

ARIZONA WESTERN COLLEGE SYLLABUS

MCB 230 CPC CERTIFICATION EXAM PREP & PROFESSIONAL PRACTICE

Credit Hours: 3 Lec 2, Lab 2

PREREQUISITE: MCB 200

COURSE DESCRIPTION

This course will prepare students to sit and take the American Academy of Professional Coders (AAPC)'s Certified Professional Coder (CPC) certification exam. Student will review the AAPC's CPC study guide in detail, learn test taking technique and take online practice exams. Students will begin to form professional relationships by attending a professional meeting related to health information management. Students will practice essential skills of resume writing and job interviewing in order to prepare students for the industry. Students will work on developing strong soft skills.

1. COURSE GOAL

To prepare students for the medical coding/billing industry and to sit and take the AAPC's CPC certification exam. To help students learn and develop strong essential skills needed for a profession in health information management.

2. OUTCOMES

Upon successful completion of this course, students will be able to:

- 2.1 Prepare for the CPC certification examination and develop test taking strategies.
- 2.2 Develop professional relationships within the medical coding and billing and health information management profession.
- 2.3 Perform a job search for a medical coding and billing position or a position in health information management.
- 2.4 Create a professional resume and cover letter.
- 2.5 Participate in an interactive mock interview.
- 2.6 Develop strong soft skills such as communication (verbal, nonverbal, and written), teamwork, adaptability/flexibility, professionalism, and critical thinking.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions
- 3.4 Group Activities

4. LEARNING ACTIVITIES

- 4.1 Assigned Readings
- 4.2 Group Discussions/Activities
- 4.3 Assignments/Online Practice Exams
- 4.4 Role Playing

5. EVALUATION

- 5.1 CPC Practice Exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or loose-leaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters

- Initiating contact with a faculty member to ask a question about the academic subject studied in the course