SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT
Health Science Center
Spring Semester 2014 Course Syllabus & Information

Course Title: HAN 462 - Developing Health Information Systems
Course Location: TBD
Instructor: Carmen McCoy
Email address: carmen.mccoy@stonybrook.edu
Office Hours: By Appointment

Course Description: This course includes an introduction to fundamental hardware and software concepts, operating systems and GUI environments. A range of Windows application software such as spreadsheet and database software are considered. The remainder of the course introduces the concept of the system development life cycle, and data and process modeling techniques. The various phases of the system development life cycle are considered. Consideration is given to implementation of elementary information processed, definition of windows forms, queries and reports.

Goal: To establish a strong foundation in developing health information systems.

Course Objective: Upon completion of this course, students will be able to:

1. Discuss the systems development life cycle and its four phases.
2. Identify the different types of system development methodologies used.
3. Discuss the different skills and roles on the project team.
4. Employ how to perform a feasibility analysis.
5. Discuss how to create a system request.
6. Demonstrate how to create a project work plan or timeline.
7. Discuss computer-aided software engineering, standards, and documentation to improve the efficiency of a project.
8. Describe requirements analysis techniques and how to create the requirements definition document.
9. Define use cases and their role in systems development.
10. Define the rules and style guidelines for data flow diagrams and the process used to create data flow diagrams.
11. Compare and contrast data and process modeling.
12. Identify business strategies for organizations using the Internet and Intranet.
13. Generalize how to ask pertinent questions that will determine which system should be used, and how to design the optimal system.
14. Evaluate options for system design and acquisition and become familiar with criteria used in evaluating commercial software packages.
15. Discuss the fundamental components of an information system and how to create a software and hardware specification document.
17. Discuss how operational, performance and security requirements affect architecture design and demonstrate how to create hardware and software specification.
18. Discuss the process of user interface design, structure and standards.
19. Discuss an effective plan for implementing a health information network and the issues that affect that plan.
20. Demonstrate how to use MS Visio to create a time-line and process models.
21. Demonstrate how to create a project plan and a training plan.
22. Discuss the system construction process and tests associated with systems development.
23. Discuss systems implementation and elements of a migration plan.
24. Identify the different types of conversion strategies and when they should be used.
25. Discuss techniques for change management and the post installation process.


Blackboard:
Students will use Blackboard to view grades and course syllabus.

MS SharePoint:
Students will use MS SharePoint to locate additional reading/class assignments, presentation slides, videos, to review important notices regarding class, discuss class topics, and to access course documentation. MS SharePoint will also be used to collaborate with your peers and instructor. Students are required to check MS SharePoint regularly to remain informed about senior year project, changes to class schedules and/or content.

Attendance:
Attendance is mandatory and will be reflected in the student’s class participation grade. Attendance will be taken at the beginning of every class. It is the responsibility of the student to ensure that they have signed the attendance sheet. Please refer to the orientation packet section describing the School of Health Technology and Management BSHS Program policy regarding absences and lateness.

Participation:
Participation is strongly suggested. It will be reflected in your participation grade.

Assignments:
All assignments must be submitted on or before the due date. Late projects or assignments will not be accepted. Students’ who submit their assignments via e-mail or digital drop box are responsible for verifying that the material was sent and received by
the assigned due date. Reading assignments must be completed prior to classroom lectures.

**Teaching Strategies:**

- Lectures
- Case Studies
- Group Discussions
- Computer Labs

**Evaluation:**

- Midterm 20%
- Final 25%
- Project 30%
- Participation 10%
- Assignments/Quizzes 15%

**Americans with Disabilities Act**

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, ECC (Educational Communications Center) Building, room 128, (631) 632-6748/TT. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

Students requiring emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information, go to the following web site. [http://www.ehs.sunysb.edu/fire/disabilities/asp](http://www.ehs.sunysb.edu/fire/disabilities/asp).

**Academic Integrity**

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person’s work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, and Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary at [http://www.stonybrook.edu/uaa/academicjudiciary/](http://www.stonybrook.edu/uaa/academicjudiciary/)

**Critical Incident Management**

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and School of Medicine are required to follow their school-specific procedures.
Basic Internet Etiquette
The following are a basic set of rules you should follow to create a safe, collaborative, and respectful learning environment:

- Treat others as you would like to be treated. Please be polite and courteous at all times. Always think of the person on the receiving end of your messages. If you would not say it in person, do not type it online.
- Do not TYPE IN ALL CAPITAL letters for emphasis. IT LOOKS LIKE YOU ARE SHOUTING. If you need to emphasize a word, use italics (i.e. this).
- Remember that the written word is hard to interpret. When you speak to someone, that person can hear the tone of your voice. If they can see you, they can take visual clues from your face and body to better understand your meaning. All of this is lost in text and online collaboration, and sometimes responses can come across as mean or rude, even when you did not intend them this way. This is why some people use emoticons (visual clues) to express meaning in their words. It saves a lot of confusion.

COURSE OUTLINE

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<th>Date</th>
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<th>Reading Assignments</th>
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<td>Information Systems Development</td>
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<td>Project Selection &amp; Management</td>
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<td>2/18</td>
<td>Requirements Determination</td>
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<td>Use Cases/Process Modeling</td>
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<td>System Design &amp; Architecture</td>
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<td>4/8</td>
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*The Course Outline is subject to change*