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Cancer Information Management (CIM) Program

Course Curriculum

Semester 01 (Tuition: \$1,150)

Course #	Course Title	Credits
10-501-101	Medical Terminology	3

Credits: 3 Lecture Hours: 54

This course focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10-806-177	General Anatomy & Physiology * OR *	
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Credits: 4 Lecture Hours: 54 Lab Hours: 36

Students examine basic concepts of human anatomy and physiology as they relate to health sciences. Students use a body systems approach to analyze the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. They apply basic concepts of whole body anatomy and physiology to make informed decisions as health care professionals and to communicate professionally with colleagues and patients.

20-806-207	Anatomy and Physiology I	4
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Credits: 4 Lecture Hours: 54 Lab Hours: 36

Features lectures and laboratory dealing with the human body as an integrated structural and functional unit, including basic anatomical and directional terminology, fundamental concepts and principles of cell biology, histology, integumentary, skeletal, muscular, endocrine, and nervous systems, and the special senses. It includes the dissection of various fresh and preserved materials as well as the examination of a human cadaver. This course is the first semester of a two-semester sequence. Corequisite: High school chemistry or college chemistry with a minimum grade of C, or Fundamentals of Chemistry (10-806-109) or Medical Terminology (10501-101)

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Semester 02 (Tuition: \$2,460)

Course #	Course Title	Credits
10-501-107	Digital Literacy for Healthcare	2

Credits: 2 Lecture Hours: 18 Lab Hours: 36

Provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10-530-162	Foundations of HIM	3
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Credits: 3 Lecture Hours: 54

Introduces learners to the healthcare delivery system and the external forces that influence healthcare delivery. Sets an understanding for the expectations and standards related to professional ethics, confidentiality and security of health information. Differentiates the use and structure of healthcare data elements, data standards, and the relationships between them. Prepares learners to collect and maintain health data to ensure a complete and accurate health record. Note: Students must have already completed or have concurrent enrollment in Digital Literacy for Healthcare (10-501-107). Corequisites: Digital Literacy for Healthcare (10-501-107)

10-801-136 English Composition 1 3

Credits: 3 Lecture Hours: 54

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

10-801-196 Oral/Interpersonal Communication 3

Credits: 3 Lecture Hours: 54

Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects.

10-806-179 Adv Anatomy & Physiology * OR *

Credits: 4 Lecture Hours: 54 Lab Hours: 36

Students study using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Students experiment within a science lab including analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Students examine homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course. Students receive instructional delivery within a classroom and laboratory setting.

20-806-208 Anatomy and Physiology II 4

Credits: 4 Lecture Hours: 54 Lab Hours: 36

Anatomy and Physiology II features lectures and laboratory exercises dealing with the human body as an integrated structural and functional unit including the cardiovascular system, lymphatic system and immunity, respiratory system, digestive system and metabolism, urinary system, fluid/electrolyte balance and acid/base balance, and reproductive system. Prerequisites: Anatomy and Physiology I (20-806-207)

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Semester 03 (Tuition: \$2,450)

Course #	Course Title	Credits
10-530-110	Introduction to Cancer Registry Management	3

Credits: 3 Lecture Hours: 54

Introduces cancer registries: hospital and central registries, as well as legal issues, confidentiality, types of registries, data usage, other disease registries, and registry operations and functions. Prerequisites: Foundations of HIM (10-530-162) and Adv Anatomy & Physiology (10-806-179) or Anatomy and Physiology II (20-806-208)

10-530-111 Cancer Disease Management 4

Credits: 4 Lecture Hours: 72

Introduces the pathophysiology of cancer and the study of oncology disease processes. Diagnostic and staging

procedures include lab, pathology, radiography, and surgical procedures with treatment modalities to include surgery, chemotherapy, radiation therapy, immunotherapy, etc., with emphasis on the major sites of cancer, clinical trials, and research protocols. Prerequisites: Medical Terminology (10-501-101) and Adv Anatomy & Physiology (10-806-179) or Anatomy and Physiology II (20-806-208)

10-530-178 Healthcare Law & Ethics 2

Credits: 2 Lecture Hours: 36

Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. Prerequisites: Foundations of HIM (10-530-162)

10-809-172 Introduction to Diversity Studies 3

Credits: 3 Lecture Hours: 54

Students draw from several disciplines to reaffirm the basic American values of justice and equality by learning a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and the value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

10-809-198 Introduction to Psychology 3

Credits: 3 Lecture Hours: 54

Students survey the multiple aspects of human behavior. This involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. The student forms an insightful understanding of the complexities of human relationships in personal, social, and vocational settings

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Semester 04 (Tuition: \$2,120)

Course #	Course Title	Credits
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10-530-112	Oncology Coding and Staging	4
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Credits: 4 Lecture Hours: 36 Lab Hours: 72

Introduces oncology coding and staging systems with a general overview of the International Classification of Diseases for Oncology terminology and classification system, and focuses on coding clinical information from medical records: coding diagnosis, procedures, sequencing, and coding conventions, staging and disease concepts used by physicians and cancer surveillance organizations to determine treatment and survival. Prerequisites: Introduction to Cancer Registry Management (10-530-110) and Cancer Disease Management (10-530-111)

10-530-113	Cancer Statistics and Epidemiology	3
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Credits: 3 Lecture Hours: 54

Introduces cancer statistics, describes and analyzes epidemiology, cancer surveillance, annual reporting preparation, presentation of cancer data, physician, patient, follow-up resources and activities. Prerequisites: Introduction to Cancer Registry Management (10-530-110), Cancer Disease Management (10-530-111), Oral/Interpersonal Communication (10-801-196), and English Composition 1 (10-801-136) or Written Communication (10-801-195)

10-530-114	Abstracting Principles and Practice I	3
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Credits: 3 Lecture Hours: 36 Lab Hours: 36

Introduces principles of cancer registry abstracting, identifies and selects appropriate clinical information from medical records in alignment with cancer regulatory core data item requirements: recording, coding, and staging

site specific cancer information using manual and computerized applications. Prerequisites: Introduction to Cancer Registry Management (10-530-110) and Cancer Disease Management (10-530-111)

10-530-164 Intro to Health Informatics 3

Credits: 3 Lecture Hours: 36 Lab Hours: 36

Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in enterprise information management and database architecture design and implementation. Prerequisites: Digital Literacy for Healthcare (10-501-107) and Foundations of HIM (10-530-162)

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Semester 05 (Tuition: \$1,970)

Course #	Course Title	Credits
10-530-115	Cancer Patient Follow-up	2

Credits: 2 Lecture Hours: 36

Focuses on cancer patient follow-up methodologies, ethical issues, confidentiality, identification of second primaries, recurrence, and spread of disease, survival data with physician and patient follow up resources and activities. Prerequisites: Oncology Coding and Staging (10-530-112), Cancer Statistics and Epidemiology (10-530-113), and Abstracting Principles and Practice I (10-530-114)

10-530-116 Abstracting Principles and Practice II 3

Credits: 3 Lecture Hours: 36 Lab Hours: 36

Applies principles of cancer registry abstracting, identifies and selects appropriate clinical information from medical records in alignment with cancer registry core data requirements: recording, coding, and staging site specific cancer information using manual and computerized applications. Prerequisites: Abstracting Principles and Practice I (10-530-114), Introduction to Cancer Registry Management (10-530-110), Oncology Coding and Staging (10-530-112), Cancer Disease Management (10-530-111), and Cancer Statistics and Epidemiology (10-530-113)

10-530-117 Cancer Registry Management Practicum 3

Credits: 3 Lecture Hours: 0 Occupational Hours: 216

Experiential learning in a cancer registry setting to gain hands-on experience of all aspects of registry organizations, operations, and protocols. Supervised clinical experience performing tasks in registry management, quality improvement, and assessment. Prerequisites: Oncology Coding and Staging (10-530-112), Cancer Statistics and Epidemiology (10-530-113), Intro to Health Informatics (10-530-164), Introduction to Diversity Studies (10-809-172), Introduction to Psychology (10-809-198), and Abstracting Principles and Practice I (10-530-114)

10-530-118 CTR Prep 1

Credits: 1 Lecture Hours: 18

Prepares the student for the Certified Tumor Registrar (CTR) examination. Students will review the CTR Certification Examination Candidate Handbook and complete the exam application, organize open-book resources and study tools, prepare for the exam environment, and complete timed practice quizzes and exams. Prerequisites: Oncology Coding and Staging (10-530-112), Cancer Statistics and Epidemiology (10-530-113), Intro to Health Informatics (10-530-164), and Abstracting Principles and Practice I (10-530-114) Corequisites: Cancer Patient Follow-up (10-530-115), Abstracting Principles and Practice II (10-530-116), Cancer Registry Management Practicum (10-530-117), and Health Quality Management (10-530-161)

10-530-161 Health Quality Management 3

Credits: 3 Lecture Hours: 54

Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing.

Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data.

Prerequisites: Foundations of HIM (10-530-162)

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Total Credits: 62

Estimated Total Tuition*: \$10,150