Confederation COLLEGE

Health Informatics
2024-25 Program Handbook

Health Informatics Program Handbook

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Coordinator Welcome

Welcome to Confederation College and the Health Informatics Program.

Program Overview: The Health Information Program prepares you for a dynamic career at the crossroads of healthcare and technology, where data-driven insights lead to better patient outcomes and more efficient organizational operations. Through an integrated curriculum, you'll gain proficiency in health analytics and business intelligence tools, developing the technical expertise to collect, analyze, and interpret a wide range of healthcare data. Equally important are the program's emphases on collaboration, ethics, and legal compliance, ensuring you understand how to safeguard patient information while meeting professional and organizational standards.

By applying real-world strategies to improve patient safety, inform clinical decisions, and optimize workflows, you'll be ready to tackle emerging challenges in modern healthcare environments. You'll also learn the fundamentals of project management and quality improvement, coordinating teams and initiatives that harness technology to support health services. Graduates leave equipped to anticipate and respond to ever-evolving healthcare needs, whether managing projects, driving quality assurance, or leading interdisciplinary efforts to transform data into actionable knowledge. Ultimately, this program empowers you to be a catalyst for innovation, using health data and change-management strategies to shape informed decisions and create a meaningful impact in the healthcare sector.

We look forward to helping you achieve your career goals!

Gustavo Rodrigues Petterle

Coordinator, Health Informatics

Coordinator Contact Information

Gustavo Rodrigues Petterle

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1. Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

Program Coordinator:	**Gustavo Rodrigues Petterle**
Email address:	grodrig2@confederationcollege.ca
Student Success Advisor:	**Shannon Maloney**
Email address:	Shannon.Maloney@confederationcollege.ca

[Student Success Advisors - Contact Information | Confederation College](#)

We wish you all the best in your studies!

2. Program Credential and Courses

[Health Informatics](#)

Explanation of credential and courses

1-Year Ontario College Graduate Certificate

Students in this one-year College Graduate Certificate program take seven (7) courses per semester.

The standard sequence of courses for the Health Informatics program are as follows:

Semester 1		Semester 2	
CS 106	Intercultural Communication	GB 501	Project Management
GB156	Microsoft Excel	HI 200	Health and Data Acquisition & Management II *****
HI 100	Health Data Acquisition & Management I	HI 201	Statistics for Data Analytics
HI 101	Data Collection and Ethics	HI 202	Communicating with Data in an Inter-Professional Team
HI 102	Database Management & Warehousing	HI 203	Data Mining for Health Analytics *****
LH 100	Health Systems and Policy	HI 204	Leadership and Management of Change in Health Informatics
SY 006	Sociology of Community: The Indigenous Context	HI 205	Capstone Project *****

Some courses require students to successfully complete pre-requisite courses to take the next course.
Courses marked with an asterisk (*) require pre-requisite courses.

Degree Works is a web-based assessment tool to assist you in tracking your progress throughout your program.

Please refer to [Degree Works](#), or reach out to your Coordinator or Student Success Advisor if you have any questions or concerns about missed pre-requisite courses.

Health Informatics Ontario College Graduate Certificate Planner

Course Planner Checklist   Name:_____ Student # _____

Full-Time Program Requirements	✓ have (Grade)	X need
SEMESTER 1		
CS 106 Intercultural Communication		
GB 156 Microsoft Excel		
HI 100 Health Data Acquisition & Management I		
HI 101 Data Collection and Ethics		
HI 102 Database Management & Warehousing		
LH 100 Health Systems and Policy		
SY 006 Sociology of Community: The Indigenous Context		
SEMESTER 2		
GB 501 Project Management		
HI 200 Health and Data Acquisition & Management II		
HI 201 Statistics for Data Analytics		
HI 202 Communicating with Data in an Inter-Professional Team		
HI 203 Data Mining for Health Analytics		
HI 204 Leadership and Management of Change in Health Informatics		
HI 205 Capstone Project		

Note: Please check Degree Works for the most recent version of your programs' courses.

3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website (link provided) and also on page 10 of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the Health Informatics program.

General Class Structure
On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, explain the grading system. Along with the outline, you will be provided a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

Distance Education students will be contacted by DE staff for an orientation and to share program specific requirements for students who attend online.

Professors will use your college email address and/or Blackboard as a means of communication.

It is your responsibility to check your college email regularly.

4. Program Expectations

Attendance / Participation / Missed Tests & Assignments

- Success is directly related to attendance. It is expected that you will attend all classes.

- Absences for legitimate and documentable reasons do occur BUT **your professors need to be made aware – either prior to, or immediately following the absence.** Waiting to contact a Professor for multiple weeks or months is not acceptable.

- If you are absent from class, you must find out what you missed from your classmates or professor. Your professor will not come to you or re-teach the material.

- Legitimate and documentable reasons for missing class need to be discussed in advance with your Professor. Examples include the following:
    - Illness or Medical Emergency:
        - If you are sick or experience a medical emergency, you should inform your professor as soon as possible, preferably before the class.
    - Court summons, jury duty:
        - A court summons or jury duty notice serves as documentation.
    - Death of family member:
        - Documented through discussion with your Professor.

- Unacceptable reasons for missing class include the following:
    - Procrastination or poor time management
    - Sleeping in
    - Trips
    - Work

- If you miss a test/exam/quiz without a legitimate reason, you may receive a grade of zero (0).

- Some courses allow a comprehensive test to replace one missed test grade of zero (0). Some courses do NOT allow this. Consult your professor to determine if this is an option.

- If you miss an in-class assignment or activity (ones that are given and completed within the scheduled class time) without a legitimate reason, you will receive a grade of zero (0).

- Assignments, projects, essays, etc. (given as "homework" with a due date) are due on the assigned date. Late submissions will be penalized as per each professor's guidelines. Please ensure you are aware of the deductions for every course, as this will likely vary depending of your professor.

- You CANNOT submit a semester's worth of work at the end of the semester. Assessments are continuous throughout the semester.

- The last day of the semester is the final day to submit work. Beyond that date, work will not be accepted, unless previously discussed with and approved by your Professor.

- Assignments are to be submitted in the manner prescribed by your Professor. For example, some Professors require assignments to be submitted via hard copy while others will accept electronic attachments (via email and/or Blackboard Dropbox). Follow the submission instructions provided by your Professor for each assignment. Professors are NOT required to print off your papers or projects, etc. This is YOUR responsibility.

- Distance Education students must contact the DE department for testing instructions. This includes approved testing centres, proctors and specific program requirements. Please ensure you do this at the beginning of the semester to ensure you are aware of the process prior to test time.

Teamwork

A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group-based project/assignment within the program coursework.

Individual students who fail to meet this expectation, without documented extenuating circumstances may receive a failing grade in the project/assignment. Guidelines will be provided outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear.

Grading

In order to be successful in the Health Informatics program, you must not only obtain a minimum of 50% in each course, but also an overall average of 60% throughout the 14-course requirement.

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#)**.**

Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.

- **Bring a drink or small snack to class if you need.** (Certain lab/shop environments prohibit this, so ask your professor if you are unsure). Dispose of your own garbage.

- **Turn off your cell phone in class**. If you must answer a call, leave the classroom quietly so you do not disturb the class. Tell your professor before class if you are expecting a call that you will have to answer.

- **Focus on what's happening in class.** Talking to or distracting classmates while the professor is speaking is considered disrespectful and disruptive.

- **Arrive on time to class.** If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.

- **Ask for help when you need it.** We have many supports available to all students to help them be successful.

- **Participate during the class.** Students are encouraged to pay attention, take notes, participate in classroom discussions and activities

- **Ask for permission before recording lectures.** Because of the disclosures that occur in many class discussions, professors have the ability to deny this request.

Additional expectations:

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.

- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.

- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.

- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, early departure or late return at Student Success Week, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

5. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required, see page 13)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

A complete list of Confederation College Policies and Procedures can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

Academic Integrity

Purpose: Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

Scope: Applies to all students and staff to guide behavior and support learning.

Academic Integrity: Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

Definition of Academic Dishonesty: A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

Consequences: Violations may result in failing grades, suspension, or expulsion. Violation may also entail being recorded in the online tracking tool.

Procedure for Students:

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.

- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.

- Cooperate with faculty if issues of Academic Dishonesty arise.

Academic Integrity Sign-off

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, _____ (print name), have read and understand the Academic Integrity information and policy contained in the Health Informatics program handbook.

Signature: _____   Date: _____

6. Resources and Support Services

Writing Centre
https://www.confederationcollege.ca/department/tutoring/writing-centre

Student Success Centre
https://www.confederationcollege.ca/department/student-success-centre

Degree Works
https://www.confederationcollege.ca/department/registration/degreeworks

Academic Date Calendar
https://www.confederationcollege.ca/department/admissions/registration-services

7. Contact Information

Program Coordinator: **Gustavo Rodrigues Petterle**

Ph: 807-473-6524   Email: grodrig2@confederationcollege.ca

Please refer to your timetable & Blackboard course sites for additional faculty and their contact information.

Student Success Advisor: **Shannon Maloney**

Ph: 807-475-6388   Email: Shannon.Maloney@confederationcollege.ca

Dean: **Richard Gemmill**

Ph: 807-475-6305   Email: Richard.Gemmill@confederationcollege.ca

Associate Dean: **Joel Sherban**

Ph: 807-475-6134   Email: jscherba@confederationc.on.ca

Distance Education: Email: de@confederationcollege.ca