Hi Melanie;

We would like to make these changes...as stated below: What is the appropriate way for me to ask for these changes? We feel these changes will help prospective students better identify the courses, and understand the content of the courses. It may also help with advising and during accreditation visits, as the course titles will be more reflective of the actual content covered, and the course numbers will follow standard naming conventions in our program documentation.

Thank you for your help

Sheryl

HO 114 Medical Coding Procedures - change **name** to

HO 114 **Introduction to Coding**

This name change will more accurately reflect the level of work covered in the course, and will also clearly make a distinction between it and the HIM 200 level Coding classes.

HO 195 Medical Transcription 1 - change course **number** to

HIT 195 Medical Transcription 1

The transcription classes are HIT classes, and the three courses are a series, so for clarity, and how they display in the catalog and other documents sorted alphabetically, there should be standardization in their course numbers. The other two Medical Transcription classes are HIT 196, and HIT 197

HIT 154 Introduction to Medical Science - **Name change** to

HIT 154 Introduction to **Disease Processes**

This name change will more accurately reflect the content covered in the course rather than the ambiguous description of "medical science", which is too broad for a single class.

Sheryl Berman, Ph.D
Division Dean of Health Professions