Degree Description

The Data Analytics certificate program provides students with the foundation needed to abstract and categorize data for analysis and presentation of data to make informed business decisions.

Graduates will gain the knowledge and skills necessary for basic data analysis. Opportunities exist within health care organizations, physician practices, long-term care facilities, and numerous other businesses.

Comments: Data Analytics Certificate: GRADES AND GPA: Students must maintain an overall grade point average of 2.0 in the full program curriculum to progess in the program. To be considered for credit for transfer purposes, all courses on this degree plan must be taken within five years. A student has three years to complete the curriculum after official enrollment in the first data analytics certificate course. Students may contest grades up to one year.

Marketable Skills:

1. Determine compliance of health record content within the health organization. 2. Apply health informatics concepts to the management of health information.

3. Manage data within a database system. 4. Apply data visualizatiion techniques. 5. Utilize technologies for health information management. 6. Assess ethical standards of

practice.

Semester I	Hours
BCIS 1305 Business Computer Applications	3 hours
HITT 1205 Medical Terminology I	2 hours
HITT 1301 Health Data Content & Structure	3 hours
HITT 1353 Legal and Ethical Aspects of Health Information	3 hours
	11 hours

Semester II	Hours
ITSW 1304 Introduction to Spreadsheets	3 hours
HITT 1311 Health Information Systems	3 hours
HITT 2343 Quality Assessment and Performance Improvement	3 hours
ITSW 1307 Introduction to Database	3 hours
	12 hours

Total hours: **23 hours**

Course Descriptions

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Semester Hours 3 (2 lec/2 lab)

HITT 1205 Medical Terminology I

Introduces the study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Semester Hours 2 (2 lec)

HITT 1301 Health Data Content & Structure

Introduces systems and processes for collecting, maintaining and disseminating primary and secondary health-related information, including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. Prerequisites: Admission to the Health Information Technology program or approval of the program director. Semester Hours 3 (2 lec/2 lab)

HITT 1353 Legal and Ethical Aspects of Health Information

Presents concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations related to the maintenance and use of health information. Offered only in fall semester. Semester Hours 3 (3 lec)

ITSW 1304 Introduction to Spreadsheets

Introduces the concepts, procedures and importance of electronic spreadsheets. Semester Hours 3 (2 lec/2 lab)

HITT 1311 Health Information Systems

Introduces health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health. Semester Hours 3 (2 lec/3 lab)

HITT 2343 Quality Assessment and Performance Improvement

Presents a study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Offered only in spring semester. Prerequisites: HITT 1301 with a grade of C or better. Semester Hours 3 (3 lec)

ITSW 1307 Introduction to Database

Introduces relational and non-relational database theory and the practical applications of a contemporary databases. Topics may adapt to changes in industry practices. Semester Hours 3 (2 lec/2 lab)