EDISON STATE COLLEGE

CURRICULUM COMMITTEE
NEW/EXPERIMENTAL COURSE PROPOSAL FORM

TO: **CURRICULUM COMMITTEE**
FROM: Dr. Mary Lewis
PRESENTER: Dr. Mary Lewis
DATE: 4-16-2009

Is the course being offered first as an experimental course? ☐ **yes**   ☒ **no**

Course Name, including prefix and number: HIM 1000 Introduction to Health Information

Management

Verified with VPAA office? ☐ **yes** ☒ **no**

Class credits: 3   **Lab credits: 0**   **Combined lab & class credits: 3**

Chose one: ☒ **Degree core requirement** ☐ **Elective** ☐ **General education**

Repeatable for duplicate credit? (i.e., applied music courses) ☐ **yes** ☒ **no**

Prerequisites:Acceptance into the Health Information Management Program

Classification: ☐ **AA**   ☐ **PSV**   ☒ **PSAV**   ☐ **BAS**   ☐ **BS**

ICS Code: **Banner Major Code:**

Major Restriction? ☒ **yes**   ☐ **no**   **(meaning only declared majors may take the course)**

Indicate all modalities in which the course may be taught: ☒ **Class Lecture** ☐ **Clinical**
☐ **Laboratory**   ☐ **Lecture/Lab Combined** ☐ **Accelerated** ☐ **Internship**
☐ **Practicum** ☒ **WebCT Internet** ☐ **WebCT Class Lecture** ☐ **WebCT Laboratory**
☒ **WebCt Blended Learning** ☐ **WebCT Lecture/Lab Combined**

Course fee amount, if any: $35.00   **(Attach course fee worksheet)**

NOTE: Course fees are presented to the District Board of Trustees in November. If approved, fees take effect the following fall term.

JUSTIFICATION FOR CURRICULUM ACTION, OTHER EXPLANATORY INFORMATION: This is the first semester course for the new Health Information Management Program. This will be offered in blended format or online, depending on the applicant preference.

TERM IN WHICH PROPOSED ACTION WILL TAKE EFFECT: Fall 2009(For any term other than fall of the academic year following submission, approval of the Vice President of Academic Affairs is required.)

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(Vice President of Academic Affairs)

FACULTY ENDORSEMENTS/COMMMENTS:

LEARNING OUTCOMES ASSOCIATE: _____ DATE: _____

DEPARTMENT CHAIR ENDORSEMENT: _____ DATE: _____

ACADEMIC DEAN'S ENDORSEMENT: _____ DATE: _____

After review and signing this proposal, the DEPARTMENT CHAIR will forward the proposal to the DISTRICT DEAN for final signature. The DISTRICT DEAN will then return the proposal to the DEPARTMENT CHAIR.

DISTRICT DEAN'S ENDORSEMENT: _____ DATE: _____

The DEPARTMENT CHAIR will process the proposal into a continuous document with any other proposals from his/he department being submitted for review by the Curriculum Committee and forward the document to the CURRICULUM COMMITTEE CHAIRPERSON by the Friday before the next scheduled Curriculum Committee meeting.

Health Information Management

COMMON COURSE SYLLABUS

Professor: **Office Location:**

E-mail: **Phone Number:**

Office Hours:

I.   HIM 1000 Orientation to Healthcare-3Credits

**II.   PREREQUISITES: Acceptance to the Health Information Management
         Program**
         Corequisites: HIM 1100, HIM 1430 Principles of Disease

III.   GENERAL COURSE INFORMATION: An overview of health information
         statistics, medical informatics, healthcare registries, database design, healthcare
         research, analysis of health data, design formats for presentation of health data
         and health information management department operations.

IV.   LEARNING OUTCOMES AND ASSESSMENT:

         **At the conclusion of this course, students will be able to demonstrate the
         following competencies:**

         Communication (COM): To communicate (read, write, speak, listen)
         effectively using standard English and apply effective techniques to create
         working relationships with others to achieve common goals.

         Critical Thinking (CT): To demonstrate skills necessary for analysis,
         synthesis, and evaluation.

         Technology/Information Management (TIM): To demonstrate the skills and
         use the technology necessary to collect, verify, document, and organize
         information from a variety of sources.

         Global Socio-cultural Responsibility (GSR): To identify, describe, and apply
         responsibilities, core civic beliefs, and values present in a diverse society

         Scientific and Quantitative Reasoning (QR): To identify and apply
         mathematical and scientific principles and methods.

A. *Additional Course Competencies:*
At the conclusion of this course, students will be able to demonstrate the following additional competencies:

Learning Outcomes	Assessment	Competency
Define legal and ethical responsibilities of HIM professional	Written test	GSR
Compare wellness and illness major concepts and data	Written test	CT
Demonstrate computer literacy with medical records programs	Demonstration, computerized test	TIM
Distinguish between factual reports and personal opinion	Case study analysis	GSR, COM
Perform a database query	Performance test	TIM
Use technology to ensure data collection, storage, analysis and reporting information	Performance test	TIM
Design and generate reports to facilitate information retrieval	Performance test	CT, TIM

V.   DISTRICT-WIDE POLICIES

Programs for Students with Disabilities
Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI.   REQUIREMENTS FOR THE STUDENTS: List specific course assessments, such as class participation, tests, homework assignments, make-up procedures, etc.

VII.   ATTENDANCE POLICY: The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

VIII.   GRADING POLICY :   Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

$$90 - 100 \quad = \quad A$$

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80 – 89     =     B
70 – 79     =     C
60 – 69     =     D
Below 60    =     F
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(Note: The "incomplete" grade ["I"] should be given only when unusual circumstances warrant. An "incomplete" is not a substitute for a "D," "F," or "W." Refer to the policy on "incomplete" grades.)

IX.   <u>REQUIRED COURSE MATERIALS:</u>

X.   <u>RESERVED MATERIALS FOR THE COURSE:</u>   Other special learning resources.

XI.   <u>CLAST COMPETENCIES INVOLVED IN THE COURSE</u>

XII.   <u>CLASS SCHEDULE:</u>   This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

XIII.   <u>ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES</u> which would be useful to the students in the class.