

L PHILOSOPHY/GOALS:

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 and various dimensions of medical records.

II LEARNING OUTCOMES AND ELEMENTS OF 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 the health care system,
2. Create and utilize a spreadsheet relevant to the work setting.
3. Manage data using a medical records system.
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 the health care system.
 - a) Review WP6.1 basic skills.
 - create a file
 - save a file
 - print file
 - exit file
 - list files
 - retrieve documents
 - b) Review data presented on screen to:
 - list files on Drive A

LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued)

- list software on Network or hard drive
 - bottom choices
 - 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
- e) Create a document with columns.
- ex. inventory/price/quantity/name/listings
 - ex. 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.

n. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued)

2. Create and utilize a spreadsheet relevant to the work setting.
 - a) Create a useful spreadsheet for your area of work.
 - determine # rows and # columns required for the data
 - work the formula for each cell
 - enter data
 - execute command to obtain final columns information
3. Manage data using a medical records system.
 - a) work through software package on Hospital Information System
 - ex. TLC General Hospital
 - b) complete data entry for MRI medical records package
 - complete/correctly enter data for 1 pt chart - history
 - assessment
 - response to massage therapy
 - search for pt - name; procedure; problem list; recall date; ^ e ; drug hst
 - complete spreadsheet information on MRI program package
 - ex. user flow sheet
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.
5. Utilize information technology relevant to business practice and research.
 - a) Examine the use of the Internet.
 - World Wide Web
 - E-Mail

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued)

- b) Use netscape to research topics in health care - alternate therapies, massage therapy.
- 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 massage practice and your business.

m. TOPICS:

- L Basic Commands for Word Processing
- 2. Tables
- 3. Columns
- 4. Fonts
- 5. Formatting
- 6. Creating a Form
- 7. Spreadsheets
- 8. Medical Records
- 9. Ethics and Legalities
- 10. Information Technology

IV. EVALUATION PROCESS/GRADING SYSTEM:

- 1. The pass mark for the course is 60%. The letter grades for this course will be assigned in accordance with those established by Sault College.
- 2. The evaluation methods will be determined and discussed with students within the first two weeks of the course.

V. SPECIAL NOTES:A. Cotpp^ter AvaJlabUity

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

- open between hours of 0800 - 2300

- days of week

- weekends

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.

C. Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

D. Students with special needs are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office.

VH. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consuU the instructor/Coordinator. A challenge exam \^ also be available for students in this course seeking prior learning assessment.