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**Cancer Information Management (CIM) Program**

**Course Curriculum**

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| **Semester 01**   (Tuition: $1,130  Books: $1,070-$2,180) |
| **Course #** | **Course Title** | **Credits** |
| 10-501-101 | Medical Terminology | 3 |
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| Credits: 3 Lecture Hours: 54This 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 | 4 |
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| Credits: 4 Lecture Hours: 54 Lab Hours: 36Students 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. Prerequisites: HESI Score = 76, and High school chemistry or college chemistry with a minimum grade of C, or Fundamentals of Chemistry (10-806-109) |
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| **Semester 02**   (Tuition: $2,400  Books: $430-$580) |
| **Course #** | **Course Title** | **Credits** |
| 10-501-107 | Digital Literacy for Healthcare | 2 |
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| Credits: 2 Lecture Hours: 18 Lab Hours: 36Provides 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: 54Introduces 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). |
| 10-801-195 | Written Communication | 3 |
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| Credits: 3 Lecture Hours: 54Students develop writing skills through prewriting, drafting, revising, and editing. Students complete writing assignments designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Students develop critical reading and thinking skills through the analysis of a variety of written documents. |
| 10-801-196 | Oral/Interpersonal Communication | 3 |
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| Credits: 3 Lecture Hours: 54Students 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 | 4 |
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| Credits: 4 Lecture Hours: 54 Lab Hours: 36Students 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. Prerequisite: General Anatomy and Physiology (10-806-177) with a "C" or better. |
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| **Semester 03**   (Tuition: $2,370  Books: $310-$600) |
| **Course #** | **Course Title** | **Credits** |
| 10-530-110 | Introduction to Cancer Registry Management | 3 |
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| Credits: 3 Lecture Hours: 54Introduces 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) Advanced Anatomy & Physiology (10-806-179) |
| 10-530-111 | Cancer Disease Management | 4 |
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| Credits: 4 Lecture Hours: 72Introduces 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) Advanced Anatomy & Physiology (10-806-179) |
| 10-530-178 | Healthcare Law & Ethics | 2 |
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| Credits: 2 Lecture Hours: 36Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. Prerequisite: Foundations of HIM (10-530-162) |
| 10-809-172 | Introduction to Diversity Studies | 3 |
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| Credits: 3 Lecture Hours: 54Students 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 | Intro to Psychology | 3 |
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| Credits: 3 Lecture Hours: 54Students 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: $2,060  Books: $160-$220) |
| **Course #** | **Course Title** | **Credits** |
| 10-530-112 | Oncology Coding and Staging | 4 |
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| Credits: 4 Lecture Hours: 72Introduces 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) Cancer Disease Management (10-530-111) Advanced Anatomy & Physiology (10-806-179) |
| 10-530-113 | Cancer Statistics and Epidemiology | 3 |
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| Credits: 3 Lecture Hours: 54Introduces 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) Advanced Anatomy & Physiology (10-806-179) Written Communications (10-801-195) Oral/Interpersonal Communication (10-801-196) |
| 10-530-114 | Abstracting Principles and Practice I | 3 |
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| Credits: 3 Lecture Hours: 54Introduces 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) Cancer Disease Management (10-530-111) Advanced Anatomy & Physiology (10-806-179) |
| 10-530-164 | Intro to Health Informatics | 3 |
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| Credits: 3 Lecture Hours: 36 Lab Hours: 36Emphasizes 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) Foundations of HIM (10-530-162) |
|  |  | **13** |
| **Semester 05**   (Tuition: $1,900  Books: $80-$200) |
| **Course #** | **Course Title** | **Credits** |
| 10-530-115 | Cancer Patient Follow-up | 2 |
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| Credits: 2 Lecture Hours: 36Focuses 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) Abstracting Principles and Practice I (10-530-114) |
| 10-530-116 | Abstracting Principles and Practice II | 3 |
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| Credits: 3 Lecture Hours: 54Applies 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) Advanced Anatomy & Physiology (10-806-179) Intro to Cancer Registry Management (10-530-110) Cancer Disease Management (10-530-111) Oncology Coding and Staging (10-530-112) Cancer Statistic & Epidemiology (10-530-113) |
| 10-530-117 | Cancer Registry Management Practicum | 3 |
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| Credits: 3 Lecture Hours: 0 Occupational Hours: 216Experiential 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) Abstracting Principles and Practice I (10-530-114) Intro to Health Informatics (10-530-164) Introduction to Diversity (10-809-172) Introduction to Psychology (10-809-198) |
| 10-530-118 | CTR Prep | 1 |
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| Credits: 1 Lecture Hours: 18Prepares 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. (Note: Student must have already completed or have concurrent enrollment in 10-530-115, 10-530-116, 10-530-117, and 10-530-161). Prerequisites: Oncology Coding and Staging (10-530-112) Cancer statistics and Epidemiology (10-530-113) Abstracting Principles and Practice I (10-530-114) Intro to Health Informatics (10-530-164) |
| 10-530-161 | Health Quality Management | 3 |
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| Credits: 3 Lecture Hours: 54Explores 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. Note: HIT program students must have already completed or have concurrent enrollment in Healthcare Stats and Analytics (10-530-163). Prerequisites: Foundation of HIM (10-530-162) |
|  |  | **12** |
| **Total Credits: 62** |
| **Estimated Total Tuition: $9,860** |