

Master Syllabus

HIM 2278 - Health Information Management Capstone

Division: Health Sciences

Department: Health Information Management

Credit Hour Total: 1.0

Lab Hrs: 2.0

Prerequisite(s): HIM 2145

Other Prerequisite(s): AND Restricted to Majors

Date Revised: November 2012

Course Description:

A variety of specially designed projects, student oral presentations, case studies, simulations, interviewing, resumes and two mock accreditation exams. Two lab hours per week.

General Education Outcomes:

- ▣ Written Communication Competency
- ▣ Critical Thinking/Problem Solving Competency
- ▣ Values/Citizenship/Community Competency
- ▣ Computer Literacy Competency
- ▣ Oral Communication Competency

Course Outcomes:

Resume and Cover Letters

Compose resumes, cover letters and other necessary job- seeking correspondence.

Assessment Method: Portfolios

Performance Criteria: Score 77% or higher

Mock Accreditation Examinations

Successfully complete the Mock Accreditation Examinations.

Assessment Method: Locally developed exams

Performance Criteria: Score 77% or higher

Professional Behavior

Demonstrate the personal behaviors, attitudes, and values consistent with and appropriate to the entry-level Health Information Management (HIM) professional.

Assessment Method: Behavioral observations

Performance Criteria: Score 77% or higher

Assessment Method: Performance appraisals

Performance Criteria: Score 77% or higher

Oral Presentation

Prepare and deliver an oral presentation according to specifications.

Assessment Method: Behavioral observations

Performance Criteria: Score 77% or higher

Assessment Method: Oral examination

Performance Criteria: Score 77% or higher

Assessment Method: Simulations

Performance Criteria: Score 77% or higher

Portfolio

Develop a portfolio of experiences and achievements in the HIM field.

Assessment Method: Portfolios

Performance Criteria: Score 77% or higher

Demonstrate Competency

Demonstrate competency by completing projects, case studies and lab simulations incorporating activities from the domains, subdomains and tasks from the national professional association.

Assessment Method: Behavioral observations

Performance Criteria: Score 77% or higher

Assessment Method: Locally developed exams

Performance Criteria: Score 77% or higher

Assessment Method: Portfolios

Performance Criteria: Score 77% or higher

Assessment Method: Simulations

Performance Criteria: Score 77% or higher

Outline:

Interviewing Techniques and Skills

Resume Construction

Portfolio Submission

Two Mock Accreditation Exams

Powerpoint Presentation / Oral Presentation

Professional Goals and Objectives Paper