

**Topics in Computers
CPTR 2296**

Enterprise Health Information Management and Data Governance

Course Description

The goal of this course is to introduce students to a computer topic chosen from a wide range of classic and state-of-the-art research, techniques, systems and technologies in the field of computer programming or networking. Topics will vary each semester. Course may be repeated for credit with a change in subtitle.

This semester course deals with Health Information Management and Data Governance. Essentially how can a health care entity deal with all the information available.

Prerequisite: None. (3 Credits / 2 presentation, 1 Lab, 0 other)

Course Ethical Foundation

This course requires students to build and demonstrate working projects. The design and implementation will follow the ethical guidelines of the Association for Computing Machinery (ACM). Students should contact the instructor with specific ethical questions.

Text and References

Johns, Merida L. *Enterprise Health Information Management and Data Governance*. AHIMA. 2015. ISBN: 978-1-58426-155-1.

Student Contributions

Each student will spend at least 4 hours per week preparing for class. On line participation is critical in this class. Students will manage their time to complete the class requirements.

Did I miss anything important in the class I missed? The answer is yes. The student is responsible for contacting a classmate for the details.

Course Evaluation

Article Reports

Students will choose a current article dealing with **Health Information Technology or Data Governance**. The article must be published in a professional magazine within **two months of the article report due date**. Contact your instructor with questions about appropriate articles.

Article reports are worth a total of 100 points.

Rubric	Points
The article report post is in the correct D2L discussion group and is the first original post for this class. The instructor must give permission to use the same article report for another class.	5
The article report is no earlier than two months from due date and the report includes a valid URL to the original article.	5
The article report includes the author's name and does not include any quotes or plagiaristic copy from the article.	5
The article report is not an attachment to the discussion post.	5
The article report summary is more than 5 sentences and less than 10 sentences.	20
The article report reaction is more than 2 sentences and less than 5 sentences. The article report is the first original post for this class. The instructor must give permission to use the same article report for another class.	20
The article report presentation in class or a 2 to 5 sentence reaction to three other article reports are done by the	20

due date.	
The article report summary and reaction contain less than two spelling or grammar errors as defined by the instructor's word processor spelling and grammar checker.	20

Labs

All the lab sections are pass/fail. Each lab section successfully completed is approximately 25 points. Each lab is worth 100 points. A successful completed lab section consists of the lab section elements done to the instructor's specifications. Students may modify incomplete lab sections until the date specified in the calendar. All labs must be completed by the final due date for that group of labs. Students will submit their lab section answer(s) to the correct provided D2L drop box.

Quizzes

Students will take 10 quizzes given on the D2L site. Each quiz deals with a specific chapter(s) in the assigned text. The weekly quiz will be available at 1:00 am on Sunday of the quiz week and will close at 10:00 pm on Saturday of the quiz week. Students will have a maximum of one hour to complete each weekly quiz. Students may use the text and other references to complete the quiz.

Students may **not** reschedule a quiz.

Skills Final

The final is the class assigned skills final. This is worth a total of 500 points toward the student's final grade. Additional information about the final comes in class and student college email account.

Scale

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - 0	F

The midterm grade calculation for this class is the following.

Your midterm grade includes Labs 1 through 4, Quizzes 1 through 5 and Article Report 1.

Letter Grade	Max Percent	Max Points	Min Percent	Min Points
A	100%	1000	90%	900
B	89.99%	899.9	80%	800
C	79.99%	799.9	70%	700
D	69.99%	699.9	60%	600
F	59.99%	599.9	0%	0

The final class calculation for this class is the following.

Your final grade includes Labs 1 through 10, Quizzes 1 through 10, Article Reports 1 through 3 and the Portfolio (Final).

Letter Grade	Max Percent	Max Points	Min Percent	Min Points
A	100%	2700	90%	2430
B	89.99%	2429	80%	2160
C	79.99%	2159	70%	1890
D	69.99%	1889	60%	1620
F	59.99%	1619	0%	0

Federal and state regulations require that a Last Date of Attendance be recorded in the grading system for any student who has failed to participate in class during a period of 14 consecutive calendar days, without having arranged with the instructor for such an absence. An absence of 14 days will result in a grade of "FW" on a student's transcripts. An "FW" will be included in completion rate calculations, but does not affect Grade Point Average (GPA).

The instructor reserves the right to modify grades for extraordinary reasons.

The grade incomplete is very difficult for students. Students that need this option must discuss an incomplete with the instructor two weeks before the class final.

Classroom Management

This class prepares students for professional work. It is important students learn and practice the norms expected of a working professional in Information Technology. It is important for students avoid inappropriate or offensive images or speech.

The class instructor is responsible for the class environment. This means anything that distracts members of the class from learning is a concern. In the event of a distraction, a meeting is set up with the class instructor or college administrator. The result of this meeting must be a written plan to deal with the distractions. The affected parties must approve the plan within 72 hours. Failure to create or follow the plan may result in expulsion.

Stealing is against the law. There are many forms of stealing. Plagiarism is simply stealing someone else's work. You will give the appropriate credit in your assignments. In some cases, working in groups could be stealing or cheating. Failure to give proper credit or doing required work might result in loss of points on the assignment(s). Students may help each other. One measure of cheating or not, is both students able to complete the assignment without the other? Students are encouraged to contact the instructor with questions.

Department policy requires student to use email address provided by MSCTC. Students must arrange to configure a system to use and at least weekly check for class email. Additional department policies are at <http://brazil.minnesota.edu>.

Industry practice, MnSCU, and MSCTC policy and procedures do not allow sharing of logons/logins. Each student will be the only person using the assigned logon/login. Contact your instructor with any questions or concerns.

Occasionally students will want to make recordings of class lectures. The instructor must give permission to students to record the class lecture. Normally the instructor grants permission for recording for the student's educational use only. Once the school term is complete, students must effectively destroy the recordings. The recording may not be distributed. Contact your instructor with any questions.

It may be desirable for the instructor to make recordings of class lectures. Students will know before the recording of the lecture begins. Class students will know about the allowed use of class lecture recordings. Contact your instructor with any questions.

Disability Services Statement

M State is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability are encouraged to apply for Disability Services at www.minnesota.edu/forms as soon as possible to start the process. For additional information, visit www.minnesota.edu/disabilityservices

For questions, please contact Claudia Simon at claudia.simon@minnesota.edu or 218.299.6882 or stop by E112a, the M State – Moorhead Disability Services office.

Any student with a disability that might affect performance in this class is encouraged to contact the instructor at the beginning of the course.

Course Schedule

Week01

This week

Classes Begin

Introduction

Preface

1/15/2016, Friday

MState Last day to drop or add courses

Week02

1/17/2016, Sunday

Quiz 01 opens at 1:00 am over Chapter 01

1/18/2016, Monday

MSCTC - Martin Luther King Holiday

This week

Chapter 01 / Lab 01

1/23/2016, Saturday

Quiz 01 closes at 10:00 pm over Chapter 01

Week03

1/24/2016, Sunday

Quiz 02 opens at 1:00 am over Chapter 02

This week

Chapter 02 / Lab 02

1/29/2016, Friday

MState Application deadline for spring graduation

1/30/2016, Saturday

Quiz 02 closes at 10:00 pm over Chapter 02

Week04

1/31/2016, Sunday

Quiz 03 opens at 1:00 am over Chapter 03

This week

Chapter 03

Lab 03

2/5/2016, Friday

Lab 01 Due @ 10:00 pm

2/6/2016, Saturday

Quiz 03 closes at 10:00 pm over Chapter 03

Week05

2/7/2016, Sunday

Quiz 04 opens at 1:00 am over Chapter 06

This week

Chapter 06

Lab 04

2/13/2016, Saturday

Quiz 04 closes at 10:00 pm over Chapter 06

Week06

2/15/2016, Monday

MSCTC-President Day Holiday

2/18/2016, Thursday

Article Report 01 presentation @ 8:30 pm

2/19/2016, Friday

Labs 02, 03, 04 Due @ 10:00 pm

Article Report 01 Responses Due at 10:00 pm

Week07

2/21/2016, Sunday

Quiz 05 opens at 1:00 am over Chapter 07

This week

Chapter 07

Lab 05

2/27/2016, Saturday

Quiz 05 closes at 10:00 pm over Chapter 07

Week08

2/28/2016, Sunday

Quiz 06 opens at 1:00 am over Chapter 08

This week

Chapter 08

Lab 06

3/1/2016, Tuesday

Caucus Night

3/5/2016, Saturday

Quiz 06 closes at 10:00 pm over Chapter 08

Week09

3/6/2016, Sunday

Quiz 07 opens at 1:00 am over Chapter 10

This week

Chapter 10

Lab 07

3/12/2016, Saturday

Quiz 07 closes at 10:00 pm over Chapter 10

Week10

3/14/2016, Monday

Spring Break

3/15/2016, Tuesday

Spring Break

3/16/2016, Wednesday

Spring Break

3/17/2016, Thursday

Spring Break

3/18/2016, Friday

Spring Break

Week11

3/20/2016, Sunday

Quiz 08 opens at 1:00 am over Chapter 11

This week

Chapter 11

Lab 08

3/26/2016, Saturday

Quiz 08 closes at 10:00 pm over Chapter 11

Week12

3/31/2016, Thursday

Article Report 02 presentation @ 8:30 pm

4/1/2016, Friday

Labs 05, 06, 07 Due @ 10:00 pm

Article Report 02 Responses Due at 10:00 pm

Week13

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4/3/2016, Sunday

Quiz 09 opens at 1:00 am over Chapter 13

4/4/2016, Monday

Chapter 13

Lab 09

4/9/2016, Saturday

Quiz 09 closes at 10:00 pm over Chapter 13

Week14

4/10/2016, Sunday

Quiz 10 opens at 1:00 am over Chapter 05

This week

Chapter 14

Lab 10

4/12/2016, Tuesday

MSUM Student Academic Conference

4/13/2016, Wednesday

Last Day to withdraw

4/16/2016, Saturday

Quiz 10 closes at 10:00 pm over Chapter 05

Week15

This week

Chapter 14

Final

4/19/2016, Tuesday

MState No Classes

College Open

Week16

4/28/2016, Thursday

Article Report 03 presentation at 8:30 pm

4/29/2016, Friday

Labs 08, 09, 10 due @ 10:00 pm

Article Report 03 Responses Due at 10:00 pm

Week17

5/2/2016, Monday

MSCTC-Finals

5/3/2016, Tuesday

MSCTC-Finals

5/4/2016, Wednesday

MSCTC-Finals

MSCTC-Finals Final due @ 10:00 pm

5/5/2016, Thursday

MSCTC-Grading Day

5/6/2016, Friday

MSCTC-Commencement

The instructor reserves the right to modify the schedule and/or lab requirements.

Developed: August 15, 2001
Revised: January 10, 2016