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: ADSM                        COURSE NUMBER: 2100

NUMBER OF CREDITS: 1

COURSE TITLE: Board Review

CATALOG DESCRIPTION:

Offers a review of all major examination topics for the certified coding associate and certified processional coder national examinations by AHIMA and AAPC. This course offers a study plan, review of all major examination topics, mock pretest and post-test, guidance to good computer test-taking skills, and a discussion board for question and answers sessions.

AUDIENCE: Medical Coding Students

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: Instructor Permission Required.

LENGTH OF COURSE: 1 semester

THIS COURSE IS USUALLY OFFERED:

Every other year □ fall X□ 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. Design a study plan
   b. Apply good computer test-taking skills and strategies
   c. Complete the application process for the appropriate coding credential examination.
   d. Demonstrate application of knowledge in a testing environment.
2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through the application of all the cumulative knowledge acquired throughout the Medical Coding Specialist program.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through interaction between the instructor and the student to accurately assess their preparedness for the Review exam.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through the application of skills learned through the Health Information Management HIPAA process.

TOPICS TO BE COVERED:
1. Program review of all course material

LIST OF EXPECTED COURSE OUTCOMES:
1. Design a study plan
2. Apply good computer test-taking skills and strategies
3. Complete the application process for the appropriate coding credential examination.
4. Demonstrate application of knowledge in a testing environment.

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)

EXPECTED STUDENT LEARNING OUTCOMES: listed above

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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7/30/13