LBCC Occupational Therapy Assistant Program  
Course Syllabus  
OTA 240 Administration and Management

Winter Term 2019

**Day/Time:**      Week 1: Mon, Wed, Fri 09:00-11:50 (Jan 7, 9, 11)

Week 2: Mon,Wed, Fri 09:00-11:50 (Jan 14, 16, 18)

Week 11: Wed time TBD (Mar 20)

\*a*ll students come to the Lebanon Campus on Mar 21 for interviews and to submit portfolios*

**Location:**          120 Healthcare Occupations Center (HOC), Lebanon

**Instructor:**

* Name: Beth Moyer
* Office Hours:    12:00-2:00 Monday, Friday
* Office Location:  203 HOC
* Phone Number:         541-8831
* Email Address:                beth.moyer@linnbenton.edu

**Resource(s):**

* Required:                 *Management and Administration for the OTA*, Karen Jacobs, Ed., Slack,

Inc., 2016.

**Course Prerequisite(s):** Admission into OTA Program

**Course Description:** This course provides students the opportunity to learn health administrative concepts and to practice clinical management skills. Topics include governmental regulation, organizational improvement, workload management, reimbursement methods, and inventory systems.

Resume-writing, job-searching and job-interviewing are also covered.

**Course Learning Outcomes:**

1. Identify federal and state legislation and regulation that affect the practice of occupational therapy, including national credentialing requirements and state licensure, certification, or registration requirements.
2. Compare and contrast various financial reimbursement systems.
3. Express awareness of the importance of participation in organizational quality assurance and quality improvement programs.
4. Prepare a plan to manage one’s workload using organization, prioritization, and time-management skills.
5. Develop a job resume, conduct a job search, and prepare for a job interview for an entry-level occupational therapy assistant position.

**Learning Activities:** Completing reading and writing assignments. Listening to lectures. Participating in group discussions and activities.

**Assessment Tasks:** Achieving passing grades on written examinations and on oral and/or written assignments.

**Grading Criteria:**

* Quiz 1 15%
* Quiz 2 15%
* Quiz 3 20%
* Project 1 = 20% (Resume and cover letter)
* Project 2 = 10% (Inventory Systems)
* Project 3 = 10% (Portfolio)
* Mock Interview = 10%

**Grading Scale:**

* A =                       90% to 100%
* B =                       80% to 89%
* C =                        75% to 79%
* Fail =                      < 75%

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**Diversity Statement:**

The LBCC community is enriched by diversity.  Each individual has worth and makes contributions to create that diversity at the college.  Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill.

**Services to Students with Disabilities Statement:**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class.  If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CRAR), please visit the **CFAR Website** for steps on how to apply for services or call 541-017-4789.

**Philosophy on Attendance and Participation:**

See Occupational Therapy Assistant Student Manual

**Policy on Late Assignments and Missed Examinations:**

See Occupational Therapy Assistant Student Manual

**Policy on Academic Integrity:**

See Occupational Therapy Assistant Student Manual

**This syllabus is subject to change. 1/4/2019**