

OZARKA COLLEGE CURRICULUM PROPOSAL

Course Title	AAS degree in HIM																																																																								
CIP Code																																																																									
Contact Person(s)	Ruby D. Johnson																																																																								
Effective date of proposal	Fall 2011																																																																								
Proposal Summary	<p><i>(Provide a general description of the proposed curriculum change or development)</i></p> <p>The HIM degree has consisted of 66 credit hours, to properly align the degree with a more accurate portrayal of the scope of practice; the following courses will make up the AAS HIM degree.</p> <p>Required General Education:</p> <table> <tr> <td>BUS1133 Keyboarding</td> <td align="right">3 credits</td> <td></td> </tr> <tr> <td>BUS 1213 Information Processing</td> <td align="right">3</td> <td></td> </tr> <tr> <td>CIS 1333 Microcomputer Applications</td> <td align="right">3</td> <td></td> </tr> <tr> <td>COMM1313 Communications</td> <td align="right">3</td> <td></td> </tr> <tr> <td>ENGL 1013 English Comp I</td> <td align="right">3</td> <td></td> </tr> <tr> <td>ENGL 1023 English Comp II</td> <td align="right">3</td> <td></td> </tr> <tr> <td>MATH1103 Math w/Bus App's or</td> <td></td> <td></td> </tr> <tr> <td> MATH 1203 College Algebra</td> <td align="right">3</td> <td></td> </tr> <tr> <td>MGMT2643 Human Relations</td> <td align="right">3</td> <td align="right">24</td> </tr> </table> <p>Required Technical Courses:</p> <table> <tr> <td>HLTH1003 Introduction to Health Professions</td> <td align="right">3</td> <td></td> </tr> <tr> <td>HIM2213 Legal/Ethical Aspects of Healthcare</td> <td align="right">3</td> <td></td> </tr> <tr> <td>LPN1204 Body Structure and Function</td> <td align="right">4</td> <td></td> </tr> <tr> <td>HIM1504 Pathophysiology with Pharmacology</td> <td align="right">4</td> <td></td> </tr> <tr> <td>HIM1203 Medical Terminology I</td> <td align="right">3</td> <td></td> </tr> <tr> <td>HIM1213 Medical Terminology II</td> <td align="right">3</td> <td></td> </tr> <tr> <td>HIM1803 Medical Coding I with Insurance</td> <td align="right">3</td> <td></td> </tr> <tr> <td>HIM1813 Medical Coding II</td> <td align="right">3</td> <td></td> </tr> <tr> <td>MDTR2003 Medical Transcription</td> <td align="right">3</td> <td></td> </tr> <tr> <td>HIM2264 Clinical Practicum Experience</td> <td align="right">4</td> <td align="right">33</td> </tr> </table> <p>Plus (1) Elective from the following:</p> <table> <tr> <td>NUTR2203 Nutrition</td> <td></td> <td align="right">3</td> </tr> <tr> <td>PSYC2003 General Psychology</td> <td></td> <td></td> </tr> <tr> <td>PSYC2313 Developmental Psychology</td> <td></td> <td></td> </tr> <tr> <td>SOCI2013 Introduction to Sociology</td> <td></td> <td></td> </tr> <tr> <td align="right">Total Degree Hours</td> <td></td> <td align="right">60</td> </tr> </table>	BUS1133 Keyboarding	3 credits		BUS 1213 Information Processing	3		CIS 1333 Microcomputer Applications	3		COMM1313 Communications	3		ENGL 1013 English Comp I	3		ENGL 1023 English Comp II	3		MATH1103 Math w/Bus App's or			 MATH 1203 College Algebra	3		MGMT2643 Human Relations	3	24	HLTH1003 Introduction to Health Professions	3		HIM2213 Legal/Ethical Aspects of Healthcare	3		LPN1204 Body Structure and Function	4		HIM1504 Pathophysiology with Pharmacology	4		HIM1203 Medical Terminology I	3		HIM1213 Medical Terminology II	3		HIM1803 Medical Coding I with Insurance	3		HIM1813 Medical Coding II	3		MDTR2003 Medical Transcription	3		HIM2264 Clinical Practicum Experience	4	33	NUTR2203 Nutrition		3	PSYC2003 General Psychology			PSYC2313 Developmental Psychology			SOCI2013 Introduction to Sociology			Total Degree Hours		60
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Need for the proposal	<p><i>(Provide data on student interest, job availability, corporate demands, and employment projections. Focus on need in North Central Arkansas: is there sufficient demand, etc.)</i></p> <p>The HIM degree has 47 students declared, the courses needed aligned so that the students could complete their degree in a timely manner. We had only 1 graduate in 2009. Courses were not progressive, changes will be made in the catalog as well.</p>
Curriculum outline	<p><i>(Include prerequisites, course description, syllabus, suggested textbook, etc.)</i></p> <p>See above</p>
Faculty needed for proposal	
Description of resources	<p><i>(Present library resources including relevant holdings; current instructional facilities including classrooms, instructional equipment and technology, and laboratories, etc.)</i></p>
Costs associated with the activity	<p><i>(New administrative costs; cost, if any, of additional faculty; new library resources and cost; new facilities and costs; distance delivery costs, if applicable; and any other costs associated with the proposal. If no new costs, explain.)</i></p>
Source of funding (if needed)	
Similar activities in colleges within a 50 mile range	
APPROVAL	
Initial Committee	<p>Date: _____</p> <p>Chairperson Signature: _____</p>
Faculty Council	<p>Date: _____</p>

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	Chairperson Signature: _____
Administrative Council	Date: _____ Chairperson Signature: _____
Board of Trustees (If required)	Date
SIGNED COPY SHOWING ALL REQUIRED APPROVALS MUST BE SENT BACK TO CURRICULUM COMMITTEE FOR FILING.	
ADHE Submission	Date:
ADHE Letter of Notification	Date:
AFTER ALL REQUIRED APPROVALS HAVE BEEN COMPLETED, PROPOSED ITEM MAY BE ADDED TO CATALOG.	
Assessment Methods	
Implementation Date	Date: <i>(Add to Curriculum Committee Calendar)</i>
Report back to Curriculum Committee	Date: <i>(Based on assessment measurements including course evaluation of instructions following the first offering of the curriculum.) (Add to Curriculum Committee Calendar)</i>
Recommended Revisions	Date:
<u>Curriculum Proposal Approval Process</u> <ol style="list-style-type: none"> 1. Proposal is initiated in the Curriculum Committee for approval. 2. Faculty Council 3. Administrative Council 4. Board of Trustees, if necessary 5. Internal Process Completed—signed form back to Curriculum Committee 6. **ADHE notification or Approval—Curriculum Committee sent copy. 7. **Program may be legitimately entered in Ozarka College Catalog 8. Follow up review prepared 1 semester after courses offered and reported back to Curriculum Committee to complete Assessment Loop on Courses Offered. 	

Form Revised: Wednesday, April 28, 2010