

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Computers in Health Care II
CODE NO. : MST111 **SEMESTER:** 2
PROGRAM: Chiropractic Health Assistant , Community Gerontology, Massage Therapy
AUTHOR: Nancy McClelland, Ruth Wilson
DATE: Jan/01 **PREVIOUS OUTLINE DATED:** Jan/00

APPROVED:

DEAN **DATE**

TOTAL CREDITS: 2
PREREQUISITE(S): MST101
LENGTH OF COURSE: 1 Hr/Wk in Class
1 Hr/Wk Self
Directed Study

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For additional information, please contact Dean
School of Health and Human Services
(705) 759-2554, Ext. 603/689

I. COURSE DESCRIPTION: This course is intended to assist students to use their basic computer literacy skills in health related applications. It is designed to expand communication skills and to increase technological skills. The focus of this course will be on health-related software packages and integration of computers in health care areas. Students will develop a greater understanding of the functions of word processing, the basics of spreadsheets, various dimensions of health records/forms and power point presentations used in their discipline.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A. Learning Outcomes

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

1. Apply functions of word processing to a variety of uses within health care systems/settings.
2. Create and utilize a spreadsheet relevant to the work setting.
3. Assemble and manage data using health records/forms.
4. Explain ethical issues arising from computer use in health care.
5. Utilize communication technology relevant to business and research practice.

B. Elements of Performance

1. Apply functions of word processing to a variety of uses within health care systems/settings.
 - a. Review Microsoft Word 97 basic skills.:
 - Create a document
 - Save a file
 - Print file
 - Exit file
 - Exit, close program
 - List files
 - Retrieve documents

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

- b. Review data presented on screen to:
 - List files on Drive A and G
 - List software on network or hard drive
 - Bottom screen menu/tool bars
 - Top screen menu bars/tool bars
 - Side of screen tool bars
 - Character/location of files listed

- c. Use word processing command features to improve appearance of reports.
 - Spell check document
 - Bold words, phrases, sentences
 - Underline key words
 - Block sentences/paragraphs
 - Print document with and without justification
 - Double space text
 - Number pages of documents
 - Thesaurus feature, search and replace
 - Line draw to make sentence stand out
 - Indent

- d. Create a table for use in your work
 - Ex. Calendar for the week, activities planned for the month
 - Ex. Appointment bookings, inventory lists

- e. Create a document with columns.
 - Ex. Inventory/price/quantity/name/listings
 - Ex. Policy/procedure/reference/statements/steps

- f. Utilize the pull down menu in word processing to change the font size and style of a short document.

- g. Learn and apply concepts of formatting a page.
 - Change margins (left and right, top and bottom)
 - Return to regular page format
 - 72 characters to each line
 - 1" borders around the page
 - 54 lines to a page

- h. Create a form for your use in health care useful to your discipline.

- i. Create a presentation using Microsoft Power Point useful to your discipline.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE

2. Create and utilize a spreadsheet relevant to the work setting.
 - a. Create a useful spreadsheet for your area of work using MS Excel.
 - Determine # rows and # columns required for the data
 - Work the formula for each cell
 - Enter data
 - Execute command to obtain final columns information
3. Assemble and manage data using health records/forms.
 - a. If software available: work through software package such as Hospital Information System (ex. TLC General Hospital)

or

 - b. complete data entry for MRI medical records package/or discipline specific forms
 - complete and correctly enter data for one client
 - history
 - assessment
 - response to therapy, activity
 - search for name, procedure, problem list, recall date, age, drug list
 - complete spreadsheet information on MRI program package
 - ex. User flow sheet

or

 - c. create forms to use for client assessment, progress and care
4. Explain ethical issues arising from computer use in health care.
 - a) Outline specific ethical issues arising from computer use in health care.
 - b) Outline responsibilities of government and professional associations in maintaining effective control.
 - c) Explain possible areas of abuse of computers and of the remedies available.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE

5. Utilize information technology relevant to business practice and research.
 - a) Examine the use of the Internet in your health discipline.
 - Demonstrate effective use of:
 - World Wide Web
 - E-Mail
 - CD-ROM
 - b) Use Netscape to research topics in health care: alternate therapies, massage therapy, rehabilitation, nursing, chiropractic health, gerontology.
 - c) Review available local services that assist you to use data communications world-wide.
 - d) Examine how information technology can be of assistance to your practice and your business.

III. TOPICS:

1. Basic Commands for Word Processing
2. Tables
3. Columns
4. Fonts, Formatting
5. PowerPoint Presentations
6. Spreadsheets
7. Health Records, Charting Forms
8. Ethics and Legalities
9. Information Technology

IV. EVALUATION PROCESS/GRADING SYSTEM:

1. The pass mark for the course is 60%. Students need to achieve 60% on each assignment.
2. The evaluation methods will be determined and discussed with students within the first two weeks of the course.

IV. EVALUATION PROCESS/GRADING SYSTEM:

3. All assignments need to be worked on in class time. Students need to demonstrate computer skills independently for each assignment produced. Students will be required to demonstrate their ability to meet the elements of performance for each learning outcome.
4. All assignments are to be done in Microsoft Office 2000.

The following semester grades will be assigned to students in postsecondary courses:

| <u>Grade</u> | <u>Definition</u> | <u>Grade Point Equivalent</u> |
|--------------|---|-------------------------------|
| A+ | 90 - 100% | 4.00 |
| A | 80 - 89% | 3.75 |
| B | 70 - 79% | 3.00 |
| C | 60 - 69% | 2.00 |
| R (Repeat) | 59% or below | 0.00 |
| CR (Credit) | Credit for diploma requirements has been awarded. | |
| S | Satisfactory achievement in field placement or non-graded subject areas. | |
| U | Unsatisfactory achievement in field placement or non-graded subject areas. | |
| X | A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>). | |
| NR | Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades. | |

V. SPECIAL NOTES:

A. Computer Availability

A-Wing computer rooms: A2020, A2040, A2140, A2050 and student workroom

- open between hours of 0800 - 2300
- days of week
- weekends

V. SPECIAL NOTES:

F-Wing Computer Room: available through Health Sciences Lab Technologist or Security

Learning Assistance Centre Computers: E-Wing

B. Rules for Use of Health Sciences Computers

1. You must be a student registered in one of the Health Science Programmes. No guests due to limited space.
2. No eating or drinking at or near the computers - leave outside door.
3. No smoking at or near the computer - Health Sciences is a smoke-free environment.
4. No playing games on the computers.
5. Do not remove any computer equipment from machines or cabinets.
6. Non-college use of computers is not allowed.
7. Disks may be signed out from lab technologist. You must leave your ID card and sign the log. Record date/time/name of software/signature. Lab tech will record time/date returned and initial.

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

V. SPECIAL NOTES:

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.