

SAN JUAN COLLEGE

HITP 272 Coding Seminar Section Name Section Credit Hours Credits
Syllabus

Section-specific Course Description:

Course Level Objectives

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.

Prerequisites - Acceptance to the MCB Program, HIT Faculty Approval

Required Texts and/or Materials

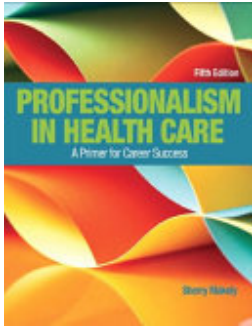
Professionalism in Health Care

9780134415673

Sherry Makely

Prentice Hall

2016-05-01



Access Code: MindTap for Professional Review Guide for the CCA Examination, 2025, 2 terms Printed Access Card

9798214113494

Cengage

2025

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You also have the option to purchase a 4-month, 12-month, or 24-month Cengage Unlimited access code instead. Contact your instructor if you have questions. This is only available in Mindtap. There is no hardcopy textbook.

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

- Read all assigned chapters from the textbook.
- Actively participate in discussions during Modules 01-03.
- Complete quizzes based upon assigned reading during Modules 01-03.
- Complete assignments during Modules 01-04.
- Complete a pre-test Mock Exam in Module 01.
- Complete ungraded activities in MindTap on the CCA exam domains during Modules 01-04.
- Complete practice quizzes on the CCA exam domains during Modules 01-04.
- Complete a CCA Mock Exam during Module 04.

Other Classroom Policies and Expectations

All coursework (assignments, discussions, etc.) must be submitted through Canvas. No handwritten work will be accepted under any circumstances. Assignments must be typed in Microsoft Word.

If the assignment is in the form of an essay or a research paper, proper documentation using APA style should be followed. Plagiarism will not be tolerated.

All work should be submitted on time. Late work is subject to a reduction in credit. Incompletes will only be granted under extreme circumstances. What constitutes an extreme circumstance will be under the discretion of your instructor.

If work is submitted late, the following method will be used for grading:

- A 10% grade penalty will be assessed for work up to twenty-four hours late; an additional 10% will be assessed for each additional day the work is late up to one week (7 days). No work will be accepted after one week. Late discussion posts and quizzes will not receive credit. However, your lowest score in each assignment group will be dropped.
- Your instructor may decide in the case of a legitimately extenuating circumstance to waive the late penalty; if not, the penalty will be enforced as described.
- In no circumstances may work be submitted after the last day of the semester unless an incomplete grade has been requested and granted beforehand.

You are required to participate in discussions, as they are an important part of your learning in this course. Late discussion posts will not receive credit.

It is also expected you have the following course-specific technical skills: ability to use the Canvas learning management system, send and receive Canvas messages with attachments, execute and save a print screen, create and submit assignments using Microsoft Word, and utilize online publisher software.

Grading

Final grades are calculated based on the following...

Category	Points
Textbook Quizzes	150
Assignments	200
Discussions	200
CCA Review Assessments	510

Total Points	1060
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NOTE: All students in the Health Information Technology Program must pass the course with a C (76%) or better.

Course Time Commitment

You should expect to spend about 3-4 hours per week on this course. This can include spending time in Canvas completing assignments, reading material outside of the online classroom, and participating in various other activities which support success in the course.

Canvas Participation and Expectations

You should get in the habit of logging into your online class at least two to three times per week to check for announcements and mail messages from your instructor. You are responsible for any new information posted to the class. Attendance in the online classroom is very important.

Participation and Attendance Policy

You should get in the habit of logging into your online class at least two to three times per week to check for announcements and mail messages from your instructor. You are responsible for any new information posted to the class. Attendance in the online classroom is very important.

Instructor Response Times & Regular Interaction Expectations

You can expect a response to all emails within 24 hours of receipt during normal business hours. Emails received on weekends and evenings will not be considered received until the next business day, Monday through Friday.

You can expect all course work to be graded within 72 hours after the due date. In instances where course work will require additional time for grading, an email will be sent to all students making them aware of the delay.

You can expect weekly messages or announcements via Canvas. It is important that you read these.

You are encouraged to post questions regarding course content in the General Questions discussion forums.

You can also reach out to the instructor to schedule a time to meet during office hours.

You will receive feedback on your assignments and discussions as appropriate for that assessment.

You can expect your instructor to actively facilitate discussion forums.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Exact schedule with due dates will be determined by instructor.

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available

through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.