



**AHE171 - Excel for Healthcare Occupations**

Document Type: District Master Course Outline

Proposal Type: New Course

Requester(s): Jennifer M Evans Cynthia Dodd Keith Marler Wendy J Price

College: South

Origination Approved: 11/17/2014 - 4:37 PM

**BASIC INFORMATION**

**Requester(s):** Jennifer M Evans

Cynthia Dodd

Keith Marler

Wendy J Price

**College:** South Seattle College

**Division/Dept:** Professional Technical

**Dean:** Wendy J Price

**Peer Reviewer(s):** Veronica Rojas-Valdez

**COURSE INFORMATION**

**Proposed Course Number:**

Prefix: **AHE** Number: **171**

Request a new Prefix

This will be a common course

**Full Title:** Excel for Healthcare Occupations

**Abbreviated Title:** Medical Excel

**Catalog Course Description:**

This course in Microsoft Excel for Health Care Occupations is a spreadsheet program you can use to manipulate numbers, track and chart medical sales, expenses, medical budgets help make informed medical business decisions. Students will learn to use calculations and pre-defined formulas to organize data, crunch statistical information, and more.

**Course Length:** 11 Weeks

Request an Exception

**Topical Outline:**

1. Enter and edit text, values, formulas, and pictures, and save workbooks in various formats for medical computations.
2. Move and copy data, study absolute and relative references, and work with ranges, rows, and columns.
3. Create and use simple functions, basic formatting techniques, create and modify charts, managing large workbooks for medical offices and hospitals.
4. Using multiple worksheets, advanced formatting, outlines and subtotals, create and apply cell names, save workbooks as Web pages, hyperlinks, and sharing workbooks by e-mail.
5. Use Charting techniques, trendlines and sparklines, worksheet auditing and protection, file sharing and merging, templates for medical formulas and accounting .

- 6. Use advanced formulas, lookup functions such as VLOOKUP and conditional formulas for medical accounting content.
- 7. Use data validation and database functions such as DSUM, SmartArt graphics, and conditional formatting with graphics for a medical environment.

**COURSE CODING**

**Funding Source:** 1.....State  
**Institutional Intent:** 21.....Vocational Preparatory

This Course is a requirement for the following program(s):  
 (No Programs Selected)

My Course Proposal is a requirement for a program not on this list  
 Program Title/Description/Notes:  
 Medical Office Professional

**Will this course transfer to a 4-year university?** **No**

**Is this course designed for Limited English Proficiency?** **No**

**Is this course designed for Academic Disadvantaged?** **No**

**Does this course have a Workplace Training component?** **No**

**CIP Code:** 11.0602  Request Specific CIP Code  
**EPC Code:** 313  Request Specific EPC Code

**Credits:**

<b>Will this course be offered as Variable Credit?</b>	<b>No</b>
<b>List Course Contact Hours</b>	
Lecture (11 Contact Hours : 1 Credit)	33
Lab (22 Contact Hours : 1 Credit)	22
Clinical Work (33 Contact Hours : 1 Credit)	0
Other (55 Contact Hours : 1 Credit)	0
 Total Contact Hours	 55
Total Credits	4

**COLLEGE SUPPLEMENTAL**

**Proposed Quarter of Implementation:** NA  Request Provisional Exception  
 Fall 2014

**Class Capacity:** 25

**Note:** The following questions are being asked in order to fulfill [Seattle Colleges District VI and AFT Seattle, Local 1789](#)

Agreement language:

Have you discussed the class cap for the course with your unit administrator and with other unit faculty that will be teaching the course?

Yes, discussion has been held.

Is the class cap number that you have indicated mutually agreed upon by unit faculty and unit administrators?

Yes, agreement has been reached.

**Modes of Delivery:** (Check all that apply)

- Fully On Campus  Fully Online  Hybrid  Correspondence  Credit by Exam  
 Seminar  Visual Media  Other Explanation:

**Class Schedule Description:**

Learn and use Microsoft Excel to manipulate numbers, track inventory, patient accounts, doctor's expenses and create medical office budgets and charts to help make informed accounting decisions for a medical environment. Use calculations and pre-defined formulas to organize data, process medical accounts and more.

Pre-Req: BUS 169 or equivalent skill demonstration or by instructor's permission

**Course Prerequisite(s):**

BUS 169 or equivalent skill demonstration or by instructor's permission

**AA Degree Outcomes:** ( If Applicable )

**Student Learning Outcomes:**

**Communication**

Read and listen actively to learn and communicate

1,2,3,4,5,6

Speak and write effectively for academic and career purposes

1,2,3,4,5,6

**Computation**

Use arithmetic and other basic mathematical operations as required by program of study

1,2,3,4,5

Apply quantitative skills for academic and career purposes

1,2,3,4,5

**Human Relations**

Use social interactive skills to work in groups effectively

6

Have knowledge of the diverse cultures represented in our multicultural society

**Critical Thinking and Problem-Solving**

Think critically in evaluating information, solving problems, and making decisions

1,2,3,4,5,6

**Technology**

Select and use appropriate technological tools for academic and career tasks

3,4,6

**Personal Responsibility**

Uphold the highest standard of academic honesty and integrity

1,2,3,4,5,6

Respect the rights of others in the classroom, online and in all other school activities

1,2,3,4,5,6

Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities

1,2,3,4,5,6

**Information Literacy**

Have knowledge about legal and ethical issues related to the use of information

3,4

Use information effectively and ethically for a specific purpose

4,6

**Program Outcomes:**

<b>Prof tech outcome Included in Course Outcome Number AHE 171</b>	<b>Certificate Program Outcomes</b>
1,2,3,4,5,6	1. Apply billing and coding rules to all incoming and outgoing claims
	2. Apply correct ICD-9, ICD-10, CPT, and HCPCS codes to all claims
1,2,3,4,5	3. Apply correct ICD-9, ICD-10, CPT, and HCPCS codes to patient medical records

1	4. Determine the HIPAA approved codes for claims and medical records by use of Anatomy/Physiology, pharmacology, and pathophysiology
1,2,3,4,5	5. By applying correct codes, enable students to successfully attain CCS-P, CCS-H, CPC-P or CPC-H certification

**Course Outcomes / Objectives:**

1. Analyze the medical office accounting system.
2. Use relevant medical financial and accounting vocabulary.
3. Handle cash and petty cash accounting using Excel.
4. Account for medical office bank deposits using Excel.
5. Reconcile a bank statement.
6. Receive, process and make payments using Excel.

<b>SLO #</b>	<b>Included in Course Objective Number AHE 171</b>	SSC Student Learning Outcomes
SLO 1.1	1,2,3,4,5,6	Communication - Read and listen actively to learn and communicate.
SLO 1.2	1,2,3,4,5,6	Communication - Speak and write effectively for academic and career purposes.
SLO 2.1	1,2,3,4,5	Computation - Use arithmetic and other basic mathematical operations as required by program of study.
SLO 2.2	1,2,3,4,5	Computation - Apply quantitative skills for academic and career purposes.
SLO 3.1	6	Human Relations - Use social skills to work in groups effectively.
SLO 3.2	6	Human Relations – Have knowledge of the diverse cultures represented in our multicultural society.
SLO 4.1	1,2,3,4,5,6,	Critical Thinking—Think critically in evaluating information, solving problems, and making decisions.

SLO 5.1	3,4,6	Technology - Select and use appropriate technological tools for academic and career tasks.
SLO 6.1	1,2,3,4,5,6	Personal Responsibility – Uphold the highest standards of academic honesty and integrity.
SLO 6.2	1,2,3,4,5,6	Personal Responsibility – Respect the rights of others in the classroom, online, and in all other school activities.
SLO 6.3	1,2,3,4,5,6	Personal Responsibility – Attend class regularly, complete assignments on time, and effectively participate in classroom and online discussions, group work, and other class-related projects and activities.
SLO 6.4	1,2,3,4,5,6	Personal Responsibility – Abide by appropriate safety rules in laboratories, shops, and classrooms.
SLO 7.1		Information Literacy—Independently access, evaluate, and select information from a variety of appropriate sources.
SLO 7.2	3,4	Information Literacy – Have knowledge about legal and ethical issues related to the use of information
SLO 7.3	4,6	Information Literacy - Use information effectively and ethically for a specific purpose.

**Explain the student demand for the course and potential enrollment:**

AHIMA has reported a shortage of 30% for those entering the medical administrative field and for incumbent workers who need to transition from general administration positions into billing and coding. This course is being offered in several modes to meet the needs of students.

**Explain why this course is being created:**

Health care employers are facing the challenge of implementing ICD-10 codes. This new code set will encompass approximately 68,000 new codes. With hospitals and clinics planning to train, they are anticipating the need for additional staff through this transition and to back-fill administrative positions.

**What challenges, if any, do you foresee in offering this course:**

Students will use Canvas and LMS such as Mindtap through Cengage or Connect through McGraw Hill. Instructor support will be given for these systems.

**This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.**

Faculty involved in originating this program:

Jennifer M Evans <small>Print Name</small>	<i>Jennifer M Evans</i> <small>Signature</small>	11/12/2014 <small>Date</small>
Cynthia Dodd <small>Print Name</small>	<i>Cynthia Dodd</i> <small>Signature</small>	11/12/2014 <small>Date</small>
Keith Marler <small>Print Name</small>	<i>Keith Marler</i> <small>Signature</small>	11/12/2014 <small>Date</small>
Wendy J Price <small>Print Name</small>	<i>Wendy J Price</i> <small>Signature</small>	11/12/2014 <small>Date</small>

Dean:

Wendy J Price <small>Print Name</small>	<i>Wendy J Price</i> <small>Signature</small>	8/19/2014 <small>Date</small>
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Executive Workforce Dean

<small>Print Name</small>	<small>Signature</small>	<small>Date</small>
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**Results of SSCC Curriculum Coordinating Council Findings**

**Participating Faculty Response and Remarks**

- Recommended for approval
- Not recommended for approval

Chairman, Curriculum Coordinating Council:

Diane Schmidt <small>Print Name</small>	<i>Diane Schmidt</i> <small>Signature</small>	11/17/2014 <small>Date</small>
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Vice President for Instruction:

Donna Miller-Parker <small>Print Name</small>	<i>Donna Miller-Parker</i> <small>Signature</small>	11/17/2014 <small>Date</small>
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