

## 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

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#### 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