

UCLA School of Public Health
Masters in Public Health for Health & Allied Professionals

Syllabus

HS 249N – Accessing, Analyzing and Presenting Health Care Management Data

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TA: TBA

Background: This course is about finding, analyzing and presenting data in support of health care management decision making. The “finding data” component will survey publicly available data accessible via the Internet or available in printed form at most libraries. The “analyzing data” component will provide students with a working knowledge of the spreadsheet application EXCEL and experience using this software to manipulate data. Finally, the “presenting data” component will present some techniques and proper styles for integrating text, PowerPoint presentations and data.

Objectives:

1. Provide health care professionals with an introduction to public access health care data sources.
2. Develop or improve basic spreadsheet skills.
3. Improve data presentation techniques.

Schedule: This course meets from 7:00 to 9:00 Friday evenings each session in 41-268 CHS. During the seventh session of this course students will present the results of their research and analysis conducted in this course and in the HS 597 – Empirical Methods course.

Materials: There is no textbook for the fall quarter of the course. Photocopied materials will be distributed from time to time.

You will need access to a personal computer. Either Apple OS or Windows is acceptable. You should have access to a spreadsheet application, such as EXCEL a word-processing application, and PowerPoint

Grades: Satisfactory or Unsatisfactory. Attendance is mandatory. You must notify your instructor before class if you are unable to attend. You will not pass this course if you miss more than two sessions.

Assignment: Your course grade will be based entirely on the successful completion of four short assignments. Two of these assignments require students to manipulate some instructor-supplied data using EXCEL. The third EXCEL assignment requires the student to prepare a few tables and charts using data from the Empirical Methods research project. The fourth assignment is a brief memorandum describing a health care data source found by the student.

Schedule

- Session 1 September 20th (meet in room 41-268 CHS)
Program overview
Guest lecturer - Dr. Paul Torrens
- Session 2 October 4th (meet in room 41-268 CHS)
EXCEL 1 – spreadsheet basics

Assignment 1
- Session 3 October 11th (meet in room 41-268 CHS)
EXCEL 2 – spreadsheet calculations and manipulations

Assignment 1 due
Assignment 2
- Session 4 October 25th (meet in room 41-268 CHS)
Finding data 1

Assignment 2 due
Assignment 3
- Session 5 November 8th (meet in room 41-268 CHS)
Finding data 2
- Session 6 November 22nd (meet in room 41-268 CHS)
EXCEL 3 – using spreadsheets to make charts and tables
PowerPoint – adding spreadsheet prepared charts and tables to presentations

Assignment 3 due
Assignment 4
- Session 7 December 13th (meet in room 41-268 CHS)
Presentations

Assignment 4 due as part of the HS 597 presentation