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| JJC Logo Primary_black.jpg | **2018-2019 Completion Guide**  **Health Information Management Technology, Associate in Applied Science, CO525**  **ICCB Approved Total Program Hours:** |
| Date | *The following schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.* |
| Program Prerequisites |  |

**T= Traditional H = Hybrid W = Web**

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| **First Semester** | | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| BIO 100 | Medical Terminology | 3 | T, W | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096; and placement into MATH 094 or higher, or minimum grade of “C” in MATH 090. | FL, SP, SM |  |
| BIO 125 | Human Biology | 4 | T, H | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096; and placement into MATH 094 or higher, or minimum grade of “C” in MATH 090. | FL, SP, SM |  |
| ENG 101 | Rhetoric | 3 | T, W | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096. | FL, SP, SM |  |
| HIM 101 | Health Information Management I | 3 | H |  | FL, SP |  |
| CIS 122 | Computer Information System Fundamentals | 4 | T, H, W |  | FL, SP, SM |  |
|  | Total Semester Hours | 17 |  |  |  |  |

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| **Second Semester** | | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| BLAW 120 | Legal Aspects of HIM | 3 | T | HIM 101 or consent of department. | FL, SP |  |
| OFS 200 | Data Management for Health Professions | 4 | T, W | CIS 122 | FL, SP, SM |  |
| HIM 110 | Basic ICD Coding | 4 | T, H | Take BIO 100 and one of the following prerequisites: BIO 125; or BIO 151; or BIO 250 and BIO 251. Minimum grade of “C” and take HIM 115 which may be taken concurrently. | FL, SP, SM |  |
| HIM 115 | Principles of Disease | 3 | T, W | BIO 100 and BIO 125. Concurrent: Enrollment in HIM 110 and HIM 111 is optional. | FL, SP, SM |  |
| HIM 125 | Current Healthcare Comparative Applications | 3 | H | HIM 101 | FL ,SP |  |
|  | Total Semester Hours | 17 |  |  |  |  |

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| **SUMMER** | | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| HIM 111 | Basic CPT Coding | 3 | H | BIO 100, BIO 125 and HIM 115 which may be taken concurrently. Students must know Human Biology and Disease process prior to CPT coding. | FL, SP, SM |  |
| COMM 101 | Principles of Speech Communication | 3 | T, H, W | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096. | FL, SP, SM |  |
| Math/Science |  | 3 |  |  |  |  |
|  | Total Semester Hours | 9 |  |  |  |  |

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| **Third Semester** | | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| HIM 102 | Health Information Management II | 3 | T | HIM 101, CIS 122 and OFS 200 with a minimum grade of a “C” or better. | FL, SP |  |
| HIM 120 | Statistical Tools for HIM Technicians | 3 | T | HIM 101. Knowledge of basic addition, subtraction, multiplication, and division facts are assumed. | FL, SP |  |
| HIM 210 | Clinical Classification Systems | 3 | H | HIM 110, HIM 111 and HIM 215 which may be taken concurrently. | FL, SP |  |
| HIM 215 | Healthcare Reimbursement | 3 | T | HIM 110 and HIM 111. | FL, SP |  |
| HIM 230 | Professional Practice I | 3 | T | Consent of department. | FL |  |
|  | Total Semester Hours | 15 |  |  |  |  |

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| **Fourth Semester** | | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| PSYCH 101 | General Psychology | 3 | T, H, W |  | FL, SP, SM |  |
| HIM 220 | Quality Management in Healthcare | 3 | T | HIM 101, HIM 102, CIS 122, and OFS 200 with a minimum grade of “C” | FL, SP |  |
| HIM 222 | Computers in Healthcare | 4 | T | HIM 102, HIM 125, HIM 210, CIS 122, and OFS 200 with a minimum grade of “C” | FL, SP |  |
| HIM 235 | Professional Practice II | 3 | T | Consent of department. | SP |  |
|  | Total Semester Hours | 13 |  |  |  |  |

**Graduation Requirements**

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admission requirements.

2. Complete the courses required to earn the chosen degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which the last 15 credit hours applicable to the degree are earned at Joliet Junior College. If the student has not taken the last 15 hours at JJC, then a total of 30 credit hours applicable to the degree must be earned at Joliet Junior college. Proficiency test, CLEP and Advanced Placement do not meet this requirement.

3. Earn a cumulative grade point average of at least 2.0.

4. Discharge all financial obligations to the college; have no restrictions.

5. File an application for graduation (An application should be filed at the time of registration for student’s anticipated last semester).

6. Have on file in the Graduation office by the graduation filing date all transcripts from other colleges/universities that are to be evaluated for credit, to be applied toward a degree. A delay in the process may result in a later graduation date.

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| For more information:  http://www.jjc.edu/ academics/computer-information-systems | Department Chairperson | Program Coordinator | Program Advisor |
| Pam Dunn | Debra Gaskin | Debra Gaskin |
| (815) 280-2486  padunn@jjc.edu | (815) 280-2625  dgaskin@jjc.edu | (815) 280-2625  dgaskin@jjc.edu |