COURSE OUTLINE: HCA112 - HEALTH INFOMATICS

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Course Code: Title	HCA112: HEALTH INFOMATICS
Program Number: Name	2185: HEALTH CARE ADMIN
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semesters/Terms:	18F, 19W
Course Description:	This course is intended to provide students with computer literacy relevant to health care sector managers. Important skills would include: word processing, use of spreadsheets, importing data, presentations, and researching. There is also a focus on secure information systems, such as electronic health records. Students will learn about confidentiality, security, and privacy standards to be maintained, eg. Personal Health Information Protection Act. Students will learn about trends, new electronic information systems and software programs.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2185 - HEALTH CARE ADMIN** VLO 1 Address the needs of a diverse patient population using best practices to ensure progressive and positive processes within a health care facility. VLO 3 utilize progressive, professional leadership concepts while working within an interprofessional health care team. VLO 6 Utilize health care technology and informatics for the benefit of the patients and support of the institution. VLO 7 Support evidence informed decision making, using critical thinking skills and best practices in the administration of a healthcare facility.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
Course Evaluation:	Passing Grade: 50%, D
Course Outcomes and	**Course Outcome 1**	**Learning Objectives for Course Outcome 1**

Learning Objectives:		
	Working with data files	1.1 Demonstrate the ability to retrieve, download, and copy data files.
	Course Outcome 2	**Learning Objectives for Course Outcome 2**
	Working with Microsoft Word	2.1 Demonstrate the ability to create and edit a Word document. 2.2 Demonstrate the ability to format characters and paragraphs within a Word document. 2.3 Use the `find and replace text` and formatting features. Use the clipboard. 2.3 Customizing the page and page background. 2.4 Inserting page numbers, headers, and footers.
	Course Outcome 3	**Learning Objectives for Course Outcome 3**
	Working with Power Point	3.1 Demonstrate the ability to create colorful and powerful presentations using PowerPoint. 3.2 Choose design templates, insert slides, chose slide layouts, select, move, and size placeholders, check spelling, run slideshows, and add transitions. 3.3 Demonstrate the ability to edit slides, rearrange, delete, and hide slides, change slide designs and themes, and apply animation.
	Course Outcome 4	**Learning Objectives for Course Outcome 4**
	Working with Excel	4.1 Demonstrate the ability to create new worksheets, enter labels, values, and formulas and then to tools to improve efficiency. 4.2 Demonstrate the ability to improve a worksheet`s appearance and correct errors. 4.3 Demonstrate the ability to use function formulas, visual elements such as charts, images, and drawing objects, and data management features.
	Course Outcome 5	**Learning Objectives for Course Outcome 5**
	Integrating Word and Excel	5.1 Demonstrate the ability to link an Excel worksheet with a Word document, embed an Excel worksheet in a Word document, and edit an embedded worksheet.
	Course Outcome 6	**Learning Objectives for Course Outcome 6**
	Integrating Word, Excel, and PowerPoint	6.1 Demonstrate the ability to export a PowerPoint presentation to a Word document, link an Excel chart with a Word document and a PowerPoint presentation, embed a Word table in a PowerPoint presentation, and edit an embedded object.
	Course Outcome 7	**Learning Objectives for Course Outcome 7**
	Information Technology Essentials	7.1 Understanding the basics of the technology used within the classroom.
	Course Outcome 8	**Learning Objectives for Course Outcome 8**
	Using the Internet, Outlook, and personal internet use and professional impact.	8.1 Discuss the challenges and issues related to retrieving reliable information on website. 8.2 Understand how to use Outlook in an office environment (Out of office message, creating a signature, using the

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Course Outcome 9	Learning Objectives for Course Outcome 9
Emerging Heath Technologies	9.1 Identify emerging health technologies. 9.2 Identify the risks and benefits with emerging health technologies.
Course Outcome 10	**Learning Objectives for Course Outcome 10**
Computerized Health Data	10.1 Explain the risks of computerized health data and the implications of security breaches. 10.2 Discuss policies and procedures that ensure the secure storage and use of electronic health information. 10.3 Discuss the means of ensuring the safe and appropriate use of electronic devices in health care settings.
Course Outcome 11	**Learning Objectives for Course Outcome 11**
Personal Health Information Protection Act	11.1 Understand how PHIPA applies to health technology and how to assess possible risk and ensure compliance.
Course Outcome 12	**Learning Objectives for Course Outcome 12**
Electronic Medical Records	12.1 Explore various electronic medical records. 12.2 Discuss benefits, limitations, features, and risks.

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8.3 Understanding personal internet use and professional impact.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Assignments	50%	
Participation	10%	
Presentation	10%	
Quizzes	30%	

Date: September 5, 2018

Please refer to the course outline addendum on the Learning Management System for further information.