SAN JUAN COLLEGE
Success Matters

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

Common Student Learning Outcomes
Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in…

BROAD AND SPECIALIZED LEARNING
Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING
Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT
Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION
Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY
Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES
Students will demonstrate fluency in the application and use of technologies in multiple contexts.

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

Course Learning Outcomes

Upon successful completion of the course, the student will be able to…(numerical references are to AHIMA 2014 Curriculum Competencies for Health Information Management (HIM) Education at the Associate Degree Level)

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.

Revised October 10, 2017