New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit [x] Graduate credit [ ] Professional credit [ ]

1. School/Division: Informatics

2. Academic Subject Code: HIA-M

3. Course Number: 110 (must be cleared with University Enrollment Services)

4. Instructor: Stewart

5. Course Title: Computer Concepts for Health Information

Recommended Abbreviation (Optional): (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2007

7. Credit Hours: Fixed at [ ] or Variable from [ ] to [ ]

8. Is this course to be graded S-F (only)? Yes [ ] No [x]

9. Is variable title approval being requested? Yes [ ] No [x]

10. Course description (not to exceed 50 words) for Bulletin publication: Course provides an overview of applications for the health and medical professionals. Topics include: audit trails, generating, quantifying and analyzing medical reports, word processing, computer hardware, medical software, copyright and fair usage. Students retrieve and present medical data.

11. Lecture Contact Hours: Fixed at [ ] or Variable from [ ] to [ ]

12. Non-Lecture Contact Hours: Fixed at [ ] or Variable from [ ] to [ ]

13. Estimated enrollment: [20] of which [0] percent are expected to be graduate students.

14. Frequency of scheduling: [S/F/S] Will this course be required for majors? [yes]

15. Justification for new course: Computer applications specific to Health Information Administration major

16. Are the necessary reading materials currently available in the appropriate library? [yes]

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

[Signature] Date 10/2/06

Department Chairman/Division Director

Date [ ]

Dean of Graduate School (when required)

Approved by:

[Signature] Date 10/5/06

Dean

Chancellor/Vice-President Date 11/5/06

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724 University Enrollment Services Final—White: Chancellor/Vice-President—Blue: School/Division—Yellow: Department/Division—Pink: University Enrollment Services Advance—White
HIA M 110 Computer Concepts for Health Information
Fall 2007 HIA M110
School of Informatics
Health Information Administration Program

Instructor: Jennifer Stewart
Office Address: IT 475 F
Office Phone: 278 9209
Office Hours:
Email Address: jstewart@cs.iupui.edu

The Mission of IUPUI is to provide for its constituents excellence in
- Teaching and Learning
- Research, Scholarship, and Creative Activity
- Civic Engagement
With each of these core activities characterized by
- Collaboration within and across disciplines and with the community
- A commitment to ensuring diversity, and
- Pursuit of best practices

IUPUI's mission is derived from and aligned with the principal components – Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices – of Indiana University's Strategic Directions Charter.

Statement of Values
IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community; both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

Equipment needed
N/A

Course Description
This class provides an overview of applications and scenarios for the health and medical professional. Topic include; using technology to conduct audit trails, generating, quantifying and analyzing medical reports, word processing, computer hardware, medical software, retrieval and presentation of medical data, copyright and fair use. Lecture and laboratory
Core Competencies
Students will demonstrate a comprehension of:
Computer hardware and software used in the health information management environment
Audit trails
Medical reports – generating, quantifying and analyzing
Word processing
Retrieval of medical data
Presentation of medical data
Copyright and fair use

Expectations/Guidelines/Policies
See below

ATTENDANCE
Attendance in this class is required.
The instructor will take attendance at the beginning of each class period. The student is required to call in if they are not able to attend the class. The student should leave a message with the Raina Curlin, HIA Secretary, if he/she is not able to attend. This number is (317)-278-4113. Students may also e-mail the instructor, Felisa Tennant. Please do this by 12 NOON. Please utilize Oncourse e-mail.

ASSIGNMENTS
The majority of assignments will be posted on Oncourse however some assignments will be given in class. Assignments posted on Oncourse can be found under the "Schedule" tab in Oncourse. Students are responsible for checking this on a regular basis.

Students need to read through the assigned readings prior to coming to class and be prepared for class discussions and for participation in the Learning Tasks that will be required.

NOTE: Assignments will be due on the dates assigned and must be handed in before the beginning of class.

Assignments turned in after the class period begins will be considered late assignments and will not be accepted.

**See LATE ASSIGNMENT SECTION BELOW.

Assignments will be checked for accuracy, spelling, grammar, and punctuation. Assignments should be done in a professional manner. Written assignments (such as research papers or literature reviews) should be typewritten and double spaced in either Microsoft Word or Microsoft Excel. If you do not have Microsoft Word or Excel, you may purchase it from any IUPUI Bookstore with a valid IUPUI student ID.

Some written assignments will require that certain content and format guidelines be followed. When this is necessary please see the HIA Written Paper Guidelines document located under the "Schedule" tab in Oncourse.

Throughout the course, we will be doing activities in the classroom. This course will be more successful if you participate in these activities by offering your opinion about the issues we are talking about.

You will be able to understand the information if you come prepared to class.
It is an expectation that you come prepared for class. This means reading the assignments in the book and completing your homework on time, accurately, and completely. You should also be prepared to participate in discussions and completing in class learning tasks either individually or as part of a group.

An “Incomplete” grade will not be given unless extreme circumstances arise, not for being “bogged down” or “behind”. A student must have 75% of coursework complete and the incomplete form filed by the Assistant Dean to the Student Services Office.

A student is expected to do his or her own work unless you are working on a group assignment. If a person is caught cheating, disciplinary action will be taken according to the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct.

**LATE ASSIGNMENTS

No late assignments will be accepted in this course. Extensions to an assignment may be given if prearrangements have been made in advance with the instructor.

Time management is a priority in the professional environment and in the collegiate environment. Assignments will be given in a timely manner allowing the student ample opportunity to complete the assignment and hand it in on the appropriate due date, before the class period begins.

ALL ASSIGNMENTS AND TESTS MUST BE COMPLETED BY THE END OF THE SEMESTER.

PLAGIARISM

Plagiarism will not be tolerated in this class. A student should cite references if he or she is using an idea that is not his or her own. They should be cited using the APA style. If plagiarism is discovered, it will be dealt with according to the guidelines established by the IUPUI Academic handbook.

Regulations, policies, guidelines, requirements and updates are to be followed, including without limitation the regulations, policies, guidelines, requirements, notices, revisions, or updates:

- All students are responsible for reading the Code of Student Rights, Responsibilities and Conduct of IUPUI.
- Policy regarding children attending class.

“Children are not permitted to attend class with parents, guardians, or childcare providers. This conduct has the effect of unreasonably interfering with an individual’s work or academic performance creating an offensive learning environment.”

“A student must not violate course rules as contained in a course syllabus, which are rationally related to the content of the course or to the enhancement of the learning process in the course.”

[Code of Student Rights, Responsibilities, and Conduct, page 29]

Breakdown of Course Information

Lecture Hours: hours
Lab Hours: hours
Test Hours: hours
Total hours
**Grading Information**

- Grades will be based on homework, exercises, quizzes and tests. Points will be given for the assignments that are being turned in. The grades will be awarded on the following grading scale:

**Grading scale** [percentages and/or points]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>91-92</td>
</tr>
<tr>
<td>B+</td>
<td>89-90</td>
</tr>
<tr>
<td>B</td>
<td>88</td>
</tr>
<tr>
<td>B-</td>
<td>85-87</td>
</tr>
<tr>
<td>C+</td>
<td>82-84</td>
</tr>
<tr>
<td>C</td>
<td>80-81</td>
</tr>
<tr>
<td>C-</td>
<td>78-79</td>
</tr>
<tr>
<td>D+</td>
<td>77</td>
</tr>
<tr>
<td>D</td>
<td>76</td>
</tr>
<tr>
<td>D-</td>
<td>75</td>
</tr>
<tr>
<td>F</td>
<td>74 or less</td>
</tr>
</tbody>
</table>

**Principles of Undergraduate Learning (PUL)** — each class should be able to assess learning outcomes in the following areas:

- Writing skills—Students will be given the opportunity use their writing skills through a report about the alternate forms of health care delivery and professional organization.
- Critical thinking—Students will understand the different forms of health care delivery and be able to compare the different requirements between these forms. They will also be able to display these skills through the delinquency assignment and scenario assignment.
- Application of knowledge—Students will understand the application of this knowledge that they have learned in this class to their career as a Health Information Administration professional, to the medical record, and in the clinical setting.
- Core Communication and Quantitative Skills—Students will be able to express ideas and facts to others through the paper about alternate forms of health care delivery and AHIMA events.

- Policy on Administrative Withdrawal—

"A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with me if you are unable to attend class or complete an assignment on time. If you miss more than half our class meetings within the first four weeks of the semester without contacting me, you will be administratively withdrawn from this section. Our class meets twice per week; thus if you miss four or more classes in the first four weeks, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have any questions about the administrative withdrawal policy at any point during the semester, please contact me."
<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class Introduction – Computing Overview</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Computing Hardware</td>
<td>Hardware Quiz</td>
</tr>
<tr>
<td>3</td>
<td>Copyright and Fair Use</td>
<td>Copyright Quiz</td>
</tr>
<tr>
<td>4</td>
<td>Word Processing</td>
<td>Papers/Reports</td>
</tr>
<tr>
<td>5</td>
<td>Spreadsheets</td>
<td>Graphs/Calculations</td>
</tr>
<tr>
<td>6</td>
<td>Presentation Software</td>
<td>Presentation</td>
</tr>
<tr>
<td>7</td>
<td>Class Presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Midterm Review</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Midterm</td>
<td>Midterm</td>
</tr>
<tr>
<td>9</td>
<td>Databases</td>
<td>Overview Assignment</td>
</tr>
<tr>
<td>10</td>
<td>Databases</td>
<td>Generate Forms/Tables</td>
</tr>
<tr>
<td>11</td>
<td>Networks and the Internet</td>
<td>Internet Quiz</td>
</tr>
<tr>
<td>12</td>
<td>Searching the Internet utilizing different</td>
<td>Compile a report based on</td>
</tr>
<tr>
<td></td>
<td>types of search engines</td>
<td>search results</td>
</tr>
<tr>
<td>13</td>
<td>Audit Trail</td>
<td>Audit Trail Assignment</td>
</tr>
<tr>
<td>14</td>
<td>Technology Topics in Health Care</td>
<td>Work on presentations</td>
</tr>
<tr>
<td>15</td>
<td>Final Project Presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final exam review</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Final Exam</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>