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Administrative - Master Syllabus
 COVER SHEET

Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Computers in Health Care
Course Prefix and Number – HITT 1311
Department – Health Information Technology **Division** – Allied Health
Course Type: (check one)
 Academic General Education Course (from ACGM – but not in WCJC Core)
 Academic WCJC Core Course
 WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # 3:3:0
Equated Pay hours for course - 3

List Lab/Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (list)

Course Catalog Description –
 Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

Prerequisites/Corequisites - COSC 1301

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Mary Jo Spanihel, RHIA	Signature 	Date 17 Sept 07
Department Head Debbie Lutringer, RHIA, CTR	Signature 	Date 9-17-07
Division Chair Leigh Ann Collins, RDH, MAIS	Signature 	Date 9-20-07
Vice President Dr. Ty Pate	Signature 	Date 9-26-07

Administrative-Master Syllabus
 form approved June/2006
 revised 11-2-2006



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non lecture instruction):

Data versus information; Networks; Data integrity; Document imaging; Automatic identification; Data security; Health Information Systems (administrative, patients registration, ADT, HIM application, clinical, point of care, lab, radiology, pharmacy, etc.); Voice recognition technology.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
Describe the purpose and value of computer functions.	Written exams; request for proposal project
Complete computerized task performance assignments.	Request for proposal project; assignment.

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Burke, Lillian. Information Technology for the Health Professions, 2nd Edition, Upper Saddle River, New Jersey. Pearson Prentice Hall, 2005.
 Abdelhak, Mervat. Health Information: Management of a Strategic Resource, Philadelphia, PA. W.B. Saunders Company, 2001.
 Harman, Laurinda B. Ethical Challenges in the Management of Health Information, 2nd Edition, Sudbury, MA, Jones & Bartlett Publishers, 2006.
 Huffman, Edna K. Medical Record Management, Berwyn, IL. Physicians' Record Co., 1994.
 McWay, Dana C. Legal Aspects of Health Information Management, 2nd Edition, Albany, NY. Delmar Publishers, Inc., 2003.
 Texas Health Information Management Association. Health Information Manual, Austin, TX. 2002

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

Lecture/Lab classroom with computers and appropriate software.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

Final evaluation in the course will be based on grades achieved during the semester and the final exam. The final evaluation will be on the following scale:

- 93 – 100% A
- 85 – 92% B
- 78 – 84% C
- 70 – 77% D
- 76 -- 0% F

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**
Attach the following:

- Program SCANS Matrix
- Course SCANS Competencies Checklist

SCANS Matrix

Program: Health Information Technology CIP: 51.0707									
LIST ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1305	Medical Terminology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1301	Health Data Content & Structure
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HITT 1249	Pharmacology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MRMT 1307	Medical Transcription Fundamentals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1441	Coding & Classification Systems
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HITT 1345	Health Care delivery Systems
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1167	Practicum I
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2166	Practicum II
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HPRS 2301	Pathophysiology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1355	Health Care Statistics
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1353	Legal & Ethical Aspects of Health Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT1311	Computers In Healthcare
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2339	Health Information Organization & Supervision
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2435	Coding & Reimbursement Methodologies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2167	Practicum III
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2443	Quality Assessment & Performance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
								COMPETENCY REFERENCES	
								8 Basic use of computers	
								7 Workplace Competencies: resources; interpersonal skills; information; systems; and technology.	
								6 Personal Qualities: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	
								5 Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	
								4 Speaking and Listening: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	
								3 Arithmetic or Mathematics: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	
								2 Writing: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	
								1 Reading: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	



Course Prefix & Number: HITT 1311	
SCANS COMPETENCIES FOR THIS COURSE	
Competency	Method of Assessment
1 READING: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	Written exam, assignments
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	written exam, request for proposal project
3 ARITHMETIC OR MATHEMATICS: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	NA
4 SPEAKING AND LISTENING: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	class discussion
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	written exam, written report, assignments
6 PERSON QUALITIES: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	class discussion, written exam
7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology	class discussion, request for proposal report, assignments
8 BASIC USE OF COMPUTERS	written report and assignments