FORMAT FOR CURRICULUM CHANGE PROPOSAL

To: Curriculum Committee

From: Health Information Management Program, Biological Science Department

Date Submitted: September 27, 2007
             rec. 10/8/07

Type of Curriculum Change Requested: Minor modification of curriculum

Submitted By: Melinda Wilkins, HIM Program Director

Approved By: Department Head: Charlie Hogan

                   Dean of School: _Halloran_____ 10-9-07

Reviewed By: Registrar: Tammy Elrod

                   Vice-President for Academic Affairs

    I.   Program or curriculum change as it will appear in the catalog.
          (See attached).

   II. Course Information

          A. Rationale for the requested change. After speaking with the instructors
          within the Business Department, it was felt that the HIM students would be
          better prepared for subsequent business and management courses if they took
          MGMT 2013 Productivity Tools in place of COMS 2003. This is also in
          keeping with preparation for the types of jobs they acquire upon graduation.

          B. What impact will the change have on staffing, on other programs,
          budget, and space allocation?

               1.   Within the department requesting the change. There will be no impact
               on the HIM Program or Biological Science Department.

               2.   Outside the department. This change will shift students in courses
               from Computer Science to Management. The numbers are approximately
               twenty students per year.

          C. Effective date or term. The change will take effect with the 2008-2009
          catalog.

          D. **When applicable, state with which departments you have specifically
          coordinated this change? (If unable to identify coordinating departments
          that change affects, Academic Affairs can offer assistance in identifying
          course use.)

app CC 10/22/07
app FS 11/12/07

List Department Head/ Program Director Consulted: (Add to list as needed)	Indicate Support for Proposal (yes/no)	Date:
1. Kevin Mason	yes	10-3-07
2.		
3.		
4.		
5.		

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

Note: A syllabus should accompany each course proposal. The syllabus should contain the objectives of the course, a summary of course content, and bibliography of resources.

*Each new program proposal must include an assessment plan using the approved University Assessment Form.

*Updated 8/1/04
**Updated 9/1/05

Outline in specific detail how your proposal will alter the program (include course number and title):

Fall Start	
Freshman Fall Semester Add/Change: Delete: Total Hours:	Freshman Spring Semester Add/Change: Delete: Total Hours:
Sophomore Fall Semester Add/Change: COMS 2003 Microcomputer Applications to MGMT 2013 Productivity Tools Delete: Total Hours:	Sophomore Spring Semester Add/Change: Delete: Total Hours:
Junior Fall Semester Add/Change: Delete: Total Hours:	Junior Spring Semester Add/Change: Delete: Total Hours:
Senior Fall Semester Add/Change: Delete: Total Hours:	Senior Spring Semester Add/Change: Delete: Total Hours:
Spring Start (If applicable)	
Freshman Spring Semester Add/Change: Delete: Total Hours:	Freshman Fall Semester Add/Change: Delete: Total Hours:
Sophomore Spring Semester Add/Change: Delete: Total Hours:	Sophomore Fall Semester Add/Change: Delete: Total Hours:
Junior Spring Semester Add/Change: Delete: Total Hours:	Junior Fall Semester Add/Change: Delete: Total Hours:
Senior Spring Semester Add/Change: Delete: Total Hours:	Senior Fall Semester Add/Change: Delete: Total Hours:
Total Program Hours 124 (unchanged)	

Curriculum for Health Information Management

Freshman Year (30 hours)	
Fall	**Spring**
ENGL 1013 – English Composition I†	ENGL 1023 – English Composition II†
MATH 1113 – College Algebra†	BIOL 1014 – Intro. To Biological Science†
Social Science (3 hours)†	SPH 2003 – Public Speaking
AHS 1023 – Basic Pharm./Micro.	Social Science (3 hours) †
Physical Education (1 hour) †	Social Science (3 hours) †
HIM 1001 – Orientation to HIM (Elective)	*(16 hours)*
(14 hours)	

Sophomore Year (30 hours)	
Fall	**Spring**
Social Science (3 hours) †	*COMS 2233 – Introduction to Databases
Physical Education (1 hour) †	BIOL 2004 – Basic Human Anatomy & Phys.
MGMT 2013 – Mgmt. Productivity Tools	Fine Arts (3 hours) †
AHS 2013 – Medical Terminology	Electives (3 hours)
CHEM 1114 – Survey of Chemistry†	ACCT 2003 – Principles of Accounting
(14 hours)	*(16 hours)*

Junior Year (27 hours)	
Fall	**Spring**
HIM 3024 – Introduction to HIM	*HIM 3133 – Alternative Health Records
PSY 2053 – Statistics for Behavioral Sciences	*HIM 3132 – Health Data and Statistics
MGMT 3003 – Mgmt. and Org. Behavior	*HIM 3153 – Current Issues in HIM
Humanities (3 hours) †	*HIM 4153 – Principles of Disease
(13 hours)	MGMT 4023 or HA/RP 4113 – Human Resource Mgmt.
	(14 hours)

Senior Year (30 hours)	
Fall	**Spring**
HIM 4182 – Professional Practice Experience	*HIM 4073 – Legal Concepts for Health Fields
HIM 4063 – Organization and Administration	*HIM 4083 – Health Organization Trends
HIM 3043 – Advanced Concepts in HIM	*HIM 4092 – Research in HIM
HIM 3033 – Basic Coding Principles	*HIM 4033 – Advanced Coding Principles
HIM 4983 – Systems Analysis in HIM	*HIM 4292 – Professional Practice Experience
(14 hours)	*MGMT 4013 – Management Info Systems
	(16 hours)

Summer Following Senior Year (7 hours)	
Summer	
HIM 4895 – Affiliation in HIM	
HIM 4892 – Seminar in HIM	
(7 hours)	

*Class offered in spring semester ONLY.
†See appropriate alternatives or substitutions in "General Education Requirements."

Revised 10/07