## Trial Course or New Course Proposal

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Allied Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Shawn Russell</td>
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<tr>
<td>Email Contact</td>
<td><a href="mailto:Shawn.russell@uaf.edu">Shawn.russell@uaf.edu</a></td>
</tr>
<tr>
<td>College/School</td>
<td>CRCD Health Programs</td>
</tr>
<tr>
<td>Phone</td>
<td>(907) 260-9525</td>
</tr>
<tr>
<td>Faculty Contact</td>
<td><a href="mailto:Dallas.budden@uaf.edu">Dallas.budden@uaf.edu</a></td>
</tr>
</tbody>
</table>

See [http://www.uaf.edu/uafgov/faculty/cd/cdman.html](http://www.uaf.edu/uafgov/faculty/cd/cdman.html) for a complete description of the rules governing curriculum & course changes.

### 1. ACTION DESIRED (check one):

- [ ] Trial Course
- [x] New Course

### 2. COURSE IDENTIFICATION:

<table>
<thead>
<tr>
<th>Dept</th>
<th>HLTH</th>
<th>Course #</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HLTH</td>
<td>130</td>
<td>3</td>
</tr>
</tbody>
</table>

Justify upper/lower division status & number of credits:

- **Lower division status:** This course covers basic computer literacy and provides an introduction to medical office management software used in healthcare facilities nationwide.
- **Number of credits:** This course will include 3 hours of blended synchronous and asynchronous lecture per week and will be offered online. 2400 minutes of contact time will be provided, and an additional 6-9 hours of homework time/week will be required.

### 3. PROPOSED COURSE TITLE:

Medical Office Technology

### 4. CROSS LISTED?

- [ ] YES
- [ ] NO

(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

### 5. STACKED?

- [ ] YES
- [ ] NO

### 6. FREQUENCY OF OFFERING:

- [ ] Every Spring
- [ ] (Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

### 7. SEMESTER & YEAR OF FIRST OFFERING (if approved)

Spring 2009

### 8. COURSE FORMAT:

**NOTE:** Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

<table>
<thead>
<tr>
<th>COURSE FORMAT: (check one)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>X</th>
<th>6 weeks to full semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER FORMAT (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Combined synchronous and asynchronous lecture online</td>
</tr>
</tbody>
</table>

### 9. CONTACT HOURS PER WEEK:

<table>
<thead>
<tr>
<th>LECTURE hours/week</th>
<th>LAB hours/week</th>
<th>PRACTICUM hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

### 10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):


This course introduces current and potential health care workers to computers in the medical office. Students will study medical office management software and electronic health record systems. This course includes discussion of computer hardware and software, working with operating systems, keyboarding, word processing, spreadsheets, presentation creation and formatting, and database concepts.

11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

<table>
<thead>
<tr>
<th>H - Humanities</th>
<th>N - Natural Science</th>
<th>S - Social Sciences</th>
</tr>
</thead>
</table>

   Will this course be used to fulfill a requirement for the baccalaureate core? **X**

   IF YES, check which core requirements it could be used to fulfill:

   - O = Oral Intensive, Format 6
   - W = Writing Intensive, Format 7
   - Natural Science, Format 8

12. **COURSE REPEATABILITY:**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

   Justification: Indicate why the course can be repeated. For example, the course follows a different theme each time.

   How many times may the course be repeated for credit? **T**IME(S)

   If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? **C**REDITS

13. **GRADING SYSTEM:**

<table>
<thead>
<tr>
<th>LETTER:</th>
<th>PASS/FAIL:</th>
</tr>
</thead>
</table>

14. **PREREQUISITES**

   | None |

   These will be required before the student is allowed to enroll in the course.

   **RECOMMENDED**

   | None |

   Classes, etc. that student is strongly encouraged to complete prior to this course.

15. **SPECIAL RESTRICTIONS, CONDITIONS**

   | None |

16. **PROPOSED COURSE FEES**

   | No additional fees |

   Has a memo been submitted through your dean to the Provost & VCAS for

17. **PREVIOUS HISTORY**

   Has the course been offered as special topics or trial course previously? **Yes/No**

   If yes, give semester, year, course #, etc.: Spring 2008, HLTH F193 Health Office Technology CRN# 39032

18. **ESTIMATED IMPACT**

   **WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.**

   None (Class is delivered online or in available classroom space, a current staff member is available to teach this class as an adjunct)

19. **LIBRARY COLLECTIONS**

   Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

   This course does not require media collection or equipment
20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)
None

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

Positive impact on Allied Health/Health Care Reimbursement: Students will have the opportunity to gain skills related to health office technology - skills that are required for employment in the health care workforce.

Negative impacts: None

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

New Course HLTH 130 Medical Office Technology: Industry demand and current trends in health care have determined the need to include content in electronic health records and medical office management software. The addition of new course HLTH 130 Medical Office Technology will prepare students for the transition from hard copy medical records to electronic medical records. All health care facilities nationwide are in the process of going through this transition, and all health care workers will need to know how to operate this software. In addition to preparing students to work with electronic health records, this course will provide basic instruction is the use of computers (working with Windows, database concepts, using Word, using Excel, PowerPoint, keyboarding, saving and retrieving files) and use of medical office management software to perform administrative functions (creating and printing appointments, entering transactions (charges, payments, adjustments), ledgers, balances, claims, daysheets, reports, etc.). This course is primarily intended for students in the Allied Health program, and this content is not offered in any course currently in the program.
Positive impact on Allied Health/Health Care Reimbursement: Students will have the opportunity to gain skills related to health office technology - skills that are required for employment in the health care workforce.

Negative impacts: None

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APPROVALS:

Signature, Chair, Program/Department of: [Name]  
[Signature]  
[Title]  
[Date]

Signature, Chair, College/School Curriculum Council for: [Name]  
[Signature]  
[Date]

Signature, Dean, College/School of: [Name]  
[Signature]  
[Date]  
[Signature of Provost (if applicable)]
Offerings above the level of approved programs must be approved in advance by the Provost.
APPROVALS:

Signature, Chair, Program/Department of: ___________________________ Date 9-26-08

Signature, Chair, College/School Curriculum Council for: ________________ Date ____________

Signature, Dean, College/School of: ___________________________ Date ____________

Signature of Provost (if applicable) Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Signature, Chair, UAF Faculty Senate Curriculum Review Committee Date ____________

ADDITIONAL SIGNATURES: (If required)

Signature, Chair, Program/Department of: ___________________________ Date ____________

Signature, Chair, College/School Curriculum Council for: ________________ Date ____________

Signature, Dean, College/School of: ___________________________ Date ____________
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APPROVALS:

Signature, Chair, Program/Department of: ________________________________ Date ____________

Signature, Chair, College/School Curriculum Council for: ____________________________ Date ____________

Signature, Dean, College/School of: ________________________________ Date ____________

Signature of Provost (if applicable)
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ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Signature, Chair, UAF Faculty Senate Curriculum Review Committee Date ____________
ATTACH COMPLETE SYLLABUS (as part of this application).
Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide
http://www.uaf.edu/uafgov/faculty/cd/syllabus.html.
The department and campus wide curriculum committees will review the syllabus to
ensure that each of the items listed below are included. If items are missing or
unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES
During the first week of class, instructors will distribute a course syllabus.
Although modifications may be made throughout the semester, this document will
contain the following information (as applicable to the discipline):

1. **Course information:**
   - Title, number, credits, prerequisites, location, meeting time
     (make sure that contact hours are in line with credits).

2. **Instructor (and if applicable, Teaching Assistant) information:**
   - Name, office location, office hours, telephone, email address.

3. **Course readings/materials:**
   - Course textbook title, author, edition/publisher.
   - Supplementary readings (indicate whether required or recommended)
     and any supplies required.

4. **Course description:**
   - Content of the course and how it fits into the broader curriculum;
   - Expected proficiencies required to undertake the course, if applicable.
   - Inclusion of catalog description is strongly recommended, and
   - Description in syllabus must be consistent with catalog course description.

5. **Course Goals (general) and Student Learning Outcomes (more specific)**

6. **Instructional methods:**
   - Describe the teaching techniques (eg: lecture, case study, small group
     discussion, private instruction, studio instruction, values clarification,
     games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. **Course calendar:**
   - A schedule of class topics and assignments must be included. Be specific
     so that it is clear that the instructor has thought this through and will
     not be making it up on the fly (e.g. it is not adequate to say “lab”.
     Instead, give each lab a title that describes its content). You may call
     the outline Tentative or Work in Progress to allow for modifications during
     the semester.

8. **Course policies:**
   - Specify course rules, including your policies on attendance, tardiness,
     class participation, make-up exams, and plagiarism/academic integrity.

9. **Evaluation:**
   - Specify how students will be evaluated, what factors will be included,
     their relative value, and
   - how they will be tabulated into grades (on a curve, absolute scores,
     etc.)

10. **Support Services:**
    - Describe the student support services such as tutoring (local and/or
       regional) appropriate for the course.

11. **Disabilities Services:**
    The Office of Disability Services implements the Americans with Disabilities
    Act (ADA), and insures that UAF students have equal access to the campus and
    course materials.
    - State that you will work with the Office of Disabilities Services (203
      WHIT, 474-7043) to provide reasonable accommodation to students with
      disabilities.”
Medical Office Technology
HLTH 130
3 Credit Course
Spring 2009
Course Syllabus

Class Location: Thursday from 5:10 P.M. until 6:40 P.M.
Classes meet live online using Blackboard and Elluminate Live (ELive).

Faculty: Dallas Budden
Email: dallas.budden@uaf.edu
Phone: 907.455.2049
Fax: 907.455.2051
Toll Free: 1.866.955.2050
Office Hours: Thursday 10 am – 4 pm

Course Reading/Materials:

Students will be required to purchase two software applications. Complete information will be mailed before class begins along with Student Blackboard/ELive training CD.

Before the first class session, students will receive printed instructions to complete the following in the mail within one week of registering for the course:

1. Establish your online account (www.uaonline.alaska.edu)
2. Establish your UAF email account (www.uaf.edu)
3. Attend a Blackboard Orientation (1.866.955.2050 or 907.455.2049)
4. Connect to the Blackboard suite (classes.uaf.edu)
5. Students must complete these steps before the first class session

Description:

This course introduces current and potential health care workers to computers in the medical office. Students will study medical office management software and electronic health record systems. This course includes discussion of computer hardware and software, working with operating systems, keyboarding, word processing, spreadsheets, presentation creation and formatting, and database concepts.

Student Learning Outcomes:

Upon completing this course, students will be able to:

1. Demonstrate intermediate computer skills
2. Demonstrate a conceptual understanding of operating systems, hardware and databases
3. Keyboard at 45 wpm with 3 or fewer errors
4. Create word documents in various formats, that incorporate tables, formulas, and other advanced techniques
5. Create spreadsheet documents that incorporate formulas and advanced techniques
6. Create, produce and present electronic presentation
7. Demonstrate an understanding of medical informatics
8. Describe the clinical, special-purpose, and administrative application of computer technology in health care and its delivery
9. Demonstrate an understanding of the elements of various medical office software programs
10. Demonstrate proficiency in using one medical management software system
   a. Enter, edit and save case information
   b. Enter, edit and save patient records with several types of insurance
c. Design and print specialized reports
d. Demonstrate proficiency in claim management and transaction entry
e. Audit and edit reports

11. Explain issues related to the privacy and security of medical information and HIPAA protections

**Instructional Methods:**
Health 130 is delivered via Elluminate Live sessions and Blackboard resources (announcements, quizzes, interactive projects, course and assignment calendar, online discussion notes, online syllabus, etc.). Students must have basic computer skills, access to a computer and Internet connection for all class sessions and activities. Students are required to complete 90 minutes of independent guided study each week, and must complete pretests related to this independent study. Independent study pretests are not awarded points, but must be completed in order to pass this course. Weekly homework assignments must be completed in addition to your independent study pretests.

This course is taught primarily online using Blackboard and Elluminate Live. Students will take part in weekly learning activities with other students in discussion forums and structured exercises and alone through individual assignments. Each week the class will cover one module. You must complete the reading assignment before you come to class.

Directions for completing homework assignments are available on the class Blackboard site. Homework assignments are due by Wednesday at midnight. Assignments will become available each week on Wednesday at 8 a.m. and will close at the assignment deadline. Blackboard will display each assignment for that time period and then the assignment will no longer be accessible. The assignment will not be re-opened when the specified time for an assignment has passed. Generally, late assignments will not be accepted.

**Course Calendar:**

**Tentative HLTH 130 - Medical Office Technology**

<table>
<thead>
<tr>
<th>Module</th>
<th>Independent Study</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Computer Basic Parts</td>
<td>• Write a 500 to 750-word essay on how your computer impacts your world. Include 6 of the 9 areas that you studied in the Independent Study section.</td>
</tr>
<tr>
<td>2</td>
<td>How Computers Work</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
<tr>
<td>3</td>
<td>Windows Operating Systems (XP &amp; Vista)</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
<tr>
<td>4</td>
<td>Using Software</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
<tr>
<td>5</td>
<td>Types of Networking</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
<tr>
<td>6</td>
<td>Using Multimedia</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
<tr>
<td>7</td>
<td>Internet</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
<tr>
<td>8</td>
<td>Online Communication</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
<tr>
<td>9</td>
<td>Implementing Security</td>
<td>• Nimble Fingers start Beginning Keystrokes submit Report</td>
</tr>
</tbody>
</table>

|     | Word Processing |            |
| 2   | Menus, Toolbars & Task Pane | • Format and Edit Health letter 1 |
|     | Editing & Proofing tools | • Create an Interoffice Memo |
|     | Formatting | • Create Table in Health Letter 2 |
|     | Tab & Paragraph | • Add charts and pictures in Health Letter 3 |
|     | Envelopes & Labels | • Continue with Beginning Keystrokes Nimble Fingers submit Report |
|     | Columns, Pictures, Diagrams & Charts | • Continue with Beginning Keystrokes Nimble Fingers submit Report |
|     | Tables | • Continue with Beginning Keystrokes Nimble Fingers submit Report |
|     | Merging Documents | • Continue with Beginning Keystrokes Nimble Fingers submit Report |
|     | Integrating Word with other applications | • Continue with Beginning Keystrokes Nimble Fingers submit Report |

|     | Spreadsheet(45 mins per segments) |            |
| 3   | Understanding Worksheets & Workbooks | • Format & Edit Health spreadsheet 1 |
|     | Entering & Formatting | • Create Charts Health spreadsheet 2 |
|     | Charts | • Create Formulas Health spreadsheet 3 |
|     | Formulas | • Create Form with Graphics Health spreadsheet 4 |
|     | Templates, Forms & Graphics | • Start Intermediate Keystrokes – Nimble Fingers submit Report |
| 4 | Presentation | • Using your essay from Module 1 create a Presentation  
• Using Health spreadsheet 2 create a presentation  
• Create a presentation using Case 1  
• Create a presentation using Case 2  
• Complete Intermediate Keystrokes Nimble Fingers submit Report |
|---|---|---|
| 5 | Database (45 mins per segments) | • Add & Edit Date in Health Database 1  
• Create a Form  
• Create Queries Health Database 1  
• Create a Report  
• Complete Nimble Finger – Skill Building and Accuracy Drills – submit Report |
| 6 | Quiz | • Written Exam on the concepts  
• Keyboarding Exam |
| 7 | Medical Informatics | • Write a 500 to 750-word essay from one the topics under Independent Study segments.  
• Start Nimble Finger Advance Keystrokes |
| 8 | Amazing Charts | • Using Amazing Charts Program Create the following  
• Appointments  
• Print appointments & submit  
• Complete Nimble Finger Advance Keystrokes submit Report |
| 9 | Spring Break | • |
| 10 | Appointment Book | • Using Amazing Charts complete skill exercises 1-3 & submit  
• Nimble Finger – Timed Exercises 1-2-5 minutes submit Reports |
| 11 | Patient & Case Information | • Using Amazing Charts complete skill exercises 1-4 & submit  
• Nimble Finger – Basic Data Entry submit Report |
| 12 | Transaction & Claim Management | • Using Amazing Charts complete skill exercises 1-5 & submit  
• Complete Nimble Finger – Advanced Data Entry submit Report |
| 13 | Printing & Designing Reports | • Using Amazing Charts complete skill exercises 1-5 & submit  
• Complete Nimble Finger – Data Classification & Chart of Accounts submit Report |
| 14 | Setting up a New Practice | • Using Amazing Charts complete skill exercises 1-5  
• Complete Nimble Finger Timed |
Course Policies:

Attendance:
You are expected to attend classes regularly. Excessive absences may result in a failing grade or removal from class. Excessive absences are four or more unexcused absences. Elluminate Live participation weighs heavily into your grade. You are responsible for coordinating with me prior to any absences regarding the possibility of making up missed work. Students are expected to arrive in our Elluminate Live classroom before the class is scheduled to start, and are expected to remain in class throughout the scheduled class session. Leaving class early without prior approval counts as an absence and affects your grade.

If you are required to participate in (a) military, (b) UAF-sponsored activities, or (c) documental and necessary participation in cultural activities that will cause you to miss a class, you must notify me as soon as possible. You must notify me of all scheduled UAF-required absences for the semester (e.g. travel to athletic events) during the first week of classes.

Participation and Preparation:
"Participation" grades are based on being on time, staying for the whole class, and contributing in group discussion and small group projects. Please share your thoughts respectfully with the whole group, as this is how we can all learn from each other. Inappropriate behavior will not be tolerated. Students are expected to contribute to class in a manner that is conducive to learning. Students who display behavior that is disrespectful or distracting to class participants or that is inappropriate for a classroom setting will be asked to leave and/or will not receive participation points.

Student Responsibility:
As students, you must accept the responsibility of ensuring your own success. It is your responsibility to know what you need to do and when you need to do it. This requires a great deal of initiative on your part. Always ask if you don’t know what is expected of you. Never wait for someone to tell you. “I didn’t know,” and “no one told me,” are not acceptable reasons for failure to fulfill your student obligations. I am here to help and support students who take the initiative to help themselves.

Assignments:
Students are expected to prepare for class. You should read the material scheduled to be discussed prior to the class period. If you come to class unprepared, it diminishes the discussion for everyone. Work turned in on time may be returned with suggestions to obtain additional points if re-submitted. Extra credit options may be available as the course unfolds. Assignments are due by Wednesday at midnight. Late assignments will not be accepted.

Quality Issues:
Accuracy in spelling is extremely important when documenting health care encounters. Proper grammar and spelling are also integral parts of professionalism. To reinforce attention to proper spelling and grammar, points will be deducted from assignments containing spelling and grammatical errors. Students are expected to check their work for
accuracy before submitting it. Always use a spellchecker. When participating in assignments in Blackboard, you will need to be select Blackboard’s spellchecker. Your work must show that you understand the lectures, assigned readings, and other materials. Please note that some Blackboard assignments must be completed the first time you access them. In other words, you may not be able to go back to your assignment and make corrections after you have finished, so it is important to make sure that the information you provide is correct before you submit it. Review instructions for each assignment carefully. Points will not be given for medical terms spelled incorrectly.

**Plagiarism/Academic Integrity:**
Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or courses. The entire purpose of participation in this class is to acquire useful skills through learning. To cheat is to lose the opportunity to learn these skills.

Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless specific permission has been granted. No materials may be used to assist in quizzes and examinations without specific permission.

2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in all assigned work.

3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

**Incomplete:**
Incomplete "I" grades will only be given if the student has successfully completed a majority of the class and has some emergency or extenuating circumstance which makes it impossible for them to complete the course this semester. An Incomplete grade will not be given to students who have simply fallen behind on the assignments or who wish to get a better grade by turning in assignments after the course deadline. Students given an "I" grade will have a specified period of time to complete specified assignments. Failure to complete assignments within the specified time period will result in an "I" grade changing to an "F" (failing) grade on your report card.

**Evaluation and Grading:**
Timely attendance at Elluminate Live class sessions and as-assigned contribution to our discussion board are required. If for any reason you will be absent from class, you are expected to inform me by email or phone. Homework will be due the following week (whether or not you are absent from class).

Grading and student expectations are based on policies found in the current UAF catalog.

In this course there are many quizzes and assignments. While this may sound rather daunting, it is important to remember that education and practice are necessary for learning. These assignments and quizzes are open-book and offer you the opportunity to practice using the skills that you will need in the Health Care workplace. It is also important to remember that distance courses typically involve less classroom time and more independent study time than traditional face-to-face classes. For this reason, it is important to note that you must commit several hours of time to this class each week in addition to the time spent in our live, online class sessions (approximately ten hours per week of combined independent study and homework). Reading assignments and Blackboard assignments are to be completed independently, and weigh heavily into your final grade and your ability to be successful as a student. Independent study pretests may be completed with peers.
Individual assignment and overall course grades are based on the following criteria:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 100% - 90%</td>
<td>An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding, presented with exceptional clarity &amp; poise.</td>
</tr>
<tr>
<td>B = 89% - 80%</td>
<td>Better than the average. Above the average expectation. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an 'A'.</td>
</tr>
<tr>
<td>C = 79% - 70%</td>
<td>Average. The student grasps the essential information; material is complete and presented on time.</td>
</tr>
<tr>
<td>D = 69% - 60%</td>
<td>Below average. Student misses significant aspects of the assignment. Material is not turned in on time; student is unprepared to present project to class.</td>
</tr>
<tr>
<td>F = below 60%</td>
<td>Student was unable to complete the assignment on time with at least a 60% understanding and presentation.</td>
</tr>
</tbody>
</table>

**Final Exam and Keyboarding Exam:**

These exams must be supervised by a qualified proctor. It is the student’s responsibility to identify a qualified proctor and to provide them with the Proctor Eligibility and Responsibilities Form and Proctor Agreement Form found in your Blackboard Course Site. It is also the student’s responsibility to maintain contact with the proctor and to notify your instructor immediately if you should discover that your designated proctor is no longer available. No textbooks, notes, or other resource materials may be used during the final exam unless they have been specifically identified by allowable in your final exam folder in Blackboard.

**Support Services:**

Students in need of support are encouraged to contact me via email or telephone. Response will be made within 72 hours Monday through Friday. I have posted online office hours and am available for group and private face to face meetings to the extent possible. All college classes require strong reading and study skills. There may be a student support program in your area. **If you feel that you may be falling behind, contact me immediately.** I want you to be successful. Never be afraid to ask for help.

**Writing Center:**

The Writing Center is a student-staffed, student-oriented service of the English Department. Our tutors, English Department teaching assistants and a few outstanding undergraduate students, can assist you in all phases of the writing process.

**Fax Tutoring.** The Writing Center provides a fax tutoring service for students enrolled in the College of Rural and Development (CRDC). Students can fax their papers to us (1-800-
478-5246), and they will have a telephone tutorial with a tutor at a designated time. We offer fax tutorials Monday through Thursday evenings and Sunday afternoons. Phone the Writing Center (907/474-5314) to make an appointment.

**Disabilities Services:**
The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services to provide reasonable accommodation to rural students with disabilities. Please contact me or The Office of Disability Services if you require special assistance. Telephone: 907.474.7043 or Email: fydso@uaf.edu or http://www.uaf.edu/disability

**HELP Desk:**

Get Help with: Blackboard ~ E-mail ~ MyUA ~ UA Online
Toll Free: 1-800-478-8226
http://www.alaska.edu/oit/index.xml
Email ~ helpdesk@alaska.edu

8 October 2008