

Syllabus for HIMT 489

Pre-Capstone

Communication Preferences: you can use the "Ask the Instructor" discussion forum for general questions; for specific, personal matters, email is preferred and you can generally expect to receive a response within 24 hours

Course Description

This is a one-credit course that is intended to serve as an orientation for the HIMT 490 Capstone course as well as a credentialing exam prep course. The Pre-Capstone will help you get more comfortable with all that's involved in the Capstone experience. HIMT 489 will also help prepare you for the upcoming credentialing exam(s) that you will be sitting for (in particular, the RHIA and CAHIMS exams). Please look through the content and discover the steps you need to take to be successful. Take special note of the deadlines and requirements for submitting your documents. Those deadlines are very important. This is a Pass/Fail course. It is a prerequisite for HIMT 490.

Prerequisites: At least one semester prior to being eligible to enroll in the capstone

Course Learning Objectives

Upon completion of this course, you will be able to:

- Begin your Capstone experience.
- Approach the RHIA and CAHIMS exams with having completed basic preparation for them.

HIM Curriculum Competencies

This course will not directly address any CAHIIM competency. Instead, this course is all about getting you prepared for meeting the expectations of the AHIMA's Professional Practice Experience (PPE) course as you undertake your Capstone experience.

Course Materials

- Shaw, P. *Registered Health Information Administrator (RHIA) Exam Preparation*. AHIMA Press.
For this course, the instructor will supply access to RHIA Exam-related materials and you do not need to buy this. However, it's a great exam prep book that you might want to have. If you do decide to buy it, please purchase a new copy rather

than a used copy because a new one will allow you access to on-line testing and study resources while a used copy may not.

- Microsoft Office including Word, Access, PowerPoint, and Excel

Course Deliverables

- Unofficial Transcript (work with your home campus)
- Last Year Academic Plan
- Resume
- Appendix E: Capstone Site Selection Form
- Rough Draft version of your Capstone Project Proposal
- Background check completed through [Certified Background](#)

Danger!

Students will NOT be permitted to enroll in the Capstone Course (HIMT 490) if ANY of the six deliverables, or if any of the RHIA-exam related deliverables, is not complete and submitted on time in this course. Please expect that you will receive feedback on what you submit and that there may be significant conversation and/or revision expected before you are able to continue on to the next step.

Please keep lines of communication open with the Capstone Coordinator.

Course Outline

The course is organized into 10 units.

- Unit 1: Resume Due
- Unit 2: Last Year Academic Plan (Appendix D) and Unofficial Transcripts Due
- Unit 3: Start working on your Site Selection Form (Appendix E)
- Unit 4: Site Selection Form (Appendix E) Due
- Unit 5: RHIA Mock Exam #1
- Unit 6: RHIA Quiz Domain I and II and Review the Capstone Process Timeline Document (Appendix B)
- Unit 7: RHIA Quiz Domain III and IV and Review the Capstone Project Proposal document (Appendix H)
- Unit 8: RHIA Quiz Domain V and Review the Student Capstone Performance Expectations (Appendix I) and the HIMT Capstone Student Evaluation Form (Appendix K)
- Unit 9: Communicate with the instructor to make sure that all work has been submitted and that you have been accepted into the capstone course and Submit Rough Draft Version of Project Proposal (Appendix H)
- Unit 10: RHIA Mock Exam #2 and Background Checks must be complete

Course Policies

The News tool in Brightspace will be used as a means of communication. Please check it on a regular basis to keep current. The syllabus, schedule and assignments are all subject to change. Any changes or need for additional information affecting the course as a whole will be communicated here.

Assignment grades will be available to you in the Grades tool of Brightspace. Any necessary communication regarding assignments placed in the Dropbox will be posted through Dropbox feedback or via email. Make sure to check both.

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergency situations occur and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis.

Warning!

All deliverables will be submitted through Dropbox and are due by 11:59 pm on Sunday of the week that they are due. Late assignments will NOT be accepted unless approved by the instructor ahead of time. You are responsible for making sure that all deliverables are submitted.

Grading

As mentioned above, all assignments must be submitted to earn credit for this course and move on to the capstone course. This is a pass/fail course, which means you will earn a "pass" or a "fail" at the end of it and it will not affect your grade point average. Your assignments will earn full credit if they are turned in, finished completely based on the instructions given, and on time.

Value of Assignments

Point values for assignments are listed below.

Assignments	Points
Resume	100
Unofficial Transcripts	100
Last Year Academic Plan	100
Capstone Site Selection Form	200
Capstone Project Proposal	200
Background Check	200
RHIA Mock Exam #1	100
RHIA Mock Exam #2	100
RHIA Domain Practice Quizzes (20 points each)	100

Assignments	Points
Total Points	1200

Grading Scale

This is a pass/fail course. You will earn a "pass" or a "fail" as a final grade value and it will not impact your grade point average. You will earn one credit if you pass the course and zero credits if you fail the course.

Course Calendar

Assignments are **due by Sunday at 11:59 pm of each week.**

Week	Unit #	Topic	Description
1/17-1/22	1	Resume Due	It's recommended that you have Career Services on your campus review it before submitting.
1/23-1/29	2	Last Year Academic Plan (Appendix D) Due Unofficial Transcripts Due	Submit early if you can!
1/30-2/5	3	Site Selection Form (Appendix E)	Appendix E is due at the end of week four. Please start early and be thorough.
2/6-2/12	4	Site Selection Form (Appendix E) due	Please be actively involved in choosing your site.
2/13-2/19	5	RHIA Mock Exam #1	Submit Results in Dropbox in the form of a screen shot. Allow up to three hours to complete.
2/20-2/26	6	RHIA Quiz Domain I and II Background Checks must be complete by end of course Review the Capstone Process Timeline Document (Appendix B)	Make sure you ask questions if you have them.
2/27-3/5	7	RHIA Quiz Domain III and IV Review the Capstone Project Proposal document (Appendix H)	Appendix H is due at the end of week 9. Make sure you ask questions if you have them.
3/6-3/12	8	RHIA Quiz Domain V Review the Student Capstone Performance Expectations (Appendix I) Review the HIMT Capstone Student Evaluation Form (Appendix K)	Make sure you ask questions if you have them.

Week	Unit #	Topic	Description
3/13-3/19	9	Communicate with the instructor to make sure that all work has been submitted and that you have been accepted into the capstone course Rough Draft Version of Project Proposal (Appendix H) due	This document will serve as a starting point for your final project.
3/20-3/26	10	RHIA Mock Exam #2 Background check due	Submit Mock Exam results in Dropbox in the form of a screen shot. Allow up to three hours to complete. Submit Background Check results to Dropbox.