HIM2956 HIT Capstone

Transferable Skills Assessment Example- All TS

Module 01 Capstone Project - Exam Success Plan: Study Tools and Techniques

This course should not be the only tool you are using to prepare for the AHIMA RHIT Exam. The more resources you use the better your understanding will be. For example, your RHIT Exam Preparation Manual will be a valuable tool for you.

For this part of your capstone project, you will develop a "study toolbox."

1. Begin your toolbox by locating appropriate resources that will be helpful in preparing for your exam. A good place to begin is by examining the resources available to you through the Library Guides in the RESOURCE section of your course. There are many resources there that will help you. Research the different library guides, including the Health Science Guide, and then continue your research beyond the guides in order to develop a comprehensive "toolbox."

2. When you have completed your research, list all your resources including all guides, books, techniques, material, etc. in a table as follows:

1. example: Sayles, Health Information Management Technology: An Applied Approach

Copy the template to a Word document, and add as many additional items as needed. Submit the Word document to the drop box below.

Module 02 Capstone Project - Domain Performance Tracking

Reviewing test and quiz results is an effective method of determining strengths and weaknesses. The analysis of this data will help the student identify their readiness by domain and from an overall perspective. Using these results, the student can determine how to most effectively utilize their study time. For this part of your Capstone Project, you will develop a tool for tracking your assessment performance.

1. Using Excel, create a basic spreadsheet that can be used to display your assessment results. Here is a sample of a spreadsheet showing test results.

Domain Performance Analysis Spreadsheet
For assistance with Excel, you should reference the Rasmussen Excel Resources.

2. To complete this week's assignment, submit a copy of your **Domain Performance Analysis** spreadsheet with your Pre-Assessment test results and the results of your Domain 1 Quiz. For your Pre-Assessment results, include the breakdown of how you did on each domain.

3. **Note:** Now that you have your spreadsheet created, continue adding your quiz results each week to maintain tracking. Toward the end of this course, you will submit a fully updated spreadsheet along with an analysis of your performance.

Submit your completed assignment by following the directions linked below.

**Module 03 Capstone Project - Exam Success Plan: Study Group Journal**

Study groups are considered to be rather important in college due to the overwhelming workload of preparing for an examination. The study group environment offers students the opportunity to engage in a more in-depth discussion with peers, sharing information and knowledge about a material they are collectively studying. Being a member of a study group where everyone actively strives to learn and remain on task can be very advantageous toward one's academic success. Listed below are a number of benefits that a study group has to offer:

- **Helps with Procrastination:** a study group meeting at scheduled times can keep the active participants from procrastinating. In addition, individuals in study groups are less likely to delay or put-off assignments because they understand that other people are relying on them.
• **Understand/Absorb Information More Efficiently:** Students tend to learn faster working within a group versus working alone.

• **Different Perspectives:** Each group member has different qualities/ideas to offer to the study group and may be able to provide a better explanation of a difficult concept. Be sure to be inclusive and respectful of each member of your group to get the most out of everyone.

• **Improve/Develop New Study Skills:** Joining a study group will provide students the opportunity to observe a wide variety of study methods and techniques that can be incorporated into their personal study style.

• **Good Company:** Studying by yourself can get boring and monotonous. A study group brings on a positive social aspect. Talking things over with a group can help that and make it a little more enjoyable.

• **Minimizes Test Anxiety:** Some students find that anxiety interferes with their learning and test taking to such an extent that their grades are seriously affected. Being in a study group with motivated classmates is often helpful in alleviating anxiety.

Your instructor will match you to a study group. Reach out to the members of that study group by email and begin the process of forming the group. Think about the following in considering how your study group will work:

• **Goals.** What do you want to achieve? Setting goals will focus your group.

• **Meeting Times.** What days of the week will you meet? What times? How long will you meet? Setting specific dates and times when everyone can meet is critical in creating an effective study group.

• **Ground Rules.** What is expected of each study group member?

• **Access.** What tools will you use to meet and connect? There are many ways to meet. You could use any number of social media sources such as Facebook or try [FreeConference.com](http://FreeConference.com). You can also use the [Collaborate/Meet function](http://Collaborate/Meet) in Brainfuse to have online study groups.

For this project, you will work together with the participants the members of your Study Group and submit a Study Group Journal that tracks the key outcome of your meeting.

1. Use the template for your journal.

| Date & time | Meeting Duration | Participants | Activities: What did you discuss and what was the outcome of your meeting? |
2. In addition, include copies of any relevant emails that demonstrate how you set up and worked together as a team (you can cut and paste the relevant details of the emails into a word document).

3. Finally, in addition to your notes, provide a brief account of how you worked together as a group:
   - Were you inclusive and respectful in considering the viewpoints of others? Provide an example.
   - What process did you use to consider the suggestions of each group member and how did you resolve any disagreements?

NOTE: You are strongly encouraged to continue your work as a study group for the duration of this course and beyond in order to maximize the benefits of this tool. For your Capstone Project, however, you are only required to submit a journal for your initial meeting.

Module 04 Capstone Project - Exam Success Plan: Test Taking Skills

Do your hands sweat when you take exams? Does your mind race and go blank? Does your heart speed up? Do you feel you have test taking issues? This is a very common issue for people. There are techniques that we can learn that can improve our performance.

Get a better understanding of what you can do to decrease your test taking issues by reviewing the Test-taking Techniques tab on the School of Health Sciences Studying & Test-taking Help Guide and in particular the Test Preparation tab. In addition, explore the other resources that the college has to assist you in this area.

Using the below template, document what you learned exploring the Guides provided by the Library. Use what you learned in your strategic review to answer "What are your concerns?" Be sure to discuss how you used the information you found in the library to address your test-taking concerns.

What are your test-taking concerns? What library resources did you find to help you address your concerns? How will you apply these resources and information to help you?

Module 05 Capstone Project- Domain Performance Analysis

As part of the Capstone Project, you prepared a Domain Performance Tracking spreadsheet to track your quiz and test scores throughout the course. For this project, you will review these results to help assess your strengths and weaknesses and better prepare for your post-capstone study plans.

Prepare a brief written analysis of your strengths and weaknesses based on your quiz and exam scores. Address the following:
- On which Domain Quizzes did you score high in and which domain scores were lower than 75%?
- What trends do you see when you compare your Domain Quiz scores to the domain results from your Pre-Assessments? Did you show any improvements or ongoing challenges?
- Where will you need to spend more time preparing for your RHIT Exam?
- What will you do to improve your performance in these areas? Provide multiple ways on how you might address your challenges.

Module 06 Capstone Project – Complete Capstone Project Submission

For your final Capstone Project Submission, you will submit your entire Capstone Project incorporating all the feedback you have received on previous submissions. The project must contain the following elements:

- Title Page (including your name and the course)
- Table of Contents listing all components
- All components of the Capstone Project:
  - Exam Success Plan. Your Exam Success Plan will include study strategies and resources to prepare for your exam and help you identify the tools to overcome study challenges and barriers. Your Exam Success Plan will contain the following elements:
    - Study Tools and Techniques
    - Study Group Journal
    - Overcoming Challenges and Barriers
    - Test Taking Skills
    - Self-Review of the Process
  - Study Plan Schedule
  - Domain Performance Tracking – An Excel spreadsheet to track your Domain Quizzes and assessment results.

Domain Performance Analysis – An analysis of your exam results to help assess your strengths and weakness.

Module 06 Assignment - Transferable Skills Exemplary Assignment and Reflection

Throughout this course, you have been working on a project that allowed you to demonstrate the Transferable Skills. Transferable Skills can be applied within your chosen career, and are essential for career success. As you complete your program, it is vital that you reflect on how the Transferable Skills have impacted your college journey, and will continue to influence your future success.

Your prior Capstone Project submissions have combined and synthesized the Transferable Skills into one final project to demonstrate your skill level. You will now submit your "exemplar project" and "Transferable Skills reflection" together. To complete this assignment, you will need to do the following:
Exemplar Project

- Locate the **Complete Capstone Project Submission** that you compiled and completed earlier in this module. You will be adding your Transferable Skills Self Reflection essay to the end of this document and submitting it once again for this assignment. See below for the submission instructions.

Transferable Skills Self Reflection

- In a minimum of 1 full page, write an essay (full introduction and conclusion paragraph) that includes the following:
  
  ▪ Describe the knowledge, skills and/or attitudes regarding each of the Transferable Skills that you've gained as a result of completing this project.
  ▪ Discuss the ways that you are going to incorporate the Transferable Skills into your work within your chosen career field.
  ▪ Explain how the Transferable Skills will affect future career goals.
  ▪ Share how you will continue to develop the Transferable Skills in your life-long learning experiences.

Your Submission

Once you have completed your **Transferable Skills Self Reflection**, follow the steps below to create a single document for submission:

1. Make sure you finish compiling your **Complete Capstone Project Submission** assembled earlier in Module 06.
2. When you have completed this assignment, add your Transferable Skills Self Reflection to the end of the document.
3. Finally, submit the entire document as one in the drop box.