

**HITP 272 CODING SEMINAR    1 CREDIT****SYLLABUS**

---

**CATALOG DESCRIPTION**

This course prepares prospective coding certificate graduates for the CCA certification exam (AHIMA). Job Interview skills, resume writing, and professionalism will be emphasized.

Prerequisites: Faculty Permission Required

Semester Offered: (ALL) Fall, Spring & Summer

***GENERAL EDUCATION STUDENT LEARNING OUTCOMES***

*In the New Mexico General Education Curriculum students take courses in a variety of content areas, which may include Communications, Mathematics, Science, Social and Behavioral Sciences, Humanities, and the Creative and Fine Arts. Specific course requirements depend on your program. All general education courses focus on at least three of these skills. Other courses may also develop these skills.*

*Through these courses, students develop five essential skills:*

COMMUNICATION

QUANTITATIVE REASONING

CRITICAL THINKING

PERSONAL AND SOCIAL RESPONSIBILITY

INFORMATION AND DIGITAL LITERACY

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or general education learning outcomes. For more information, please refer to the Dean of the appropriate School.

## ***PROGRAM LEARNING OUTCOMES***

*Upon successful completion of this program, students will be able to ...*

### **MCB Program Learning Outcomes:**

1. Apply policies, regulations, and standards to the management of information to achieve data integrity.
2. Apply privacy and security strategies and compliance requirements to protect health information.
3. Apply diagnostic and procedural codes and groupings in accordance with official guidelines.
4. Apply regulatory requirements and reimbursement methodologies as part of revenue cycle management.
5. Apply ethical practices, policy, and legal processes impacting health information to ensure compliance with external forces.

## ***COURSE LEARNING OUTCOMES***

*Upon successful completion of the course, students will be able to...*

1. Describe the characteristics and behaviors that demonstrate a commitment to one's job.
2. Discuss the importance of character, values, morals, ethics, and other personal traits.
3. Outline the elements of effective interpersonal relationships, teamwork, and working well with others.
4. Explain how personal image and personal skills affect one's professional reputation.
5. Participate in employment preparation and other professional networking activities.
6. Develop a resume and cover letter.
7. Utilize practice quizzes as a study tool for CCA certification exam preparation.
8. Develop a study plan for the CCA certification exam.