

**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: HAS 1100 Orientation to Healthcare

Verified with VPAA office?  yes  no

Class credits: 2 Lab credits: 0 Combined lab & class credits: 2

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/COMMENTS:**

**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/her 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.

**EDISON STATE COLLEGE**  
**Division of Health Professions**

**Health Information Management**

**COMMON COURSE SYLLABUS**

**Professor:**

**Office Location:**

**E-mail:**

**Phone Number:**

**Office Hours:**

- I. **HSA 1100 Orientation to Healthcare-2 Credits**
  
- II. **PREREQUISITES: Acceptance to the Health Information Management Program**  
**Corequisites: HIM 1000, HIM 1430 Principles of Disease**
  
- III. **GENERAL COURSE INFORMATION:** this course offers a description of the healthcare industry, its historical background, functions and interrelations.
  
- IV. **LEARNING OUTCOMES AND ASSESSMENT:**

*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:**

<b>Learning Outcomes</b>	<b>Assessment</b>	<b>Competency</b>
Demonstrate basic math skills in reading tables, graphs and charts, as well as conversion metric and non-metric measures	Written/computerized test	TIM
Apply policies and procedures to ensure the accuracy of health data	Written/computerized test	CT
Utilize correct clinical vocabulary to ensure accuracy of health data	Written/computerized test	TIM
Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to the information needs.	Case study analysis	GSR, COM
Demonstrate privacy and confidentiality with medical records.	Case study analysis	GSR, COM

**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	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

(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. **REQUIRED COURSE MATERIALS:**

X. **RESERVED MATERIALS FOR THE COURSE:** Other special learning resources.

XI. **CLAST COMPETENCIES INVOLVED IN THE COURSE**

XII. **CLASS SCHEDULE:** 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. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES** which would be useful to the students in the class.