



**SADDLEBACK COLLEGE**  
**HEALTH INFORMATION TECHNOLOGY**  
**Student Handbook**

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*The Saddleback College HIT (A.S.) Program is in Candidacy Status,  
pending accreditation review by the Commission on Accreditation for  
Health Informatics and Information Management Education (CAHIIM).*

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## **STUDENT RESPONSIBILITY FOR HANDBOOK INFORMATION**

The purpose of this handbook is to serve as a guide for students enrolled in the Health Information Technology program. It is to be used as a supplement to the Saddleback College Student Handbook and all policies and regulations are to be observed in addition to those outlined in this handbook.

As a student, you are responsible for reading this handbook in its entirety. The safety and privacy of the client information you are privileged to work with is of the highest priority in the Health Information Technology program. You are bound by the ethics of health information management.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is federal legislation dealing with the portability, privacy, and security of a person's health information. Complying with HIPAA rules is mandatory! Failure to comply may lead to fines for each violation. There are also criminal penalties that could occur.

## **SADDLEBACK COLLEGE MISSION**

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees, career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

## **HEALTH INFORMATION TECHNOLOGY PROGRAM MISSION**

The mission of the HIT program at Saddleback College is to provide comprehensive and high quality courses that enable students to become proficient and innovative health information professionals, and to prepare students to pursue advanced learning opportunities in the health information field and become lifelong learners.

## **HEALTH INFORMATION TECHNOLOGY PROGRAM**

The HIT associate degree program comprises of the 4-semester coursework certificate plus the general education courses needed to get the associate's degree. Since the associate degree in HIT is a high unit degree (more than 60 units), it typically takes longer than 2 years to complete.

The HIT degree prepares the student for employment as a health information professional with the knowledge and skills to accurately code diagnoses and procedures for healthcare services provided to patients, and to collect, maintain, and analyze clinical data in electronic health records that physicians, nurses, and other healthcare staff rely on to deliver quality healthcare. Provide training through didactic instruction and directed practice. Facilities employing health information technology professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, dialysis centers, public health agencies, pharmaceutical companies, medical supply companies, rehabilitation centers, managed care organizations, behavioral and mental health facilities, law firms, and insurance firms.

Students are required to hold a valid basic life support CPR card for healthcare providers and carry professional liability insurance prior to commencing their directed practice.

## **PROGRAM STUDENT LEARNING OUTCOMES**

1. Apply the knowledge of medical sciences (medical terminology, anatomy/physiology, pathology, and pharmacology) to accurately assign codes.
2. Collect, maintain, and analyze health information for accuracy, completeness, and timeliness based upon compliance and regulation standards.
3. Adhere to principles of legal, ethical, accreditation and certification standards as they relate to health information.
4. Participate in planning, adoption, and the use of technology healthcare settings to maximize patient safety and efficiencies.
5. Participate in analyzing and reporting health data for the performance improvement, research, and revenue cycle management.
6. Demonstrate the ability to work effectively as an individual and collaboratively in a group to resolve health information management challenges in a dynamic and innovative healthcare environment

## **ADMISSION POLICIES AND PROCEDURES**

Admission to Saddleback College and the HIT Program is open to anyone who is a high school graduate, has a High School Equivalency certificate, or is 18 years or older and shows evidence of being able to benefit from instruction. Some students may be required to take preparatory work prior to beginning specific college courses.

The HIT Program application process includes:

1. Completion of the Health Information Technology Application and the Petition for Course Substitution or Waiver (if necessary) and returning it to the Division of Health Sciences & Human Services.
2. Setting up an appointment with a Saddleback counselor at 949-582-4572 to discuss your academic plan, including any general education courses. If you have taken any of these courses elsewhere, you must verify with a counselor or the Program Director (for HIT courses) that they will be accepted as equivalent. The counselor will help you to map out your educational goal.
3. Completing preparatory requirements for the HIT Program: HSC 201-Medical Terminology and CIM 112-Microsoft Office.
4. Attending the Health Information Technology Orientation Meeting, usually scheduled before classes begin in the fall. HIT administrative staff will notify you by phone or email.
5. If you do not have an associate degree, you should begin to take your Math and English classes along with other classes to meet general education graduation requirements. You may complete your general education coursework, parallel to the HIT Program courses. It is advisable to follow the suggested sequence of courses on the Saddleback College Health Information Technology Road Map.

## TUITION, FEES AND PROGRAM COSTS

Tuition charges and course fees are subject to change. If a tuition increases, it usually occurs at the start of fall semester. Saddleback tuition is different for residents and nonresidents. The listed tuition and fees are based on the current academic year, and are based on the minimum completion requirements of the program. Actual cost can vary based on the number of courses taken.

Course Fees: \$46.00 per unit.

TUITION/FEES	HIT A.S. DEGREE*
	(Min. 60 Units)
TUITION @ \$46/UNIT	\$ 2,760
BOOKS (Avg. \$100/Course)	\$ 2,200
HEALTH FEE ( \$19/Semester x 4)	76
MATERIALS/LAB FEES (\$110/year x 2)	\$ 220
AHIMA MEMBERSHIP (\$45/Year x 2) (highly recommended but not required)	\$ 90
PROFESSIONAL PRACTICE EXPERIENCE (PPE) EXPENSES	
-Medical Clearance and Immunizations	\$ 75
-Student Medical Liability Insurance	\$ 22
-Background Investigation Fee	\$ 50
-CPR (BLS)	\$ 50
<b>TOTAL</b>	<b>\$ 5,503</b>

### \*Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

### \*General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the GSU-GE and IGETC patterns in the Saddleback College Catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

## **PROFESSIONAL PRACTICE EXPERIENCES**

In the Professional Practice Experience (PPE), students will apply the knowledge learned to skills necessary in the health settings. This experience may include sites other than the hospital setting. One of the most important requirements of PPE is the completion of a criminal background, health screening, CPR/BLS certification and purchase of liability insurance prior to the practical experience. Students who fail to complete these requirements will not attend PPE. A significant finding on these reports may impact the student's ability to progress through the program.

Should a clinical facility have other requirements prior to student placement, the student is responsible for complying with and paying for additional screenings. Changes in assigned PPE schedule will not occur based on site requirements. Additional information on PPE will be listed at the end of the handbook.

### **The following are PPE expenses in the Health Information Technology Program and are the responsibility of the student:**

1. A complete physical examination and updated immunizations are required for all students prior to the start of professional practice experience. Costs are dependent on provider costs for these services and the number of immunizations required. Estimated costs can range from \$75.00 and higher dependent on the services and immunizations needed.
2. A background investigation is required for the program. Fees for background checks are approximately \$50.00. In addition, a professional practice site may require a national or another state specific criminal background check. All background check expenses are the responsibility of the student.
3. AHIMA membership is highly recommended but optional. Fee AHIMA membership is currently \$45.00 per year for students who join via the AHIMA website. To apply/renew membership online go to: <http://www.ahima.org/membership>
4. Materials/lab fees (Virtual Lab) of approximately \$50.00 per semester.
5. CPR/BLS certification. Students must possess a current and valid American Heart Association Basic Life Support Healthcare Provider (HCP) card from an authorized American Heart Association Training Center. Fees vary by site but average \$50.00.
6. Professional liability insurance must be obtained from Healthcare Providers Service Organization (HPSO). The student rate is \$22.00.
7. Travel, lodging, clothing, or any other expense related to Professional Practice Experience is the responsibility of the student.
8. Field Trips. Field trips may be used in an effort to provide educational experiences unavailable on campus. Any costs incurred with field trips are the responsibility of the student.

# HEALTH INFORMATION TECHNOLOGY

**Effective Fall 2015**

**The Saddleback College HIT (A.S.) Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**

**HIT Road Map subject to change. Please contact the HIT Department prior to beginning the program**

PREPARATORY COURSES		
HSC 201	Medical Terminology	3
CIM 112	Microsoft Office	3
	<i>Eligibility for English 1A</i>	
FALL – SEMESTER 1		
HIT 200	Health Information Science	3
BIO 113	Human Anatomy & Physiology with Lab	4
HSC 233	Legal & Ethical Aspects	3
HIT 203	Alternative Healthcare Delivery Systems	2
SPRING – SEMESTER		
HIT 207	Information Technology/EHR in Healthcare <i>(prerequisite – HIT 200)</i>	3
HSC 244	Disease Processes for Health Sciences <i>(prerequisite – BIO 113 and HSC 201)</i>	3
HIT 221	ICD Diagnostic Coding <i>(prerequisite – BIO 113)</i>	3
HIT 212	Reporting Healthcare Data <i>(recommended prerequisite-Math 253)</i>	2
FALL – SEMESTER 3		
HIT 220	ICD Procedural Coding <i>(prerequisite – BIO 113)</i>	2
HIT 209	Management of Resources	3
HIT 204	Performance Improvement in Healthcare	3
HIT 215	CPT/Ambulatory Care Coding <i>(prerequisite – BIO 113)</i>	3
SPRING – SEMESTER 4		
HIT 202	Reimbursement Methodologies	2
HIT 219	Directed Practice <i>(prerequisites: HIT 203, HIT 204, HIT 207, HIT 209, HIT 212, HIT 215, HIT 220, HIT 221, HSC 233, HSC 244)</i>	4
<b>Total Major Units = 46</b>		
<b>Plus General Education Requirements</b> College GE Requirements = 29.5-46 Total Degree Units = 75.5-92		
See Curriculum Synopsis <a href="http://www.saddleback.edu/uploads/hs/24_72015_curriculum_synopsis_revised_july_27_15.pdf">http://www.saddleback.edu/uploads/hs/24_72015_curriculum_synopsis_revised_july_27_15.pdf</a>		



# **CURRICULUM REQUIREMENTS**

## **AHIMA 2011 Curriculum Competencies and Knowledge Clusters for Health Information Management (HIM) Education at the Associate Degree Level**

### Domain 1: Healthcare Data

#### Subdomain A.: Data Structure, Content and Use

- I.A.1 Verify timeliness, completeness, accuracy, and appropriateness of data and data sources (e.g., patient care, management, billing reports and/or databases).
- I.A.2 Conduct qualitative analysis to assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status.

### Domain III: Healthcare Environment

#### Subdomain A: Healthcare Delivery Systems

- III.A.1 Interpret and apply laws and accreditation, licensure and certification standards, monitor changes, and communicate information-related changes to other people in the facility.
- III.A.2 Understand the role of various providers and disciplines throughout the continuum of healthcare services.

#### Subdomain B: Legal Issues

- III.B.1 Release patient-specific data to authorized users.
- III.B.2 Request patient-specific information from other sources.
- III.B.3 Summarize patient encounter data for release to authorized users.
- III.B.4 Maintain and enforce patient health record confidentiality requirements.

#### Subdomain C: Healthcare Information Requirements and Standards

- III.C.1 Assist in developing health record documentation guidelines
- III.C.2 Perform quantitative analysis of health records to evaluate compliance with regulations and standards.
- III.C.3 Perform qualitative analysis of health records to evaluate compliance
- III.C.4 Assist in preparing the facility for an accreditation, licensing and/or certification survey.

### Domain IV: Information Technology & Systems

#### Subdomain A: Information Technology

- IV.A.1 Use common software packages (e.g., spreadsheets, databases, word processing, graphics, presentation, statistical, e-mail).
- IV.A.2 Use electronic and imaging technology to store medical records.
- IV.A.6 Identify common software problems.

#### Subdomain B: Health Information Systems

- IV.B.1 Collect and report data on incomplete records and timeliness of record completion.
- IV.B.2 Maintain filing and retrieval systems for paper-based patient records.
- IV.B.3 Maintain integrity of master patient/client index.
- IV.B.4 Maintain integrity of patient numbering and filing systems.

### Domain V: Organization and Supervision

- V.1 Monitor staffing levels, turnaround time, productivity and workflow for supervisory purposes.
- V.2 Determine resources (equipment and supplies) to meet workload needs.
- V.3 Develop departmental procedures.
- V.4 Develop strategic plans, goals, and objectives for area of responsibility.
- V.5 Participate on intra-departmental teams/committees.
- V.9 Plan and conduct meetings.
- V.11 Prioritize department functions and services.
- V.12 Implement staff orientation and training programs.

## CAHIIM ACCREDITATION SYSTEM (CAS) - SYNOPSIS OF CURRICULUM

Instructions – Associate/Baccalaureate Programs

List all required courses in the curriculum (general education and the professional courses) for each term/semester/quarter - demonstrating the standard sequence of courses required in the program. Modify the template to reflect additional terms or years within the curriculum by inserting additional rows as needed. Delete calendar terms that are not relevant to your academic calendar.

Definitions

Course # and Title – List the course number and official title for each course in the curriculum.

Primary Instructor(s) – List the primary faculty member responsible to teach each of the required program professional courses. If a course does not have an assigned faculty member, indicate TBA **(to be announced)**. **For general education courses with multiple instructors, leave this item blank or indicate multiple.**

**Credit Hours – Provide the credit hours for each course.**

**Didactic Hours – Provide the contact hours allocated for lecture/didactic instruction for each required program professional course.**

**Laboratory Hours – Provide the contact hours devoted to laboratory practice for each course that contains a lab component.**

**Practicum Hours (Practicum/internship/professional practice experience) – Provide the total contact hours that students spend in a practicum experience (if applicable) for each Practicum course in the curriculum. For example, a capstone Practicum/PPE in your program may equate to 160 contact hours. Another example, a PPE may contain 8 didactic hours (in lecture) and 120 contact hours in the field.**

Step 1: Contact Hour to Credit Hour Ratio/Formula - List the number of contact hours of instruction per week, or equivalent, corresponding to one academic credit hour at your institution. (e.g., # of contact hours = 1 credit hour - 1:1 lecture, 2:1 laboratory, 4:1 clinical/professional practicum.

\_\_\_\_16.6\_ Number of weeks in an academic term

Ratios:            1:1 credit hour Lecture  
                      3:1 credit hour Laboratory  
                      3:1 credit hour Professional Practice

Step 2: Synopsis of Program Curriculum - **Complete the Synopsis of Curriculum template following the sample below completing the columns applicable to your program and adjust the academic terms that reflect your program.**

COURSE # and TITLE	PRIMARY INSTRUCTOR	CREDIT HRS	DIDACTIC HRS	LAB HRS	PPE HRS
*FALL					
HIM 111 Introduction to the Health Record	TBA	3	2	2	
HIM 555 Practicum Experience	M Smith	4			160

SYNOPSIS OF CURRICULUM

INSTITUTION NAME: Saddleback College

PROGRAM NAME: Health Information Technology

ASSOCIATE DEGREE     BACCALAUREATE DEGREE

COURSE # and TITLE	PRIMARY INSTRUCTOR	CREDIT HRS	DIDACTIC HRS	LAB HRS	PPE HRS
*Preparatory					
HSC 201 (Medical Terminology)	Rob Henry	3	3	0	0
CIM 112 (Microsoft Office)	Joyce Quade	3	3	0	0
1. LANGUAGE AND RATIONALITY <b>A. Written Communication</b> English 1A or 1AH – <b>Grade of “C” or better required</b> <b>B. Oral Communication</b> <b>Complete ONE course from the following with a grade of “C” or better:</b> Speech 1, 5 ( <i>formerly 105</i> ); Business 102		4	4	0	0

COURSE # and TITLE	PRIMARY INSTRUCTOR	CREDI T HRS	DIDACTIC HRS	LAB HRS	PPE HRS
<p>2. MATHEMATICS COMPETENCY  <b>Complete Option A or Option B</b>  <b>Option A:</b> Completion with a grade of “C” or better of any mathematics course currently offered within the Mathematics Department, other than MATH 251, 251 A and B, 351.  <b>Option B:</b> Evidence of one of the following:</p> <ol style="list-style-type: none"> <li>1. A score of 3 or above on the College Board Advanced Placement Exam.</li> <li>2. 530 or above on the Mathematics section of the SAT.</li> <li>3. 23 or above on the ACT Mathematics Test.</li> <li>4. 520 or above on the College Board Math Achievement Test.</li> </ol> <p>3. READING COMPETENCY  <b>Complete Option A or Option B</b>  <b>Option A:</b> Completion, <b>with a grade of “C” or better:</b> English 1B, 70 (formerly 170), 180, 190, or 340^ (formerly 220) ^ units earned for English 340 do not apply to the associate degree.  <b>Option B:</b> Evidence of one of the following:</p> <ol style="list-style-type: none"> <li>1. 400 or above on the critical reading section of the SAT</li> <li>2. 19 or above on the ACT English Test</li> <li>3. A score of 35-39 percentile on the Comprehension section of the Nelson-</li> </ol>		5	5	0	0

COURSE # and TITLE	PRIMARY INSTRUCTOR	CREDI T HRS	DIDACTIC HRS	LAB HRS	PPE HRS
Denny Reading Test, form H or equivalent. 4. A placement of English 70 (formerly 170) based on CTEP.					
<b>*FALL</b>					
HIT 200 (Health Information Science)	Safiah Mamoon	3	3	0	0
BIO 113 (Human Anatomy & Physiology with Lab)	Henry Tsai	4	3	3	0
HSC 233 (Legal & Ethical Aspects)	Jacqueline Bloink	3	3	0	0
HIT 203 (Alternative Healthcare Delivery Systems)	Safiah Mamoon	2	2	0	0
<b>Complete ONE course from the following:</b>					
A. Social/Behavioral Sciences		3	3		
<b>*SPRING</b>					
HIT 207 (Information Technology/EHR in Healthcare)	Safiah Mamoon	3	3	0	0
HSC 244 (Disease Processes for Health Science)	Vicki Sweet	3	3	0	0
HIT 221 (ICD Diagnostic Coding)	Jacqueline Bloink	3	3	0	0
HIT 212 (Reporting Healthcare Data)	Safiah Mamoon	2	2	0	0
American Institutions					
<b>Complete ONE course from the following:</b>					
History 7, 8, 16, 17, 22 <b>or</b> Political Science 1		3	3	0	0
<b>*SUMMER</b>					
<b>Complete ONE course from the following with a grade of "C" or better:</b>					
INFORMATION COMPETENCY		3	3	0	0
<i>Note: Courses used to fulfill any competence</i>					

COURSE # and TITLE	PRIMARY INSTRUCTOR	CREDI T HRS	DIDACTIC HRS	LAB HRS	PPE HRS
<p>requirement may also apply to our course or breadth requirements.</p> <p><b>Complete ONE course from the following</b>  1. FINE ARTS AND HUMANITIES  A. The Arts, Music, Theatre</p> <p><b>Complete ONE course from the following</b>  B. Literature, Philosophy, History, Religion,  Foreign Language</p>		3	3	0	0
<p>3</p>	3	0			
*FALL					
HIT 220 (ICD Procedural Coding)	Safiah Mamoon	2	2	0	0
HIT 209 (Management of Resources)	Jacqueline Bloink	3	3	0	0
HIT 204 (Performance Improvement in Healthcare)	Safiah Mamoon	3	3	0	0
HIT 215 (CPT/Ambulatory Care Coding)	Jacqueline Bloink	3	3	0	0
<b>Complete ONE course from</b> <b>A. Life Skills or B. Critical Thinking</b>		3	3	0	0
*SPRING					
HIT 202 (Reimbursement Methodologies)	Jacqueline Bloink				
HIT 219 (Directed Practice)	Jacqueline Bloink	4	3 (50/sem)	0	50/sem
	<ul style="list-style-type: none"> <li>(3 units didactic=50)</li> </ul>				

COURSE # and TITLE	PRIMARY INSTRUCTOR	CREDIT HRS	DIDACTIC HRS	LAB HRS	PPE HRS
<p><b>Complete ONE course from the following:</b>            KNES 107 (<i>formerly</i> PE 107)            KNEA 107-<i>For disabled students</i>(<i>formerly</i> APE/PESS 107)</p>	<p>hrs/semester)</p> <ul style="list-style-type: none"> <li>(1 unit PPE=50 hrs/semester)</li> </ul>				
<p><b>*SUMMER</b></p> <p><b>Complete ONE course, <u>with a laboratory</u>, from the following</b>            1. NATURAL SCIENCES</p> <p><b>*CULTURES IN THE UNITED STATES REQUIREMENT</b>            One course completed in the Fine Arts and Humanities or in the Social and Behavioral Sciences that is marked with an astrik (*) will satisfy this requirement.</p>		4	3	3	0
<p><b>TOTAL CREDIT AND PPE HOURS IN THE PROGRAM</b></p>		87	75	8	50

## Graduation Requirements

Responsibility for filing a Petition for Graduation in the Office of Admissions and Records rests with the student, and all transcripts for all prior college work attempted must be on file for the petition to be considered. The deadline to file a Petition for Graduation is March 1 for spring graduation, July 1 for summer graduation, and November 1 for fall graduation.

### Associate in Arts Degree

Upon completion of the following requirements, the South Orange County Community College District Board of Trustees will confer the Associate in Arts degree.

- I. Unit Requirement: Units of Course Credit — minimum 60 units.
- II. Scholarship Requirements: A minimum grade-point average of 2.0 in all units attempted at Saddleback College and an overall grade-point average of 2.0 for all units attempted.
- III. Residence Requirement: Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.
- IV. General Education Requirement. Complete the requirements stated below under "Associate Degree General Education Requirement."
  1. Students may apply only one course below transferable freshman composition ENG 1A toward the Associate Degree.
  2. A single course may be used to satisfy both a general education and a major requirement.
- V. Major Requirement: (All courses must be completed with a grade of "C" or better. Title 5 section 55063)
  1. Complete an Associate degree program as described in the Saddleback College catalog.

### Associate in Science Degree

Upon completion of the following requirements, the South Orange County Community College District Board of Trustees will confer the Associate in Science degree.

- I. Unit Requirement: Units of Course Credit — minimum 60 units.
- II. Scholarship Requirements: A minimum grade-point average of 2.0 in all units attempted in the South Orange County Community College District and an overall grade-point average of 2.0 for all units attempted.
- III. Residence Requirement: Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.
- IV. General Education Requirement: Complete the requirements stated below under "Associate Degree General Education Requirement."
  1. Students may apply only one course below transferable freshman composition ENG 1A toward the Associate Degree.
  2. A single course may be used to satisfy both a general education and a major requirement.
- V. Major Requirement (satisfy one). All courses must be completed with a grade of "C" or better. Title 5 section 55063)
  1. Complete an Associate degree program in one of the natural sciences (Astronomy, Biology, Chemistry, Computer Science, Geology, Oceanography, or Physics) as described in the Saddleback College catalog.
  2. Complete the Associate degree program in Engineering as described in the Saddleback College catalog.

3. Complete an occupational (certificate) program as described in the Saddleback College catalog with the exception of Cosmetology, Ecological Restoration, Geographic Information Systems, Gerontology, Interiors Merchandising, and Interior Design Assistant.

### Associate Degree General Education Requirement

#### PHILOSOPHY OF GENERAL EDUCATION

The philosophy underlying "general education" is that no discipline is an isolated endeavor; instead, each relies upon and in turn reflects a common body of knowledge, ideas, intellectual processes, cultural traditions, and modes of perception. General education is a framework in which to place knowledge stemming from many sources. The general education experience allows the associate degree graduate to analyze, understand, appreciate, and modify the global society in which we live. Combined with an in-depth study in a selected field of knowledge, general education will contribute to and support the pursuit of lifelong learning. The Saddleback College general education curriculum provides both core and breadth requirements. Core requirements prepare students with fundamental knowledge and skills needed in all other coursework. Effective reading, writing, speaking, and critical thinking skills are, therefore, curriculum threads in each of the Saddleback College general education courses. Breadth requirements for general education expose students to each of the broad disciplines (the natural and social sciences, the humanities, and the arts) within which the human search for knowledge is carried out.

#### Core Requirements

Core requirements provide foundational skills and knowledge that allow students to think critically, to communicate clearly and effectively in speaking and in writing, and to use mathematics.

##### 1. LANGUAGE AND RATIONALITY

Courses which develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication.

(One course in each category with a grade of "C" or better.)

- A. Written Communication  
ENG 1A
- B. Oral Communication  
SP 1  
SP 5  
BUS 102

##### 2. MATHEMATICS COMPETENCY

Students should complete either option A or option B.

- A. Completion with a grade of "C" or better of any mathematics course offered within the Mathematics Department, other than MATH 251, 251A and B, 351.
- B. Evidence of one of the following standardized examination scores
  1. 3 or above on the College Board Advanced Placement Exam
  2. 530 or above on the Mathematics section of the SAT
  3. 23 or above on the ACT Mathematics Test
  4. 520 or above on the College Board Math Achievement Test

##### 3. READING COMPETENCY

Students should complete one of these options:



- A. Completion with a grade of "C" or better ENG 1B, 170, 180, 190, or 340
- B. Evidence of one of the following standardized examination scores
1. 400 or above on the Critical Reading section of the SAT
  2. 19 or above on the ACT Reading Test
  3. 35-39 percentile on the Comprehension section of the Nelson Denny Reading Test, Form H, or on an equivalent test. The Nelson-Denny Reading Test may be repeated once only, starting with the semester in which the student will have completed a minimum of 45 units.
  4. A placement of ENG 170 based on CTEP
- C. Units earned do not apply to the associate degree

#### 4. INFORMATION COMPETENCY

Information competency is the ability to find, evaluate, use, and communicate information in all its various formats. It combines aspects of library literacy, research methods, and technological literacy. Information competency includes consideration of the ethical and legal implications of information and requires the application of both critical thinking and communication skills.

Courses in this category may also apply to Core, Breadth, or major requirements

One of the following courses completed with a grade of "C" or better.

ANTH 2, 3, 4\*, 6, 8  
 BUS 102  
 CD 107  
 CIM 1, 10  
 DANC 64  
 ENG 1B, 170  
 ENV 1, 18  
 ES 1\*, 2\*, 3\*, 10\*  
 FCS 115  
 FN 50  
 HIST 4, 5, 12, 16, 17, 32  
 LIB 2, 100, 101  
 N 176  
 PSYC 1, 2, 7  
 SP 1, 2, 3

Note: Courses used to fulfill any competency requirement may also apply toward Core or Breadth requirements

### Breadth Requirements

Breadth requirements provide students with the knowledge they need

- to understand and use modes of inquiry in the major disciplines (including the humanities, fine arts, natural and social sciences).
- to be aware of and appreciate the diversity of other cultures and times as well as American institutions and ideals.
- to develop the capacity for self understanding and the relationship between mind, body, and the environment.

#### 1. FINE ARTS AND HUMANITIES

Those courses which study the cultural activities and the artistic expressions of human beings.

Group A. The Arts, Music, Theatre

One course from the following:

ARCH 12  
 ART 4, 20, 21, 22, 23, 24\*, 25, 26, 27, 28, 29

CTVR 3, 7\*, 9, 102  
 DANC 64, 174  
 FASH 144  
 FA 27  
 HORT 115  
 ID 110, 122, 125  
 MUS 1, 20, 23\*, 24, 25, 26, 27\*, 28, 29  
 PHOT 25  
 SP 32/TA 32  
 TA 20, 22, 25, 26, 110\*

Group B. Literature, Philosophy, History, Religion, and Foreign Language

One course from the following:

ARAB 1, 2, 21  
 CHI 1, 2, 21  
 ENG 3, 4, 15A, 15B, 17A, 17B, 18, 19, 20, 21A, 21B, 24\*, 25, 27A, 44, 52, 142  
 FR 1, 2, 3, 4  
 GER 1, 2, 3, 4  
 HIST 4, 5  
 HUM 1, 3, 10A, 10B, 21, 22, 25  
 ITA 1, 2, 3, 4, 10, 21  
 JA 1, 2, 21  
 KOR 1, 2, 3, 4, 21  
 PORT 1, 2, 3, 4, 21  
 PRSN 1, 2, 3, 4  
 PHIL 1, 10, 15  
 SL 1, 2, 3, 4, 101\*  
 SPAN 1 (or 1A and 1B), 2, 3, 4, 20A, 20B, 21A, 21B, 21C\*  
 SP 30/TA 30

#### 2. NATURAL SCIENCES

Those courses of study which deal with matter and energy as it applies to physical and/or life sciences and their interrelations and transformations

One course from the following:

ANTH 1 and 1L (ANTH 1L must be taken concurrently with ANTH 1 or within one year after completing ANTH 1)  
 ASTR 20 and 25 combined  
 BIO 3A, 3B, 11, 15, BIO 19, BIO 20, 31, 113  
 CHEM 1A, 3, 108  
 ENV 18, 24  
 GEOG 1 and 1L  
 GEOL 1, 20, 23/ENV 23  
 HORT 20  
 MS 4, 20  
 PHYS 2A, 4A, 20  
 (Course used to fulfill this requirement must include a lab.)

#### 3. SOCIAL AND BEHAVIORAL SCIENCES

The body of knowledge that relates to the human being as a member of society or component of society, such as state, family, or any systematized human institution.

Group A. Social/Behavioral Science

One course from the following:

ANTH 2, 3, 4\*, 5, 7\*, 8, 9, 10, 17, 21  
 BUS 1  
 CD 105, 107+, 111\*  
 ECON 2, 4, 20  
 ENV 1  
 ES 1\*, 2\*, 3\*, 10\*  
 GEOG 2, 3, 38  
 HIST 12, 19, 20\*/SOC 20\*,  
 HIST 21\*, 27, 28, 30, 33\*, 61,  
 62, 63, 70, 71, 72, 74, 75, 80/PS 80, HIST 81\*

HS 100, 120, 131, 186  
JRN 1/CTVR 1  
PS 4, 11/ECON 11; PS 12, 14  
PSYC 1, 7, 16\*, 21  
SOC 1, 2, 6\*, 10, 15, 21, 25  
SP 20\*  
WS 10, 40

Group B. American Institutions

(Nursing students who possess a Bachelor's degree are not held to the American Institutions requirement. per 581393)

HIST 7 or 8 or 16 or 17 or 22 or PS 1

#### **4. LIFE SKILLS/CRITICAL THINKING**

Life skills is study to equip human beings for lifelong understanding and development of themselves as integrated physiological, social, and psychological entities. Critical thinking courses develop the principles and applications of language toward logical thought and critical evaluation of communication

(One course from Group A or Group B.)

Group A. Life Skills

ACCT120

APSY 1, 140,150, 151, 160

BUS 116

CD 107+, CD 112

FASH 141

FCS 115, 142

FN 50, 64

HLTH 1, 3

HS 170, 175

N 165

PSYC 5, 7+, 33

SPS 115, 205

WS 120

Group B. Critical Thinking CD 120

ENG 18, 170

PHIL 12

SP 2, 3

+CD 107/PSYC 7 meets either Social & Behavioral Group A or Life Skills Group A, not both.

#### **5. PHYSICAL FITNESS ASSESSMENT**

Non-activity courses that assess physical fitness and develop an awareness about appropriate exercise

One course from the following: KNES 107

KNEA 107 (This course is designed to meet the needs of disabled students).

#### **6. \*CULTURES IN THE UNITED STATES**

The Cultures in the United States requirement focuses on major themes in United States history, society, and culture and addresses major conceptual issues relevant to understanding ethnicity, culture, race, and pluralism in the United States

All AA/AS degree candidates must make certain that *one* course taken in Fine Arts and Humanities, or in Natural Sciences, or in Social and Behavioral Sciences fulfills the Cultures in the United States Requirement. Courses that will satisfy this requirement are marked with an asterisk{\*}.

Nursing Equivalency- Completion of the Nursing Program meets *the* Cultures in the US requirement

## GENERAL HEALTH INFORMATION TECHNOLOGY INFORMATION AND RESOURCES

Salary Ranges: <http://www.alliedhealthworld.com/>

Accreditation/Certification: <http://www.ahima.org/>

The Bureau of Labor Statistics projects much faster growth in health information technology than other careers, with jobs expected to grow at a rate of approximately 20% over the next several years. This growth is the result of both the increasing adoption of electronic recordkeeping and the growth in healthcare careers overall, as the American population ages and requires more medical care. California's senior population is expected to nearly double in the next fifteen years, growing from 3.4 million people in 2005 to 6.4 million in 2025. As a result, job opportunities and salaries in HIT are poised to increase greatly.

The average health information technology salary in California is \$56,000. However, salaries can vary somewhat by location. Technology-friendly Silicon Valley cities tend to offer higher salaries, with average salaries of \$65,000 in San Francisco and San Jose, while the average salary in Los Angeles is \$55,000.

Salaries also vary significantly depending on your workplace. Health information technology professions employed by the federal government often make more than those employed by hospitals, nursing homes, or private physicians' offices.

Skills and experience also matter: health information technicians with a strong understanding of computer science, coding, and software are likely to be in particularly high demand and can command higher salaries.

Regardless of these differences, however, all health information technicians are likely to benefit from the tremendous projected growth in this exciting new field.

## **LENGTH OF TIME REQUIRED TO GRADUATE**

The length of time it will take you depends on a few factors: how many classes you are comfortable taking each semester; the sequencing of courses; and if you are able to get into the classes you need. For a new student, priority registration date will come after all continuing students. All these factors can extend the time that it will take to complete your program by one or two semesters.

## **IMPORTANT LINKS**

American Health Information Management Association  
Health Information and Management Systems Society

<http://www.ahima.org/>  
<http://www.himss.org/>

California Health Information Association

<http://californiahia.org/>

American Academy of Professional Coders

<http://www.aapc.org/>

American Medical Association

<http://www.ama-assn.org>

## **COLLEGE POLICIES AFFECTING ALL STUDENTS**

Please see <http://www.saddleback.edu/media/pdf/handbook.pdf> for the complete 2013-2014 Saddleback College Student Handbook. Note that the Saddleback College Student Handbook is the official document and is the final word if any conflict should arise. Following are excerpts:

### **A. ACADEMIC HONOR CODE**

Saddleback College students are responsible for regulating their own conduct in accordance with the Code of Conduct set by the District Board of Trustees. The Code of Conduct is outlined in the Student Handbook, which is free to all students. It is each student's responsibility to adhere to an academic honor code, which upholds the integrity of the institution and the educational process so that all students have an equal opportunity to demonstrate their academic abilities. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to:

### **B. CHEATING**

1. Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:
2. The use of unauthorized sources of information during tests. This would include, but is not limited to, crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
3. Looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
4. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for one's self.
5. Altering graded class work and resubmitting that work for reconsideration.
6. Engaging in any kind of unauthorized assistance or communication with another person during an exam.
7. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work.

## **PLAGIARISM**

Plagiarism is the inclusion in total or part of another's words, ideas, work, material, or data as one's own. Plagiarism includes, but is not limited to:

1. Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.
2. Copying, using or borrowing another's ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, etc., and submitting it as one's own work or allowing another student to do so.
3. Submitting as one's own work, work prepared by others or prepared in collaboration with others.
4. Reproducing another's work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

## **C. FALSIFICATION/FABRICATION**

Any act of inventing or altering information in order to deceive is considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

1. Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
2. Falsifying signatures on required forms or other academic records.
3. Using another person's identification, falsifying one's identification, or representing one's self as another person. Changing official academic records or documents, without going through a proper approval process.
4. Knowingly misrepresenting successful completion of prerequisites.

See Saddleback College Catalog for Sanctions and Disciplinary Actions.

# **RULES AND REGULATIONS FOR STUDENT BEHAVIOR**

Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5401). Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

## **Saddleback College Health Sciences, Human Services Professional Behaviors**

The HSHS Division faculty of Saddleback College believes that students must demonstrate accountability and responsibility for their own behavior in the classroom, and during externships, field experiences and clinical rotations. In their professional role, students are expected to model the values of human dignity and integrity in all care rendered and in all professional relationships.

1. When a student's personal behaviors constitute a conscious disregard or indifference to the health, safety and/or well-being of a patient, client, family, instructor, or colleague, the student will be dismissed from the class and the division program.
2. When the student's behaviors include, but are not limited to, one or more of the following unprofessional behaviors, Administrative Regulation 5401 will be followed and the student will not be eligible for readmission to the Saddleback College HSHS Division Program:
  - a. violation of HIPAA, or client or patient confidentiality
  - b. academic dishonesty as defined in the Saddleback College student handbook
  - c. assault, battery or intent to harm another person
  - d. disruption or distraction in the educational setting; willful disobedience
  - e. harassment or threatening behavior; defiance of authority
  - f. emotional outbursts in clinical/field care settings
  - g. misrepresentation of oneself in a field experience, facility or patient care setting
  - h. failure to show respect for the standards set forth by Saddleback College

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Student Signature

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Date

## **CODE OF CONDUCT**

In compliance with California Education code Section 66300 and in keeping with the above, the following regulations have been established to effectively and efficiently guide the approved educational programs, approved student activities, and community services.

Students may be disciplined for one or more of the following causes related to college activity or attendance:

- A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of district personnel.
- B. Assault, battery, or any threat of force or violence upon a student, district personnel, or an authorized visitor.
- C. Willful misconduct resulting in injury or death to a student or district personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, or district personnel, or students in attendance at the colleges or programs of the District.
- D. The unlawful use, sale, or possession on district property or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
- E. Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
- F. Disorderly, lewd, indecent, or obscene conduct on district property or at district sponsored functions.
- G. Sexual assault (as defined in Board Policy 5404) on any student or employee of the District, on campus or off-campus grounds or facilities maintained by the District.
- H. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a district-sponsored function without the prior authorization of the disciplinary officer.
- I. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
- J. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district program or activity.
- K. Misrepresentation of oneself or of an organization as an agent of the District.
- L. Soliciting or assisting another to do any act which would subject a student to discipline.
- M. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.
- N. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
- O. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.



- P. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.
- Q. Contravention of Copyright Laws
- R. Violation of District Board Policies and Administrative Regulations

## **DISCIPLINARY PROCEDURES**

### A. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by district employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

1. If the conduct occurred in the classroom, the instructor may remove the student from his or her class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the disciplinary officer immediately. If the student is a threat to self or to others, the instructor must contact Campus Police immediately. If the student removed is a dependent minor, the instructor may request that the student's parent or guardian attend a parent conference regarding the removal. Upon removal of a student, the instructor will give the student verbal and/or written notice of the reasons for the removal.
2. If the conduct did not occur in the classroom, the district employee discovering the conduct will report the incident to the disciplinary officer and submit a written report on the appropriate form (i.e., Incident Report form). The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.
3. When the report of alleged misconduct is sent to the disciplinary officer, the officer will evaluate the information to determine if it alleges a violation of the District's student conduct policy and/or regulations. If the disciplinary officer determines that the report supports such allegations, a meeting will be requested with the student to provide the student an opportunity to respond to the allegations.
4. The disciplinary officer will review all documentation related to the case to make a determination if disciplinary action is required.
5. The disciplinary officer will send a notice by mail to the student charged with the violation. This notice will include a written explanation of the incident and the charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated).

6. The disciplinary decision is final and it is immediately in effect unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the disciplinary officer or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

## B. Range of Disciplinary Actions

1. Verbal reprimand: A warning that the conduct is not acceptable.
2. Written reprimand: Becomes part of the student file for a minimum of five years or longer at the discretion of the disciplinary officer and is considered in the event of future violations.
3. Mental Health Clearance: Mental health clearance may be required before a student is readmitted to a particular class or allowed to be on district property. The campus chief administrative officer (or designee) must receive a letter from a licensed mental health professional stating that in his or her professional judgment, the student will no longer continue the behavior which gave rise to the disciplinary action or that the student's presence on campus is not a threat to himself or herself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.
4. Disciplinary Probation: A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
5. Ineligibility for all student government roles;
  - a. Removal from any student government position;
  - b. Revocation of the privilege of participating in district and/or student-sponsored activities;
  - c. Ineligibility for membership on an athletic team;
  - d. Limitation of courses and/or instructors the student may take;
6. Suspension: The Board of Trustees or the disciplinary officer may suspend a student for cause as provided in Section III. Suspension may involve:
  - a. Removal from one or more classes for the remainder of the academic term.
  - b. Removal from all classes and activities of the District for one or more terms. During this time, the student may not be enrolled in any class or program within the District.
7. Expulsion: The Board of Trustees may expel a student for cause as provided in Section III when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion will be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

## **APPEAL PROCESS**

The student has the right to appeal the decision of the instructor or the disciplinary officer.

### A. Appeal of an Academic Dishonesty Decision

The student has the right to file an appeal of a decision regarding academic dishonesty to the dean of the department or school in which the alleged dishonesty occurred. The appeal must be in writing and received by the dean within ten working days of the informal meeting with the instructor. A grade, however, is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance process as set forth in Board policy.

### B. Appeal of a Hearing Panel Decision to Suspend or Recommendation to Expel

The student may appeal a Hearing Panel decision in writing to the college president, within ten days of the decision/recommendation. The basis for the appeal will include evidence to support one or more of the following factors:

- a) The decision lacks substantial basis in fact to support the findings,
- b) There is substantial incongruity between the proposed sanction and findings,
- c) There is substantial unfairness in the proceedings which has deprived the student of a fair and impartial process; and/or
- d) There is newly discovered critical evidence, that despite due diligence on the part of the student, was not known at the time of the hearing.
- e) The college president or the president's designee may decide the issue based solely on the written appeal. The decision will be made available to the student charged within ten days of receipt of appeal. The decision will be final except in the case of expulsion where final action will be taken by the Board of Trustees.

## **DRUG-FREE WORKPLACE POLICY**

The purpose of this regulation is to implement the provisions of the Drug-Free Workplace Act of 1988 (Public Law 100-690, 41 U.S.C. 5151, et seq.), which requires federal grant recipients to provide a drug-free workplace.

The Chancellor shall:

1. Distribute the following statement to all employees:

You are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in Schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), is prohibited in the workplace.

You are further notified that, as a condition of your continued employment in this district which accepts federal grants, you will abide by the terms of this statement, and will notify the district of any criminal drug statute conviction (including a plea of nolo contendere), occurring in the workplace. Said notice shall be delivered no later than five (5) days after such conviction.

The district will take appropriate personnel action, up to and including dismissal, against any employee found to have violated the provisions of this statement.

2. Establish a drug-free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The district's policy of maintaining a drug-free work place;
- c. Drug counseling, rehabilitation, and assistance programs available to eligible employees through the Employee Assistance Program; and
- d. The penalties that may be imposed by the district on employees for drug abuse violations.

## **NONDISCRIMINATION AND HARRASSMENT POLICY**

The South Orange County Community College District is committed to providing an academic and work environment free of unlawful discrimination and harassment. Federal and state laws and District policies afford students and employees the right to work or learn in an environment free from discriminatory intimidation, ridicule and insult.

The District prohibits illegal harassment including the acts of students, employees, and non-employees. Prompt and equitable action, including appropriate disciplinary action, will be taken against any student, employee (supervisory or otherwise), or agent of the District, who engages in such conduct. The action will be prompt, effective, and commensurate with the severity of the offense.

### **GENERAL HARRASSMENT**

Discrimination and/or harassment based on race, color, sex, gender, gender identity, gender expression, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, sexual orientation, marital status, pregnancy, or any legally protected characteristic, or the perception that a person has one or more of these characteristics is illegal and violates District policy.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. Harassment comes in many forms, including but not limited to the following conduct:

- **Verbal**: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other legally protected status.
- **Visual or Written**: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other legally protected status.
- **Environmental**: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other legally protected status; or gratuitous comments regarding gender, race, nationality, sexual orientation or other legally protected status that are not relevant to the subject matter of the class or activities on the job.
- **Physical**: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

## **SEXUAL HARRASSMENT**

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the college.

# **COMPLAINT PROCEDURES**

## **Informal Procedures**

The District strongly encourages students and staff who believe they are being harassed to file a complaint in a timely manner. Since failure to report harassment impedes the District's ability to stop the behavior, the District strongly encourages that such complaints be made within 30 days of the alleged incident. Any complaint not involving employment may be made orally or in writing within one year of the date of the alleged discrimination or harassment.

The District has established "designated officers" who are charged with receiving complaints and coordinating their investigation. The designated officer will explain the rights and options available to the individual bringing charges of unlawful discrimination or harassment. If there is a simple misunderstanding or the individual does not wish to file a formal complaint, the individual may elect to pursue an informal resolution process. The informal process is not a prerequisite for filing a formal complaint.

An individual who feels they have been subjected to sexual assault may file a complaint with the police department in addition to any other complaint.

Individuals who believe they have been subjected to unlawful discrimination, including harassment, may report complaints to the designated officer for Saddleback College:

Vice President of Student Services  
28000 Marguerite Pkwy.  
Mission Viejo, California 92692  
949/582-4566

## **Formal Procedures**

If an informal process does not resolve the matter and/or the complainant wishes to pursue formal charges, he or she may elect to follow formal complaint procedures. The informal process may not be appropriate for complaints of sexual assault. Formal complaints of unlawful discrimination or harassment must be filed in writing on a form prescribed by the State Chancellor. Approved complaint forms are available from any one of the following sources:

The Office of the Vice President of Student Services  
28000 Marguerite Pkwy.  
Mission Viejo, California 92692  
949/582-4566

The Office of the Director of Human Resources  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, California 92692  
949/582-4348 or 949/582-4850

**Saddleback College — [www.saddleback.edu](http://www.saddleback.edu)**  
**South Orange County Community College District — [www.socccd.edu/hr/HRforms](http://www.socccd.edu/hr/HRforms)**  
**California Community Colleges Chancellor 's Office — [www.cccco.edu](http://www.cccco.edu)**

Upon receiving a formal written complaint, the District will determine whether the complaint has met the necessary requirements, which include but are not limited to whether it was filed in a timely manner, on an appropriate form, and whether it alleges unlawful discrimination as stipulated in Title 5, section 59300.

The District will investigate properly filed complaints according to procedures prescribed in Board policy. The District will complete its investigation within 90 days of receiving the complaint and report its administrative determination. The District must provide written notice to both the complainant and the State Chancellor of whether there is probable cause to sustain the charges raised in the complaint; a description of the action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District and the State Chancellor.



## **DISABILITY DISCRIMINATION**

Students who have specific questions related to disability discrimination are encouraged to contact Special Services at 949-582-4885, Student Services Center, Room 113. Formal complaints may be filed in the Office of the Vice President for Student Services, ADA/504 Officer, Administration & Governance Building, AGB 126, 949-582-4566.

## **ADA ACADEMIC ADJUSTMENTS**

Students with verified disabilities who believe they have not been given reasonable academic accommodations are urged to immediately contact Special Services, 949-582-4885 (voice) or TDD 949-582-4833 to see if their concerns or issues regarding accommodation and/or district policies can be satisfactorily resolved. A copy of the Saddleback ADA Academic Adjustment Procedure is available on request.

Formal complaints may be filed in the Office of the Vice President for Student Services, ADA/504 Officer, Administration & Governance Building, AGB 126, 949-582-4566.

According to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities may file a complaint with the Office for Civil Rights, U.S. Department of Education.

# **GRADE GRIEVANCE POLICY**

## I. General Provisions

### A. Grade Grievance

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by California Education Code, Section 76224(a).

### B. California Education Code Section 76224(a)

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

This policy provides the procedures for challenging grades given in any course of instruction offered in the District. This policy does not apply to the following:

1. The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment.
2. Student discipline.
3. Employee discipline.
4. Challenges to established district policies and administrative regulations.
5. Financial claims against the District.

## II. Definitions

A. Mistake: an unintentional act, omission or error by the instructor or the college.

B. Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.

C. Bad Faith: an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics contrary to Education Code Section 66250 et. seq. (including, but not limited to, Section 66270) and Title 5, California Code of Regulations, Section 593000 et. Seq. If, pursuant to the discrimination and harassment complaint procedure it is determined that a grade was the results of discrimination or harassment the grade may be changed as a remedy for the discrimination or harassment.

D. Incompetence: a lack of ability, legal qualification, or fitness to discharge a required duty.

E. Day: Unless otherwise provided, day shall mean any day on which the District administrative offices are open for business. The deadlines contained herein may be modified by mutual agreement of the parties.

F. Student: A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a) and the provisions herein.

G. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

H. The College President: The President of the College or a designated representative of the College President.

I. Ombudsperson: The College President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called an ombudsperson.

### III. Informal Resolution

Any student who believes he or she has a grade grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to resolve the problem with the faculty member with whom the student has the grievance or that person's dean or designee. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance pursuant to the procedures herein.

### IV. Formal Grievance Process

#### A. Written Statement of Grievance

Any student who believes he or she has a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The dean or designee shall provide a copy of the written Statement of Grievance form to the affected faculty member within 5 days after the form has been filed. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official. The faculty member shall not engage in any conduct that may be construed as retaliation for filing the grievance. Filing a grievance is a protected activity.

#### B. Request for a Grievance Hearing

The student may request a grievance hearing after the written Statement of Grievance form has been filed. A request for a grievance hearing shall be filed with the appropriate dean or designee on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance.

The student may withdraw his/her written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal shall be in writing and filed with the appropriate dean or designee. The dean or designee shall notify the affected faculty member in writing within 5 days that the student has withdrawn the grievance and no further action may be taken.

#### C. Grievance Hearing Panel

1. The Grievance Hearing Panel shall consist of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate.
2. Within 15 days following receipt of the Request for Grievance Hearing, the Hearing Panel shall meet to select a Chair and to determine on the basis of the Statement of Grievance whether there is sufficient grounds for a hearing.
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
  - a. The Statement of Grievance contains facts which, if true, would constitute a grievance under these procedures and;
  - b. The grievant is a student as defined in these procedures and;
  - c. The grievant is personally and directly affected by the alleged grievance and;
  - d. The grievance was filed in a timely manner and;

e. The grievance is not, based on the allegations contained in the written grievance, frivolous, without foundation or filed for the purposes of harassment. In determining whether a grievance is frivolous, without foundation or filed for purposes of harassment, the panel shall not at this phase, consider facts outside the grievance.

4. If the Grievance Hearing Panel determines that the written Statement of Grievance does not meet each of the aforementioned requirements, within 5 days of the Hearing Panel decision, the Chair shall notify the student in writing that the Request for a Grievance Hearing has been rejected. The notice shall contain the specific reasons for the rejection of a hearing and the procedures for appeal (See Section V.A. 1 herein).

5. If the Grievance Hearing Panel determines that the written Statement of Grievance meets each of the aforementioned requirements, the Chair shall schedule a grievance hearing no later than 45 days from the decision of the Hearing Panel. All parties to the grievance shall be notified in writing by the Chair of the date, time and location of the grievance hearing 10 days prior to the grievance hearing.

#### D. Hearing Procedures

1. The decision of the Grievance Hearing Panel Chair shall be final on all matters the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues alleged in the grievance. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The parties shall exchange exhibits and lists of witnesses 5 days prior to the hearing.

3. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent's evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.

4. Each party to the grievance may represent himself or herself or may be represented by a person of his or her choice. A party shall not be represented by an attorney unless notification is presented to the Chair 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Chair of the Hearing Panel may continue the hearing in order to accommodate counsel upon a showing of good cause. The Hearing Panel may also request legal assistance through the College President. Any legal advisor provided to the Hearing Panel sits in an advisory capacity but shall not be a member of the Panel nor vote with it.

5. Hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.

6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.

7. All Testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

#### E. Hearing Panel Decision

Within 15 days following the close of the hearing, the Grievance Hearing Panel shall prepare a written decision which shall include specific factual findings regarding the grievance and the specific conclusions regarding whether a grievance has been established as defined above. Where appropriate the decision shall articulate the factual basis for any credibility determinations necessary to the panel's decision. The Hearing Panel decision shall also include a specific statement regarding the relief to be afforded the grievant if any. The Hearing Panel decision shall be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.

#### V. Appeal Process

##### A. Written Statement of Appeal

1. Within 10 days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the College President. The written Statement of Appeal shall state the specific basis for the appeal and shall be sent to all parties.

2. All parties may submit a written response to the appeal to the College President within 10 days of the filing of the written Statement of Appeal.

3. The College President shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside the formal record. The College President may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The College President's decision shall be in writing and shall include a statement of reasons for the decision. The College President's decision shall be final.

4. The decision on appeal shall be reached within 20 days after receipt of the appeal documents. Copies of the College President's decision shall be sent to all parties.

5. Within 10 days following the Grievance Panel's decision regarding whether the Statement of Grievance warrants a formal Grievance Hearing, any party to the grievance may file a written Statement of Appeal with the College President. The College President shall review the Statement of Grievance and the Request for a Grievance Hearing in accordance with the requirements for a grievance provided herein but shall not consider any other matters. The College President's decision whether to grant a grievance hearing shall be final and not subject to further appeal. The filing of an appeal pursuant to this provision shall stay all proceedings on the underlying grievance until a decision is reached by the College President. If the College President's decision is that the matter shall proceed to a hearing the time lines shall be extended by the period of time the matter was under consideration with the College President.

## **GRADING POLICY**

In Sections 55020 to 55025 of the California Code of Regulations (Title 5), the Board of Governors of the California Community Colleges mandates a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees has established the following provisions under Board Policy 5300 entitled "Grading Policy."

### **Academic Record Symbols and Grade-point Average (GPA)**

#### **Evaluative Meaning Grade-point Symbol Value**

A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

P (C) Pass (Credit) (equivalent to A, B, or C; units earned but not counted in GPA)

NP (NC) No Pass (No Credit) (equivalent to D or F; however, no units earned and units not counted in (GPA))

## **COURSE REPEATABILITY AND REPETITION**

(Also see Registration and Announcement of Courses sections of this catalog)

State regulations (Title 5, sections 55040-55045) restrict the number of times a student may enroll in a course within a community college district. The number of times a student may enroll in a course is based on whether the course is designated "repeatable" or "non-repeatable." Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted may be dropped from the course.

## **SOCIAL MEDIA AND USE OF TECHNOLOGY**

Saddleback College Associate Degree Nursing Program is committed to protecting the health information of every client with whom a student comes in contact, as well as the education information of every student. Distribution of sensitive and confidential information is protected under HIPAA whether discussed through traditional communication channels, technology or through social media. The nursing department at Saddleback College supports the appropriate use of social media and technology, thereby, recognizing that connecting, collaborating and communicating with the learning community are important for professional growth. The department acknowledges the value of sharing and communicating one's opinion, and supports such communication between students and faculty. The HIT program also requires that students check their Saddleback email regularly.

**Future employers** often review social networking sites when considering potential candidates for employment. No privatization measure is perfect. Information can "**live on**" beyond its removal from the original website and continue to circulate in other venues. The internet may be searched periodically for breaches in confidentiality. The student must follow the clinical agency's policy regarding the use of laptops, tablets or other electronic devices.

In the professional role as an HIT student, **you must not:**

1. Present the personal health information of any individual on ANY social site. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a medical photograph may still allow the reader to recognize the identity of a specific individual.
2. Post or discuss any clinical experience or information regarding experience with the clinical agency, its staff, clients/patients, instructors or other students with use of technology or on any internet social media site. Examples include but are not limited to the following:
  - Facebook
  - YouTube
  - iTunes
  - LinkedIn
  - Blogs
  - My Space
  - Instagram
  - Tumblr
  -
3. Present yourself as an official representative or spokesperson for the Saddleback College Health Information Technology Department.
4. Utilize websites and/or applications in a manner that interferes with your clinical commitments.
5. Discuss any information regarding exams or quizzes in an electronic format or in social media.
6. Display language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, religious beliefs or sexual identity.
7. Present information that may be interpreted as condoning irresponsible use of alcohol, substances, or sexual promiscuity.

Students are legally responsible for anything posted through use of technology or in social media forums. Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. HIT students are preparing for a profession which provides services to the public and expects high standards of behavior and professional communication. Students need to remember that their online presence should reflect them as a professional. Ultimately, each individual has the sole responsibility for what they post. Caution should always be used to protect privacy and all confidential information.

## **CREDIT FOR PREVIOUS HIT RELATED EDUCATION/EXPERIENCE**

Saddleback College grants credit for college units earned at any regionally accredited institution of higher education as determined by the office of admissions and records in which a minimum grade of C has been earned.

The course instructor and/or the nursing program director/assistant director and the office of admissions and records will review the applicant's previous education and experience. Credit will be given for HIT education and experience that are equivalent to requirements in the Saddleback College HIT Program.

Transcripts from transferring institutions will be evaluated for the student's current academic program requirements. Should a student change programs, an evaluation will need to be completed for the new program. In the event of a question as to the equivalency of a course, it is the student's responsibility to provide the college with a course description or syllabus. Students requesting a credit transfer need to provide the college with an official transcript. Courses completed over five years ago may be transferred at the discretion of the academic dean. There is no charge for credit granted through transfer. Grades in course transferred are not computer in the GPA.

## **ADVISING AND REGISTRATION**

Once accepted, students are assigned an academic advisor who will help them with their plan of study for graduation, assist with registration, and help to resolve academic difficulties. An education plan is used to plan courses for future semesters and can be found on the Saddleback website. Students can also track their academic progress through the MySite.

## **ATTENDANCE**

Regular attendance and punctuality are encouraged for all classes. Attendance is the responsibility of the individual student. Attendance requirements may affect Veterans and/or other financial aid benefits. Attendance records are maintained by faculty for face-to-face classes each day.

When a student is absent, he/she is responsible for obtaining the information missed. If the student misses an exam, arrangements to make-up the exam must be made with the instructor. Instructors are not required to provide make up exams. The instructor of each course will give the student specific policies for testing and make-up testing to you.

If a student is unable to attend class, it is recommended that he/she should report his/her absence each day, stating name and reason for absence. Students can call or e-mail instructors at the numbers/address provided in the course syllabus for the class. Voice messaging is available to students if the instructor is away from his/her office.

All absences and tardiness for class and professional practice experiences are documented in the faculty records.

Children and other designated friends and/or family may not attend classes with students.



## **ETHICS AND CONFIDENTIALITY**

Students are expected to:

- Adhere to the ethical guidelines set forth by the American Health Information Management Association (AHIMA)
- **Abide by the school's Code of Student Conduct**
- Abide by applicable facility policies and procedures
- Abide by HIPAA rules

## **APPEARANCE**

- Students should practice professionalism by presenting a professional appearance.
- Adhere to the facility's dress code—dress in suitable business casual or office attire.
- If there are questions regarding proper attire and appearance, discuss them with the academic program director or site manager.

## **CHANGES IN NAME, TELEPHONE NUMBER AND/OR ADDRESS**

Any change of name, address, or telephone number must be done through MySite. Also notify division office so changes can be made in the files.

## **STUDENT TECHNICAL SUPPORT**

[www.saddleback.edu/de/student-technical-support](http://www.saddleback.edu/de/student-technical-support)

## **STUDENT RESOURCES**

1. Center for Career and Life Development-Career Guidance, Job Services, Re-entry services (949) 582-4575
2. Counseling – Counselors are available to assist students in the areas of academic advisement, career planning, and personal counseling.
3. Escort Service – The Security Officers offer an escort service to all wishing to avail themselves of this service. Students are encouraged to use this service after dark. Emergency call boxes are also located in various parking lots. Campus police can be reached (949) 582-4585 or on any campus pay telephone, \*80.
4. Extended Opportunities Programs & Services is an outreach and retention program designed to assist low income and educationally disadvantaged students in achieving a college education.
5. Financial Assistance Program – The Saddleback College Financial Assistance Program is involved in assisting students with federal, state, and community awards from numerous state and local foundations.
6. Health Center – It is staffed by physicians and nurses to provide professional services in the areas of prevention, recognition, and early treatment of illnesses.
7. Learning Assistance Program (LAP) – provides free tutoring for Saddleback College students.
8. Special Services for Students with Disabilities – Special Services provides support services and specialized instruction for students with documented disabilities who are eligible and who have significant functional, educational limitations. Arrangements for support services such as text book recording, note taking, math study groups, interpreter services, and mobility orientation, and test taking can be scheduled in advance.
9. Transfer Center – The Transfer Center provides information and assistance to students who are preparing to transfer to a 4-year college or university.
10. Child Development Center – The Child Development Center offers educational opportunities and services for registered nursing students with preschool children.
11. Veterans Administration Benefits and Transition Services-provides assistance to students in the completion of required paperwork for benefits; provides support services for vets and their families, counseling, scholarship assistance, etc. (949) 582-4252.

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **What does an HIT professional do?**

An HIT professional is trained to work in all aspects of health information management. You will learn the computer skills to move into the electronic health information era. The program also includes knowing all the laws and regulations that apply to the release and management of health information. You learn procedures for health record processing, detailed medical coding with ICD-10-CM/PCS and CPT, reimbursement and compliance issues, management of health information, and quality assurance,

### **Where can I work with this degree?**

Job opportunities exist in hospitals, ambulatory care, long-term care, cancer registries, managed care, and physician practices, as well as non-traditional areas in consulting, legal offices, industry vendors, insurance companies and pharmaceutical firms. Anywhere health information is used can become a job opportunity for the credentialed HIT profession.

### **What can I expect to earn?**

The average health information technology salary in California is \$56,000. However, salaries can vary somewhat by location. Technology-friendly Silicon Valley cities tend to offer higher salaries, with average salaries of \$65,000 in San Francisco and San Jose, while the average salary in Los Angeles is \$55,000.

### **How is the job market?**

Excellent. The health information profession is consistently named in the top 10 professions for this decade.

### **Are there any classes I can take before I start the program?**

HSC 201: Medical Terminology and CIM 112: Microsoft Office are essential prerequisites and a good starting point. It is also recommended that students take as many general education classes as possible before starting the program.

### **What is the EPC code for Saddleback Community College for my student membership with AHIMA?**

The EPC Code is #813

### **Is there a clinical experience to the program?**

Yes, during the last semester of the program. In HIT 219: Directed Practice, students gain first-hand experience working in the health care environment.

### **How can I find out more about the health information profession?**

The national organization for HIT professionals is the American Health Information Management Association. Visit their website at <http://www.ahima.org>

### **If I know medical terminology do I have to take HSC 201?**

An excellent command of the medical language is vital to success in the HIT program. Medical terminology courses must not be more than two years old at the time the first course is begun.

### **How much time will I have to devote to the classes?**

It is estimated that the student will need from 2-3 hours per class per credit hour per week outside of class time for studying. Some students require more others less. It is important that you plan class, study, family, work, travel, and social time carefully to balance conflicting responsibilities during your educational career.