

AUSTIN COMMUNITY COLLEGE
HITT 1255 – Healthcare Statistics
DATA MANAGEMENT

Fall 2025 (12 Weeks)

Course Day and Time	Online
Synonym and Section #	
Campus	DIL
Room #	Virtual
Professor	Cherise Jackson, RHIA
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Email Address	cherise.jackson@austincc.edu
Website	www.austincc.edu/health/hitt
Office Location and Hours	Room 9408 Monday, Wednesday, Thursday 4:00-6:00 p.m. Conferences by appointment
Additional contact information:	Students with questions about the course should contact their instructor . For other questions regarding the Allied Health Science Department (ALHS), students may contact: Karoline Gebert, Health Sciences Assistant at 512.223.5865 or by email: gebert@austincc.edu at the Eastview Campus

Course Description

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

Course Prerequisites

HITT-1301, HITT-1345 and MATH-1314 or MATH-1342.

Course Rationale

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

2018 AHIMA Entry Level Competencies.

The curriculum of the Austin Community College Health Information Technology program is designed to meet or exceed the professional course content as published in the AHIMA Model Curriculum that includes the HIM Entry-Level Competencies and Knowledge Clusters. This course addresses the specific Domains, Subdomains, and Competencies identified below:

Domain III: Informatics, Analytics, and Data Use

1. Calculate statistics for healthcare operations.
2. Report health care data through graphical representations.

Upon completion of the course the student will be able to:

1. Define health care statistics.
2. Collect, calculate and interpret numerical data used in preparation of healthcare statistics.
3. Differentiate and compare the sources and uses of indices, databases and registries.
4. Identify and select the registries and indices used for admissions, discharge, and release of information in a hospital facility.
5. Compute basic mathematical measures of rounding, metric conversion, percentage, ratios, and measures of central tendency.
6. Collect, calculate and interpret numerical data used in the preparation of healthcare statistics.
7. Interpret descriptive statistics.
8. Compare the associated regulations and processes of reporting vital statistics to the Texas Department of Health Vital Statistics on the following: birth certificates, death certificates, fetal death certificates.
9. Use knowledge-based research techniques such as library, Medline, and web-based.
10. Compare Institutional Review Board processes and the national guidelines regarding human subject research.
11. Design research protocol monitoring.
12. Analyze and present statistical data using graphs, bar charts and oral interpretation of it.
13. Determine the appropriate type of data and presentation tools for different types of data and situations.
14. Design and generate reports for data tracking of specialized information.
15. Use common software technology to capture data and report quality management findings.
16. Use common software applications for making presentation of data.
17. Compare local area networks, wide area networks, intranets and extranets and the internet.
18. Design forms and screens to collect data for reporting purposes.
19. Use and summarize data on audit trails and prepare power point presentation.
20. Discuss the role and responsibility of the health information professional in collecting, maintaining, analyzing, and interpreting healthcare data.
21. Collect and maintain data on incomplete records, statistic and data on the electronic and paper records.

Discipline/Program Student Learning Outcomes

Upon completion of the Program, the student will be able to:

- A. Appropriately manage and use health data.
- B. Collect, report and interpret database information and compute related healthcare statistics.
- C. Apply and participate in the implementation of laws and policies and procedures within healthcare delivery systems as they relate to payment systems, healthcare provider information needs, patient privacy and disclosure and ethical standards of practice.
- D. Utilize technology, including specialized hardware and software applications to ensure accurate data collection, record tracking, analysis, reporting and will be able to apply and contribute to the application of electronic health records and to the maintenance and design of patient information retrieval systems, while maintaining confidentiality and security of information.
- E. Apply the fundamentals of team and financial resource management, including budgeting, teamwork, education, communication and interpersonal skills in order to contribute to work plans, policies and procedures, resource management and others in performance as a member of a team.

SCANS Competencies

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

- **Resources:** Identifies, organizes, plans and allocates resources
- **Interpersonal:** Works with others
- **Information:** Acquires and uses information
- **Systems:** Understands complex interrelationships
- **Technology:** Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

COMPETENCE	EXAMPLE OF LEVEL
Resources	Identifies resources used in course and allocates time for studying.
Interpersonal	Shares experiences and knowledge with classmates, works as a member of a team for any assigned activities. Participates in discussion board.
Information	Identifies statistical formulas for determining length of stay, daily census, death rates, newborn deaths, and other statistical formulas.
Systems	Identifies systems to use such as Excel, Vizio or other statistical software.
Technology	Discusses electronic health record with classmates and instructor.
Basic Skills	Reads assigned pages.
Thinking Skills	Identifies and prepares for tests, quizzes and research activities.
Personal Qualities	Works as a team member for any assigned activities. Asserts self and networks with classmates and virtual lab to obtain information on current topics.

Textbooks

Digital

Koch, Gerda, Basic Allied Health Statistics and Analysis 5e



*To enhance your learning experience and provide discounted access to the right course material, **this course is part of an inclusive access model called First Day®. You can easily access the digital materials for your course right from Blackboard.***

Austin Community College will bill you at the discounted price as a course charge for this course.

You have the option to opt-out of this program in the LMS. However, please be advised it is NOT recommended that you Opt-Out, as these materials are required to complete the course. If you choose to Opt-Out you will be responsible for purchasing your course materials at the full retail price.

For more information and FAQs go to customer.care.bncollege.com

For your convenience, we have included our Customer Care and Bookstore contact information below. Please contact the bookstore with any other questions.

Thank you for supporting student access and course material affordability through the First Day program. We wish you the best of luck in the upcoming term.

Customer Care Info

- Link to Customer Care website and FAQs: <https://tinyurl.com/firstdayfaq>
- Open a ticket Online for the Customer Care team: <https://tinyurl.com/customer.care.request>
- Email the Customer Care team: bookstorecustomer.care@bncollege.com
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)
- *We suggest that students and faculty provide their name, school email address, school, course information and screenshots of the issue if applicable for any ticket submitted.*

Instructional Methodology

Online using Blackboard and online class meetings

Distance Education

ACC Distance Education General Information available at <https://online.austincc.edu/faq/>

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

Technology Support Services

In response to COVID-19-related campus closures, Austin Community College now provides free, secure drive-up Wi-Fi to students and employees in the parking lots of all campus locations. Wi-Fi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/coronavirus/drive-up-wifi>

Students who submit the **Student Technology Access Form** and indicate they need help accessing their online learning environment to successfully complete their courses are eligible to check out an ACC iPad for use during the semester. You must be registered for a credit course, Adult Education, or Continuing Education course.

Grading System

The Health Information Technology courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 70-79%

D= 60-69%

F = 69% and below

A grade of 70% or above is required for passing any subject area.

Method of Evaluation

Assignments & Activities	40% of final grade
Tests	45% of final grade
Final Exam(s)	15% of final grade

All grades will be posted on Blackboard. Where possible, Rubrics will be posted for assignments.

Late Policy for Assignments/Quizzes

Late assignments and quizzes will not be accepted.

Exam Policy

No make-up exams given. There will be no exceptions. **The final will be taken no later than the last day scheduled.** Tests, Final, Projects and discussion board grades will be posted on blackboard.

Course Policies

Attendance/Class Participation

Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

When class meetings are cancelled because of weather, pandemic, or other emergencies:

The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Generative Artificial Intelligence (GAI) Policy

Introduction: In this course, the use of generative AI (GAI) technologies is strictly prohibited to preserve academic integrity and ensure the development of student competencies.

1. Rationale: The prohibition is in place to encourage original thought, manual problem-solving skills, and to maintain equity in educational opportunities and assessments.
2. Definition of GAI: Generative AI refers to artificial intelligence systems that can generate text, images, or other content based on minimal input. This includes chatbots, image generation tools, and code assistants.
3. Usage Permissions: Prohibited: Students are not allowed to use GAI for completing assignments, projects, tests, or any form of assessment in this course.
4. Penalties: Any violation of this policy will result in academic penalties which may include a failing grade for the activity, reporting to academic affairs, and further disciplinary action.
5. Exceptions: Exceptions to this policy will only be made under specific circumstances approved by the instructor, typically where technology is used to accommodate learning differences.

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is 10-24-25.** The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Missed Exam and Late Work Policies

Late homework or makeup for missed exam is not allowed.

Incompletes

An incomplete (grade of "I") will only be given in Fall, 2025 due to extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the Fall, 2025 semester. A grade of I also requires completion and submission of the

Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students receiving an “I” for Fall 2025 may complete remaining course requirements and convert the I to a completion grade during the Spring 2026 semester.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the “I” is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student’s performance grade from an “I” to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an “F.” Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.”

Austin Community College COVID-19 Return to Campus Health and Safety Protocols

Can be found at: <https://drive.google.com/file/d/1TDaboZe7CSzu7KyBvflHzR2Rv4VOZDj0/view>

College Policies and Student Support Services

For college policies and student support services, please visit

<https://docs.google.com/document/d/1fieLrHTt3zH12JFwsYghVP83RP6yTY80/edit>

Course Outline/Calendar

Please note that schedule changes may occur during the semester. Any changes will be posted as a Blackboard Announcement.

WEEK/DATES	Topic Areas	READING & OTHER ASSIGNMENTS (<i>due before next week</i>)
		Due Sunday Evening 11:59pm
Week 1 9/22/25 Orientation (Zoom) Class Mtg 6:30p 9-23-25	Orientation Syllabus and Schedule Ch 1 Health Statistics: Why Are They Important? Ch 2 Mathematics: Reviewing the Basics	Read Ch 1 and 2 Complete "All" chapter "points" exercises. Complete Chapter 1 Final exam (All Counts towards grade) Due 10/05
Week 2 9/29/25	Ch 3 Health Data Across the Continuum	Read Ch 3. Complete "All" chapter "points" exercises. Complete Chapter 3 Final exam (All Counts towards grade) Due 10/5
Week 3 10/6/25	Ch 4 Hospital Census	Read Ch 4. Complete "All" chapter "points" exercises. Complete Chapter 4 Final exam (All Counts towards grade) Due 10/12
Week 4 10/13/25	Ch 5 Hospital Occupancy	Read Ch 5. Complete "All" chapter "points" exercises. Complete Chapter 5 Final exam (All Counts towards grade) Due 10/19
Week 5 10/20/25 Class Mtg 6:30p	Ch 6 Hospital Length of Stay	Read Ch 6. Complete "All" chapter "points" exercises. Complete Chapter 6 Final exam (All Counts towards grade) Due 10/26

WEEK/DATES	Topic Areas	READING & OTHER ASSIGNMENTS (<i>due before next week</i>)
		Due Sunday Evening 11:59pm
Week 6 10/27/25	Ch 7 Hospital Obstetric and Neonatal Statistics	Read Ch 7. Complete "All" chapter "points" exercises. Complete Chapter 7 Final exam (All Counts towards grade) Due 11/02
Week 7 11/3/25	Ch 8 Miscellaneous Clinical and Nonclinical Statistics	Read Ch 8. Complete "All" chapter "points" exercises. Complete Chapter 8 Final exam (All Counts towards grade) Due 11/09
Week 8 11/10/25	Ch 9 End-of-Life Statistics: Mortality and Autopsy Rates	Read Ch 9. Complete "All" chapter "points" exercises. Complete Chapter 9 Final exam (All Counts towards grade) Due 11/16
Week 9 11/17/25 Class Mtg 6:30p Last Date to Withdraw 11-20-25	Ch 10 Community Health Statistics	Read Ch 10. Complete "All" chapter "points" exercises. Complete Chapter 10 Final exam (All Counts towards grade) Due 11/23
Week 10 11/24/25	Ch 11 Statistics: Learning the Basics	Read Ch 11. Complete "All" chapter "points" exercises. Complete Chapter 11 Final exam (All Counts towards grade) Due 11/30
Week 11 12/01/25	Ch 12 Organizing Data for Analysis	Read Ch 12. Complete "All" chapter "points" exercises. Complete Chapter 12 Final exam (All Counts towards grade) Due 12/07

WEEK/DATES	Topic Areas	READING & OTHER ASSIGNMENTS (<i>due before next week</i>)
		Due Sunday Evening 11:59pm
Week 12 12/08/25 Class Mtg 6:30p	Ch 13 Displaying Data for Analysis	Read Ch 13. Complete “All” chapter “points” exercises. Complete Chapter 13 Final exam (All Counts towards grade) Due 12/11