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Junior Level (300)

**ENGL 301 Professional Writing and Communication in Healthcare (5) (Communication Distr)**

*Course Description:* This course will expose the learner to professional writing and communication in the healthcare field. Students will explore methods of writing persuasive requests, justifying decisions through citation of evidence, and communicating complex ideas at the appropriate level of the audience.

*Pre-requisite requirements:*
- ENGL & 101 with a minimum grade of C

*Recommended Preparation:*
- ENGL & 102 with a minimum grade of C

*Course Learning Outcomes:*
1. Craft, develop, and support a specific academic hypothesis and/or professional thesis
2. Draft and refine a well-organized APA style essay appropriate to a healthcare context and medical audience
3. Demonstrate critical reading, communication, and research skills to effectively support a thesis
4. Integrate standard grammar usage and APA academic documentation conventions.
5. Apply ethical standards in all phases of the writing process to include using collaboration within academically appropriate guidelines

**HIM 310 Data Governance (5)**

*Course Description:* This course covers the management health care data including integration needs and the standardization of data. Topics include documentation guidelines, the exchange of data, health information technologies and data integrity.

*Pre-requisite Requirements*
- Acceptance into the HIM BAS Program – Instructor Permission Only AND

*Course Learning Outcomes*
1. Evaluate, implement, and manage electronic applications/systems for clinical classification and coding (encoders, computer assisted coding, systems development life cycle) (ELC I.A.1)
2. Identify the functions and relationships between healthcare classification systems (healthcare classification systems, taxonomies to include ICD, CPT, SNOMED-CT, DSM, RxNorm) (ELC I.A.2)
3. Map technologies, vocabularies and classification systems (mapping from standard clinical terminology to HIPAA code set, LOINC to CPT or SNOMED-CT to ICD – mapping from one code set to another i.e. one revision of ICD to another) (ELC I.A.3)
4. Evaluate the accuracy of diagnostic and procedural coding (ELC I.A.4)
5. Verify that documentation in the health record supports the diagnosis reflects the patient’s progress, clinical findings, and discharge status (ELC I.B.1)
6. Compile organization-wide health record documentation guidelines (to include standards and regulations for documentation for The Joint Commission, CARF, CMS) (ELC I.B.2)
7. Interpret health information (ELC I.B.3)
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7. Format data to satisfy integration needs (ELC I.C.1)
8. Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise (to include data dictionary composition and data sources) (ELC I.C.2)
9. Demonstrate compliance with internal and external data dictionary requirements (to include accreditation standards for The Joint Commission, NCQA, CARF, CHAP, URAC Data, HL7, ASTM, HEDIS, and ACS data standards) (ELC I.C.3)
10. Advocate information operability and information exchange (ELC I.C.4)
11. Validate data from secondary sources to include in the patient’s record, including personal health records (ELC I.E.1)
12. Educate consumers on patient-centered health information technology (to include patient centered medical homes, patient portals, patient safety, patient education, and personal health records) (ELC III.F.1)
13. Comply with ethical standards of practice (ELC VI.H.1)

PSYC 301 Fundamentals of Research for Healthcare (5) (SS Distribution)

Course Description: This course will provide the student with an introduction to research methods as well as analysis and presentation of data. Topics will include a statistical analysis of healthcare data, descriptive, inferential, and vital statistics, data reporting and presentation techniques, research design and methods, and the use of Institutional Review Boards.

Pre-requisite Requirements:
- Acceptance into the HIM BAS Program – Instructor Permission Only AND
- ENGL 301 with a minimum grade of C AND
- MATH& 146 with a minimum grade of C OR
  - MATH 093 with a minimum grade of C AND
  - MATH 136 with a minimum grade of C

Recommended Preparation:
- PSYC& 100 with a minimum grade of C

Course Learning Outcomes:
1. Validate data from secondary sources to include in the patient’s record, including personal health records (ELC I.E.1)
2. Interpret inferential statistics (ELC III.D.1)
3. Analyze statistical data for decision-making (ELC III.D.2)
4. Apply principles of research and clinical literature evaluation to improve outcomes (ELC III.E.1)
5. Plan adherence to Institutional Review Board (IRB) processes and policies (ELC III.E.2)
6. Comply with ethical standards of practice (ELC VI.H.1)
7. Use proper APA style for report writing.

HIM 320 Healthcare Privacy, Confidentiality and Security (3)

Course Description: This course covers privacy, security and confidentiality of internal and external health information use and exchange. Students will gain knowledge of data quality and monitoring programs and the legal and ethical implications of health data disclosure. Topics will include privacy, confidentiality, security principals, policies, and procedures, health information laws, regulations, and
standards, and elements of a compliance program. This is a writing intensive course and must be taken concurrently with LS 301.

Pre-Requisite Courses:
- Admission into HIM BAS Program

Co-requisite:
- LS 301

Course Learning Outcomes
1. Identify laws and regulations applicable to healthcare (to include HIPAA, The Joint Commission, state laws, and CMS) (ELC II.A.1)
2. Analyze legal concepts and principles to the practice of HIM (to include legal health records) (ELC II.A.2)
3. Analyze privacy, security and confidentiality policies and procedures for internal and external use and exchange of health information (to include patient verification and identity management, privacy, confidentiality, security principals, policies and procedures, federal and state laws, and e-discovery) (ELC II.B.1)
4. Recommend elements included in the design of audit trails and data quality monitoring programs (to include data security audits, controls, recovery, e-security, disaster recover, and business continuity planning) (ELC II.B.2)
5. Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures (to include archival and retrieval systems and data security protection methods such as authentication, encryption, decryption, and firewalls) (ELC II.B.3)
6. Analyze the security and privacy implications of mobile health technologies (to include security threats of mobile devices and hc delivery via mobile devices) (ELC II.B.4)
7. Develop educational programs for employees and privacy, security, and confidentiality (to include privacy and security laws and regulations, adult education strategies, and training methods) (ELC II.B.5)
8. Create policies and procedures to manage access and disclosure of personal health information (including principals for releasing PHI and required elements of an authorization) (ELC II.C.1)
9. Protect electronic health information through confidentiality and security measures, policies and procedures (to include audit techniques and principals) (ELC II.C.2)
10. Comply with ethical standards of practice (ELC VI.H.1)

LS 301: Research Skills for Healthcare (2)

Course Description: This course will help the student to meet course-related research needs by developing strategies to identify, find, evaluate, incorporate and cite appropriate sources used in healthcare. Evaluation and use of sources specific to healthcare will be emphasized. Must be taken concurrently with HIM 320.

Prerequisite Courses:
- Admission into HIM BAS

Co-requisite:
- HIM 320
Course Learning Outcomes:
1. Implement an effective plan for finding healthcare-related information using a variety of electronic and print tools
2. Use electronic database search strategies
3. Identify and explain the differences between major types of healthcare information resources (e.g. books, lay periodicals, scholarly journals, government Web sites, etc.) and when and how to use them.
4. Properly use APA style in written work
5. Create a thesis statement that is based on the analysis of academic resources

HIM 330 Revenue Cycle Management (5)
Course Description: This course will cover an in depth analysis of revenue cycle and reimbursement methodologies in. Students will learn how to develop and implement healthcare finance and compliance processes in response to increasing demands of the healthcare industry. Topics will include reimbursement management, severity of illness systems, chargemaster management, casemix management, audit processes, and payment systems.

Prerequisite Courses:
• Admission into HIM BAS

Course Learning Outcomes
1. Evaluate the accuracy of diagnostic and procedural coding (ELC I.A.4)
2. Manage the use of clinical data required by various payment and reimbursement systems (to include clinical data management and reimbursement management, casemix management, and payment systems such as PPS, DRG, RPRVS, RUGs, VBP, MSDRGs, commercial, managed care, federal insurance plans, and covering billing and reimbursement at hospital inpatient, outpatient, physician office, and other delivery settings) (ELC IV.A.1)
3. Take part in selection and development of applications and processes for charge master and claims management (ELC IV.A.2)
4. Apply principles of healthcare finance for revenue management (to include cost reporting, budget variances, and budget speculation) (ELC IV.A.3)
5. Implement processes for revenue cycle management and reporting (to include CCI-electronic billing X12N, compliance strategies and reporting, the audit process and compliance, revenue cycle process, and utilization and resource management) (ELC IV.A.4)
6. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (to include policies and procedures, non-retaliation policies, and auditing and monitoring) (ELC V.A.2)
7. Comply with ethical standards of practice (ELC VI.H.1)

HIM 340 Data Quality Management and Performance Improvement (5)
Course Description: This course covers the foundational base that guide facilities in the management and analysis of healthcare data and that ensure data integrity. Topics include quality assessment and management tools, utilization and resource management, risk management, and disease management processes.
Prerequisite Courses:
- Admission into HIM BAS

Course Learning Outcomes:
1. Verify that documentation in the health record supports the diagnosis reflects the patient’s progress, clinical findings, and discharge status (ELC I.B.1)
2. Compile organization-wide health record documentation guidelines (to include standards and regulations for documentation for the Joint Commission, CARF, and CMS) (ELC I.B.2)
3. Interpret health information (ELC I.B.3)
4. Analyze information needs of customers across the healthcare continuum (to include the capture, structure, and use of health information) (ELC I.D.1)
5. Evaluate health information systems and data storage design (to include storage media, disaster recovery, and cloud computing) (ELC I.D.2)
6. Manage clinical indices/databases/registries (to include secondary data sources, registries, and indices and healthcare data sets such as HEDIS, UHDDS, and OASIS) (ELC I.D.3)
7. Apply knowledge of database architecture and design to meet organizational needs (to include database architecture and design and data dictionary, data modeling, and data warehousing) (ELC I.D.4)
8. Evaluate data from varying sources to create meaningful presentations (to include presentation software, healthcare data, and indices and registries) (ELC I.D.5)
9. Use statistics in the analysis of data quality (ELC.III.C.2)
10. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare (to include descriptive and inferential statistics) (ECL III.C.4)
11. Interpret inferential statistics (to include T-tests, ANOVA, regression analysis, reliability, and validity as well as computerized statistical packages such as SPSS and SAS) (ELC III.D.1)
12. Analyze statistical data for decision-making (to include means, standard deviation, ranges, percentiles, and data reporting and presentation techniques) (ELC III.D.2)
13. Discover threats to data integrity and validity (to include intrusion detection systems and audit design and principal) (ELC III.H.1)
14. Implement policies and procedures to ensure data integrity internal and external to the enterprise (to include authentication, encryption, and password management) (ELC III.H.2)
15. Apply quality management tools (to include control charts, Pareto charts, Fishbone diagrams and other statistical process control techniques) (ELC III.H.3)
16. Perform quality assessment including quality management, data quality, and identification of best practices for health information systems (to include disease management process with case management, critical paths, and care coordination and outcomes measurement with patient as patient, customer satisfaction, disease specific outcomes, and patient and organization safety initiatives) (ELC III.H.4)
17. Model policy initiatives that influence data integrity (to include data quality model and characteristics of data integrity) (ELC III.H.5)
18. Comply with ethical standards of practice (ELC VI.H.1)
HIM350 Health Information System Analysis and Design (5)

Course Description: This course will examine the tools and knowledge necessary to take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies.

Prerequisite Courses:
- Admission into HIM BAS

Course Learning Outcomes:
1. Utilize technology for data collection, storage, analysis, and reporting of information (to include health information archival and retrieval systems and computer concepts such as hardware, network systems architecture operating systems and languages, software packages and tools, and cloud computing applications) (ELC III.A.1)
2. Assess system capabilities to meet regulatory requirements (to include electronic signatures, data correction, and audit logs) (ELC III.A.2)
3. Recommend device selection based on workflow, ergonomic and human factors (to include PDAs, screen size, mobile carts, and bedside terminals/points of care) (ELC III.A.3)
4. Take part in the development of networks, including intranet and Internet applications (to include communication technologies such as Network-LANS, WANS, WLANS, and VPNs, and internet technologies such as intranet, web-based systems, standards SGML, and XML) (ELC III.A.4)
5. Evaluate system architecture, database design, data warehousing (to include system testing, interface management, and data relationships) (ELC III.A.5)
6. Create the electronic structure of health data to meet a variety of end-user needs (to include data information file structures such as data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, and database management systems) (ELC III.A.6)
7. Take part in the development of information management plans that support the organization's current and future strategy and goals (to include corporate strategic plans, operation improvement planning, and information management plans as well as disaster and recovery planning) (ELC III.B.1)
8. Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies (to include systems development life cycle such as systems analysis, design implementation, evaluation maintenance, EHRs, HIEs, and RECs) (ELC III.B.2)
9. Collaborate in the development of operational policies and procedures for health information exchange (to include HIE’s, local regional including providers, pharmacies, and other health facilities) (ELC III.G.1)
10. Conduct system testing to ensure data integrity and quality of health information exchange (to include integration, interfaces, and data reliability) (ELC III.G.2)
11. Differentiate between various models for health information exchange (to include RHIO and HIE) (ELC III.G.3)
12. Identify database exploration and mining techniques (ELC III.C.5)
13. Identify administrative reporting tools (SQL). (ELC III.C.6)
14. Take part in system selection processes (to include RFI and RFP) (ELC VI.I.1)
15. Recommend clinical, administrative, and specialty service applications (to include RFP vendor selection, electronic record, and clinical coding) (ELC IV.I.2)
16. Apply project management techniques to ensure efficient workflow and appropriate outcomes (to include GANTT Charts, benchmarking, risk analysis, and team structure) (ELC IV.I.3)
17. Facilitate project management by integrating work effort (to include issue tracking)(ELC IV.I.4)

Senior Level (400)

PHIL 401 Biomedical Ethics—(Humanities Distribution) (5)
Course Description: This course covers diverse issues in healthcare, the ethical and moral decisions that surround those issues, as well as the policies of facilities, legislation, and standards of practice that address those issues. Students will gain knowledge of leadership styles and discuss skills that will address the mission, vision, and values of their profession.

Prerequisite Courses:
- ENGL& 101 with a minimum grade of C AND
- ENGL 301 with a minimum grade of C AND
- LS 301 with a minimum grade of C

Course Learning Outcomes:
1. Identify and describe the core ideas of some noted and influential philosophers in the field of ethics.
2. Communicate the major ethical theories and explain their assumptions.
3. Evaluate common beliefs about ethical and ethical behavior.
4. Identify moral concerns that are raised by health issues and that question medical practice.
5. Apply moral reasoning to specific biomedical situations and defend the conclusions of that reasoning.
6. Present arguments and ideas (verbally and/or in written form) consistent with the discipline of Philosophy.
7. Discuss ethical issues related to Institutional Review Board (IRB) processes and policies (ELC III.E.2)
8. Identify, and comply with, ethical standards of practice (ELC VI.H.1)

HIM 410 Healthcare Compliance (5)
Course Description: This course will evaluate current laws and standards related to health information initiatives. Students will study the link between regulatory compliance, revenue cycle and quality of care. Fraud and abuse trends will be discussed with an emphasis on establishing and managing policies and procedures for compliance.

Prerequisite Courses:
- Admission into HIM BAS
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**Course Learning Outcomes**

1. Evaluate the accuracy of diagnostic and procedural coding (ELC I.A.4)
2. Identify process and procedures surrounding Institutional Review Boards (IRB) (ELC.III.E.2)
3. Appraise current laws and standards related to health information initiatives (to include compliance strategies and reporting, regulatory and licensure requirements, elements of compliance programs, and patient safety) (ELC V.A.1)
4. Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (to include policies and procedures, non-retaliation policies, and auditing and monitoring) (ELC V.A.2)
5. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines (to include UHDDS, Federal compliance guidelines, and the official coding guidelines from CMS, AMA, NCHVS, and NCCI) (ELC V.B.1)
6. Manage coding audits (to include audit principals and reporting) (ELC V.B.2)
7. Identify severity of illness and its impact on healthcare payment systems (to include casemix, computer assisted coding systems, and payment systems to include PPS, DRG, RBRVS, RUG, VBP, MSDRG, commercial, and managed care, and federal plans) (ELC V.B.3)
8. Determine policies and procedures to monitor abuse or fraudulent trends (to include fraud detection) (ELC V.C.1)
9. Implement provider query techniques to resolve coding discrepancies (to include the query process, written, verbal and template queries, timeliness, and interpretation, and query retention) (ELC V.D.1)
10. Create methods to manage Present on Admission, hospital acquired conditions, and other CDI components (to include CDI concurrent, retrospective, and post-bill review) and CDI metrics and reporting process) (ELC V.D.2)
11. Comply with ethical standards of practice(ELC VI.H.1)

**HIM 420 Human Resource Management and Leadership (5)**

*Course Description:* This course covers theories and best practices of human resource management in healthcare. Topics will include leadership styles, workplace diversity, forming quality work teams, equal opportunity, work analysis, starring, training and development, performance appraisals, compensation, and grievance procedures.

*Prerequisite Courses:*
- Admission into HIM BAS

*Course Learning Outcomes:*
1. Take part in effective negotiating and use influencing skills (ELC VI.A.1)
2. Discover personal leadership style using contemporary leadership theory and principles (ELC VI.A.2)
3. Take part in effective communication through project reports, business reports and professional communications (ELC VI.A.3)
4. Apply personal management skills (ELC VI.A.4)
5. Take part in enterprise-wide committees (ELC VI.A.5)
6. Build effective teams (ELC VI.A.6)
7. Interpret concepts of change management theories, techniques and leadership (ELC VI.B.1)
8. Analyze workflow processes and responsibilities to meet organizational needs (ELC VI.C.1)
9. Construct performance management measures (ELC VI.C.2)
10. Demonstrate workflow concepts (ELC VI.C.3)
11. Manage human resources to facilitate staff recruitment, retention, and supervision (ELC VI.D.1)
12. Ensure compliance with the employment laws (ELC VI.D.2)
13. Create and implement staff orientation and training programs (ELC VI.D.3)
14. Benchmark staff performance data incorporating labor analytics (ELC VI.D.4)
15. Evaluate staffing levels and productivity, and provide feedback to staff regarding performance (ELC VI.D.5)
16. Evaluate initial and on-going training programs (ELC VI.E.1)
17. Comply with ethical standards of practice (ELC VI.H.1)
18. Evaluate the culture of the department (ELC VI.H.2)

HIM 430 Data Analytics (5)

Course Description: This course covers methods for extracting and analyzing data for decision making. Students will learn to analyze clinical data to identify trends. Students will gain knowledge of database querying, data exploration, and mining techniques to facilitate information retrieval.

Prerequisite Courses:
- Admission into HIM BAS

Course Learning Outcomes:
1. Apply analytical results to facilitate decision-making (ELC III.C.1)
2. Apply data extraction methodologies (ELC III.C.2)
3. Recommend organizational action based on knowledge obtained from data exploration and mining (ELC III.C.3)
4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare (ELC III.C.4)
5. Apply knowledge of database query and data exploration and mining techniques to facilitate information retrieval (ELC III.C.5)
6. Evaluate administrative reports using appropriate software (ELC III.C.6)
7. Interpret inferential statistics (ELC III.D.3)
8. Analyze statistical data for decision-making (ELC III.D.4)
9. Comply with ethical standards of practice (ELC VI.H.1)

HIM 440 Organizational Management in Healthcare (5)

Course Description: This course covers the foundational tools to effectively create and implement organizational management policies and procedures in a healthcare environment

Prerequisite Courses:
- Admission into HIM BAS
Course Learning Outcomes:
1. Identify departmental and organizational survey readiness for accreditation, licensing and/or certification processes (ELC VI.F.1)
2. Implement departmental strategic plan (ELC VI.F.2)
3. Apply general principles of management in the administration of health information services (ELC VI.F.3)
4. Evaluate how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery systems (ELC VI.F.4)
5. Identify the different types of organizations, services, and personnel and their interrelationships across the healthcare delivery system (ELC VI.F.5)
6. Collaborate in the development and implementation of information governance initiatives (ELC VI.F.6)
7. Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives (ELC VI.F.7)
8. Evaluate capital, operating and/or project budgets using basic accounting principles (ELC VI.G.1)
9. Perform cost-benefit analysis for resource planning and allocation (ELC VI.G.2)
10. Evaluate the stages of the procurement process (ELC VI.G.3)
11. Comply with ethical standards of practice (ELC VI.H.1)
12. Evaluate the culture of the department (ELC VI.H.2)
13. Assess how cultural issues affect health, healthcare quality, cost, and HIM (ELC VI.H.3)
14. Create programs and policies that support a culture of diversity (ELC VI.H.4)
15. Take part in system selection processes (ELC VI.I.1)
16. Recommend clinical, administrative, and specialty service applications (ELC VI.I.2)
17. Apply project management techniques to ensure efficient workflow and appropriate outcomes (ELC VI.I.3)
18. Facilitate project management by integrating work effort (ELC VI.I.4)
19. Evaluate vendor contracts (ELC VI.I.1)
20. Develop negotiation skills in the process of system selection (ELC VI.I.2)
21. Manage information is a key strategic resource and mission tool (ELC VI.K.1)
22. Recommend organizational action based on knowledge obtained from data exploration and mining (ELC III.C.3)
23. Apply analytical results to facility decision-making (ELC III.C.1)

HIM 450 Professional Practice Experience (3)
Course Description: This course covers an environmental scan of emerging issues and trends in the HIM field. Students will focus on individualized projects that showcase their knowledge. All students will be paired with local health care institutions and will provide students with the opportunity to reinforce their competencies and skills sets.

Prerequisite Courses:
- Admission into HIM BAS
**Course Learning Outcomes:**

1. Evaluate and implement policies and procedures surrounding Information Governance, to include classification systems, health record content and documentation, data governance, data management, and secondary data sources. (*ELC 1)
2. Assess, implement, and improve systems to ensure the protection of health information, to include health law, data privacy, confidentiality and security, and the release of information. (*ELC 2)
3. Analyze and Interpret data and implement technology used in informatics, to include health information technologies, information management strategic planning, analytics and decision support, health care statistics, research methods, consumer informatics, health information exchange, and information integrity and data quality. (*ELC 3)
4. Apply the principals of revenue management and implement processes for management and reporting of the revenue cycle. (*ELC 4)
5. Interpret policies and construct procedures for compliance of healthcare regulatory requirements, to include medical coding, fraud surveillance, and clinical documentation improvement. (*ELC 5)
6. Evaluate leadership models, theories, and skills required for successful leadership to include the areas of change management, work design and process improvement, human resource management, training and development, strategic and organizational management, financial management, project management, vendor/contract management, enterprise information management, all of which comply with the ethical standards of practice. (*ELC 6)

**HIM 455 Capstone (2)**

**Course Description:** This course includes the creation of a culminating project focused at educating the public on current issues surrounding health information management.

**Prerequisite Courses:**
- Admission into HIM BAS

**Course Learning Outcomes:**

1. Use graphical tools for data presentations (ELC I.D.2)
2. Apply common research methodologies to capstone projects (ELC III.E.1)
3. Take part in committees (ELC VI.A.5)
4. Create and implement staff orientation and training programs (ELC VI.D.3)
5. Evaluate the culture of a department in preparation for training and orientation programs (VI.H.2)
7. Apply project management techniques to ensure efficient workflow and appropriate outcomes to capstone projects (ELC VII.I.3)