MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. HIMC__________ COURSE NUMBER: 2135__________

NUMBER OF CREDITS: 1

COURSE TITLE: HIT Seminar

CATALOG DESCRIPTION:
Prepare students on how to study for the RHIT examination; review content material for AHIMA RHIT examination; and complete an RHIT mock examination.

AUDIENCE: Health Information Technology students as well as students who satisfy the prerequisite requirements and are interested in gaining more knowledge in this area.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:
Students need Instructor Approval to register for this course

LENGTH OF COURSE: 1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year □ fall ☑ spring ☑ summer □ undetermined □

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. Prepare students to take and pass the RHIT exam by AHIMA

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. The use of critical thinking skills to prepare for the RHIT exam by AHIMA
   b. The use of problem-solving skills to prepare for the RHIT exam by AHIMA

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Cooperative attitude with other students and instructor
4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Understanding the need to communicate with a diverse population.
   b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status

TOPICS TO BE COVERED:
   1) Students will design a study plan with an emphasis on computer test-taking skills and strategies.
   2) Students will complete a mock RHIT exam.
   3) Students will complete the application process for the RHIT exam.

COURSE LEARNING OUTCOMES (GENERAL):
   1) Design a study plan.
   2) Apply good computer test-taking skills and strategies
   3) Complete the application process to complete the RHIT exam

STUDENT LEARNING OUTCOMES (SPECIFIC):
   1) Students will complete Domain practice questions.
   2) Students will complete a RHIT Mock exam.
   3) Students will complete an application for the RHIT exam by AHIMA

LEARNING/TEACHING TECHNIQUES used in the course are:
   ☑ Collaborative Learning    ☑ Problem Solving
   ☑ Student Presentations   ☑ Interactive Lectures
   ☑ Creative Projects        ☑ Individual Coaching
   ☑ Lecture                  ☑ Films/Videos/Slides
   ☑ Demonstrations          ☑ Other (describe below)
   ☑ Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
   ☑ Reading               ☑ Tests               ☑ Individual Projects
   ☑ Oral Presentations   ☑ Worksheets         ☑ Collaborative Projects
   ☑ Textbook Problems    ☑ Papers              ☑ Portfolio
   ☑ Group Problems        ☑ Term Paper
   ☑ Other (describe below)

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.
The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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