/2355hrs, CST, BB**
8. Catalog Description: **Legal, social, and economic ramifications of directing a skilled, intermediate, or other long-term care facility.**
9. Prerequisites: None
10. **Required Textbook and Resources:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Nursing Home Administration</u>	Allen	7th	2016	Springer	9780-82612-8546	3/16/16

11. Optional Materials: None

12. **Course Outcome Competencies:**

Upon completion of this course the student should be able to:

- Identify the basic organizational structure of Nursing facility management
- Cite the requirements for Nursing Home Administrators License.
- Identify the key functional areas of the nursing facility.
- Cite the educational requirements of the nursing home administrator.
- Identify key requirements for Texas State Nursing Home Licensure.
- Cite the Federal Laws and Regulations that govern the Nursing Facility.
- Cite criteria required for certification of nursing facilities.
- Identify the nine federal core knowledge areas required for nursing facility administrators.
- Explain the significance of the resident assessment.
- Identify the six content areas “Domain of Practice” for the National Licensure Examination.
- Explain the requirements for Nursing facility admission as applicable to Medicaid and Medicare clients.

13. **Attendance Requirements:** Online Students - Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Attendance is very important to your success in this class. This “attendance” involves completion of assignments in a timely manner as well as timely participation in Discussion Board. Meeting deadlines is very important. In the event of an anticipated missed assignment or activity, it is the student’s responsibility to contact the instructor before the due date to make any potential and appropriate arrangements. Absences will affect your grade. Missing more than 25% of the assignments will result in a failing grade for the course.

14. **Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

15. **Disability Statement:** “In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.”

16. **Course Requirements and Grading Criteria:**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

- The total average of the Weekly submissions will constitute 60% of the final grade.
 - The due dates for both the article and case study submissions will be due by Wednesday NLT 11:55pm (CST) of each week and the peer responses will be due NLT Friday, 11:55pm (CST) but no earlier than Thursday, 12:01 am (CST). This will allow all to have reasonable access and time to respond accordingly.
- Two examinations will be given.
 - A mid-term examination will be held the 6th class
 - A final exam given on the last class.
 - These essay examinations will not require a proctor.
 - The two examinations will each constitute a total 20% of the student’s final grade.
- An in-depth Term Paper project is 20% of your grade. It must be developed on an approved topic encompassing extensive library and Internet research. It will be in APA format with proper citations. The paper will consist of no more than a title page, abstract, 8 pages of content and a reference page.

Grading Criteria:

Participation in Discussion Board	60%
Midterm	10%
Term Paper	20%
Final	10%

Grading Scale:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

W=	Approved Withdrawal
WP=	Approved Withdrawal Passing
WF=	Withdrawal Failing
I=	Incomplete

Each week the student is to:

- Read and study the assigned textbook chapters,
- Access the Internet Links if provided
- Complete all assignments found by clicking the Course Content Tab and completed no later than each Sunday by 11:55 p.m./2355 hrs. CST/BB of the assigned week.
- The student may find his/her grades weekly by accessing the “grade book” found by clicking the Tools bar in the course menu.
- The students have a full week to complete the weekly assignments; therefore, no assignments will be accepted late.

17. Tentative Schedule: (Calendar, Topics, Assignments)

Class	Weekly Readings	Subjects	Page
1	Aug 21 rd – Aug 25 th	Introduction Article 1 Submission / Case Study	
2	Aug 28 th – Sep 1 st	Managing the Healthcare Organization Article 2 Submission/ Case Study	pp. 1-90
3	Sep 4 th – Sep 8 th	Managing Human Resources / Paper Topic Due Article 3 Submission / Case Study	pp. 91 – 178
4	Sep 11 th – Sep 15 th	Managing the Finances Article 4 Submission / Case Study	pp. 179 – 223
5	Sep 18 th – Sep 22 nd	Depreciation and Budgeting Article 5 Submission / Case Study	pp. 224 – 270
6	Sep 25 th – Sep 29 th	Mid-Term Examination	

7	Oct 2 nd – Oct 6 th	The Continuum of Long Term Care Article 6 Submission / Case Study	pp. 271 – 333
8	Oct 9 th – Oct 13 th	Laws and Regulations Article 7 Submission / Case Study	pp. 334 – 382
9	Oct 16 th – Oct 20 th	Resident Skills Article 8 Submission / Case Study	pp. 383 – 480
10	Oct 23 rd – Oct 27 th	Setting Policies; Term Papers Due Article 9 Submission / Case Study	pp. 481 – 532
11	Oct 30 th – Nov 3 rd	Final Examination	

This syllabus is not a binding contract between the Professor and the Student. It is subject to change whenever the Professor deems the change will improve the course.