

**WEST LOS ANGELES COLLEGE
DIVISION OF ALLIED HEALTH
MEDICAL ASSISTING PROGRAM
Fall 2013**

- I. COURSE NAME: **BASIC COMPUTER SKILLS FOR HEALTH SCIENCE MAJORS.**
- II. PREPARED BY: Claudia Velasco
- III. REVISED FOR: Fall 2013
- IV. UNITS AND HOURS: 1 unit
 October 21 to December 14
- V. COURSE INSTRUCTOR: Claudia Velasco, M.S. HCM
- VI. PREREQUISITE: None
- VII. COURSE DESCRIPTION:

This course will introduce students to the use of computers in a variety of healthcare settings. Students will use software systems used in pharmacies, medical offices, and hospitals.

VIII. REQUIRED TEXTS:

Textbook: Introduction to computers for healthcare professionals,
Publishers: Jones and Bartlett, 2010 ISBN: 978-0-7637-6113-4

IX. INSTITUTIONAL STUDENT LEARNING OUTCOMES (SLOS) ADDRESSED IN THIS COURSE

Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

Assessment: Students utilize computer software to maintain office systems and patient demographic information used in the ambulatory health care setting.

X. PROGRAM STUDENT LEARNING OUTCOMES (SLOS) ADDRESSED IN THIS COURSE

Medical assistants graduating from programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession.

- √ Demonstrate professional standards and work ethics required in the ambulatory healthcare setting.
- √ Demonstrate maintenance of the computer and work area.
- √ Identify and demonstrate use of basic computer hardware and basic computer commands used in the ambulatory healthcare setting.
- √ Demonstrate use of software and data entry used in the ambulatory healthcare setting.
- √ Identify, understand, and demonstrate the reliability, security of patient information, computer information and use of the Internet and email information used in the ambulatory healthcare setting.
- √ Demonstrate the use of storage and output devices used in the healthcare ambulatory setting.

XI. STUDENT PERFORMANCE OBJECTIVES

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

1. Define general vocabulary related to computers.
2. Identify and utilize basic hardware and commands for a computer system.
3. Demonstrate use of word processing software programs in medical facility environments.
4. Demonstrate proper use of a printer/output device from the computer.
5. Use of email and internet searches.
6. Identify the legal ramifications of computer/internet information.
7. Identify ways to safeguard computer information.
8. Maintain confidentiality of medical/computer information/systems data.

XII. METHODS OF INSTRUCTION:

- Lectures
- Power Point presentations
- Small group discussions
- Internet Research project

XIII. METHODS OF EVALUATION:

1. Participation..... 25 points

2. Quizzes (total 3) 150 points
3. Project one 50 points
4. Project two 100 points
5. Project three 75 points

XIV. COURSE LETTER GRADE WILL BE BASED ON THE FOLLOWING SCALE:

- 360 to 400 points = A
 320 to 359 points = B
 280 to 319 points = C
 240 to 279 points = D
 Below 240 points = F

Lower than 279 points is a non-passing grade and constitutes failing this course. A minimum grade of C is required to be retained in the Medical Assistant Program.

CLASS POLICIES AND PROCEDURES:

- Examination items are from the texts and lecture materials, assigned articles and handouts. Read all assigned materials as they represent the most current research materials and will be included in the examinations.

XV. COURSE CONTENT OUTLINE

TENTATIVE SCHEDULE – Fall 2013

NOTE: The schedule is tentative, therefore, subject to change depending upon the class progress. Students are responsible for all the announcement and materials covered during the class.

WEEK	LECTURE TOPIC
Week One October 21	Course Introduction Class Introduction Participate in the chat and introduce yourself to the class
Week Two October 28	Read chapters two, four and five and participate on discussions

WEEK	LECTURE TOPIC
Week Three November 4	Project one: Create a letter to a patient or vendor in Microsoft word, due date Saturday 9 th before midnight
Week Four November 11	Quiz one; covering chapters 2,4 & 5 Read chapters six, seven and nine and participate on discussions Pick a health topic for research and notify instructor, no later than Friday 15 th at 6:00 pm
Week Five November 18	Project two: Create a power point presentation and download on Etudes, due date Monday 25 th no later than 9:00 pm
Week Six November 25	Participate in discussions over the power point presentations created by your classmates Quiz two; covering chapters 6, 7 & 9 Read chapters thirteen and fourteen and participate in discussions
Week Seven December 2	Quiz three; covering chapters 13 & 14
Week Six December 9	Project three: Create a spreadsheet of a six month budget and download to Etudes, due date Saturday 14 th no later than midnight