

# CPC Test Taking Strategies

## CRS 211 (CRN 42841) - Course Information Sheet

**Class Time: Mon 9:30am-10:20am**

**Classroom HOC 251/[Zoom Class Link](#), Passcode: 581991**

Student Drop-In Hours: Mon 12:00pm-1:00pm, Thurs 1:00pm-2:00pm, HOC Office 213  
By appointment (Zoom or in-person)  
**Zoom Drop-in Link, Passcode: 786460**

Instructor: Amy Davis      Email: [davisa@linnbenton.edu](mailto:davisa@linnbenton.edu) (preferred method of contact)  
Phone: 541-917-4791

**Course Description:** Provides test taking strategies for taking the AAPC CPC Exam.

**Tools for Success:** We all strive to be successful in our classes. To fulfill this goal, please make sure assignments and quizzes are turned in and submitted on time. Participation in class is key. If you are unable to make it to class either in person or via Zoom, please let me know. I know that life throws obstacles in our paths at times and you may need to miss. I will post the lectures and recordings in Moodle within a day or two after class for just these occasions and also to reference back to. To reach the best success, it is important to attend and participate in class, however. If you have unforeseen circumstances that keep you from completing an assignment or quiz, please contact me. We can work something out. It is EXTREMELY important that you contact me immediately if you have emergencies arise during the term that will affect your participation and completion of assignments, quizzes, and/or exams. If you wait until the end of the term, we may not have time to get you caught up. Study groups are very important, as well. I highly recommend forming one with 3 to 4 students. You can get in touch with other students in the FORUM on Moodle to set these ups.

**Participation:** Participation is EXPECTED in class. Even if you're attending via Zoom, you are expected to participate. You are still in class even though you are not in the physical classroom. This means you need to have your camera on and use your microphone working to answer questions and participate in discussion. Please make sure you have working equipment prior to class. If there is a lack of participation from the majority of the class, I will add a section in the grade for participation points. When students don't participate, it makes it difficult for me to gauge understanding and comprehension. It assists me in determining your passing of outcomes and the class.

**Zoom Etiquette:** Since most students attend class via the Zoom link, there are a few things to keep in mind for appropriate participation through Zoom: (1) Please raise your hand to speak. It is very difficult to understand when many students are talking at the same time or over each other. This is very distracting to others and makes it extremely difficult to follow the conversation. (2) Have your camera on and your microphone muted while not talking. If you have an interruption, it is fine to turn off your camera for the moment so as not to distract other students. (3) Keep chat notes for the instructor to a minimum. It is difficult to follow that while lecturing. Also, private notes to me are still seen by all because they appear on the shared screen. (4) If you need to leave class early for whatever reason, it is okay to just leave (no note in chat needed) and email me later letting me know.

**Instructor Availability:** As stated in the header, I have drop-in office hours, but am also available by appointment. Please contact me to set up an appointment when you need it if drop-in hours do not fit with your schedules. I know we're all busy and sometimes schedules don't always match up. That being said, I cannot be available 24/7. As you do, I have other obligations and responsibilities outside of class and school. I may not be able to answer emails after 5:00pm during the week and any time over the weekend. I will try to, but will not guarantee it. As I will respect your time, please respect mine. I am unable to review homework before grading it, but am always more than happy to go over specific questions with you.

**Required Textbook:** We will be using the 2022 coding manuals, CPT, ICD-10, HCPCS

**Technology:** There will be laptops available in class to use. If you need one outside of class and don't have access to one, they are available to check out from the library for the term. Please contact the library for this service. Cell phones are allowed in class but need to be turned off or in silent mode so as not to disrupt class. Please be courteous and respectful to the instructor and fellow classmates and not text while class is in session. If you need to take a call or text please quietly step out of the classroom.

**Changes to the Syllabus:** I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail. This is a fluid document so it is important to refer back to it for any updates or changes made throughout the term.

### **Guest Speaker:**

I am trying to arrange to have a guest speaker talk with us about tips and tricks for exam prep. This will be added to the schedule when date and time are scheduled.

### **Assessment:**

There will be 10 competency assessments each worth 10 points. Some weeks there will also be weekly practice quizzes that are not for points but for your understanding of the information from lectures and to get familiar with the structure of the exam questions. Each competency must be submitted on time to count for score. If not, they still need to be completed and submitted in order to pass the course. They will be graded for half credit at that point up to one week after the original due date. After that, late submissions will receive one point for turning it in. All competencies will be **available in Moodle Tuesdays at 8:00pm** and are **due Mondays by 8:00pm**. There are no exams or extra credit for this class.

### **Grading:**

Competency Assessment            10 for 10 points each

Total:                                    100 points

### **College Policies:**

#### **LBCC Email and Course Communications**

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

#### **Disability and Access**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the **CFAR Website** for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

#### **Course Academic Dishonesty Policy**

Any student caught cheating, duplicating another student's work, or other form of academic dishonesty, will be counseled by the instructor. The first offense will result in a "zero" grade for that assignment/assessment, a lowering of the final course grade by one full grade, and the student's name and offense may be sent to the Dean of Students for LBCC. A second offense will result in an automatic "fail" for the course and the student will be referred to the Dean of Students for LBCC to determine further disciplinary action and must have Dean of Student

approval to return to class.

### **Statement of Inclusion**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Equal Opportunity and Statement of Non-Discrimination.

### **Title IX Reporting Policy**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can report a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

### **LBCC Public Safety**

Safety and Wellbeing Services

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440.

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a public safety app available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

### **Campus Resources:**

#### **Learning Center**

Resources students may use that pertain to the class

#### **Library**

Computers and printing available, other ways the library could help your student with this class

#### **Other**

Other campus resources that may assist student to succeed in this class

# CLASS SCHEDULE