

**WEST LOS ANGELES COLLEGE  
DIVISION OF ALLIED HEALTH  
MEDICAL ASSISTING PROGRAM  
Spring 2014**

- I.     COURSE NAME:               **BASIC COMPUTER SKILLS FOR HEALTH SCIENCE MAJORS.**
- II.    PREPARED BY:             Claudia Velasco
- III.   REVISED FOR:             Spring 2014
- IV.    UNITS AND HOURS:       1 unit  
  February 10, 2014 to April 6, 2014
- V.     COURSE INSTRUCTOR:     Claudia Velasco, M.S. HCM  
  Adjunct Assistant Professor, Allied Health
- 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, 2014             ISBN: 978-1-284-03026-6

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 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
- Group discussions
- Internet Research project

XIII. METHODS OF EVALUATION:

1. Participation in Discussion (total 5)..... 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 – Spring 2014

**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 February 10	Course Introduction Class Introduction Participate in the discussion board and introduce yourself to the class

WEEK	LECTURE TOPIC
Week Two February 17	Read chapters two, five and six. Participate in discussion board. (5 points) Project one is due, Friday 21 <sup>st</sup> by midnight. (50 points)
Week Three February 24	First quiz, chapters 2, 5 & 6. Wednesday, 26 <sup>th</sup> will open from 8:00am to midnight same day, no re-do will be given. (50 points)
Week Four March 3	Read chapters seven and nine. Project two is due, Friday 7 <sup>th</sup> by midnight. (100 points)
Week Five March 10	Second quiz, chapters 7 & 9. Wednesday, 12 <sup>th</sup> will open from 8:00am to midnight same day, no re-do will be given. (50 points) Participate in discussion board (5 points)
Week Six March 17	Project three is due, Friday 21 <sup>st</sup> by midnight. (75 points) Participate in discussion board (5 points)
Week Seven March 24	Read chapters twelve, thirteen and fourteen. Participate in discussion board, two topics. (5 points each)
Week Eight March 31	Participate in discussion board (5 points) Third quiz, chapters 12, 13 & 14. Wednesday, 2 <sup>nd</sup> will open from 8:00am to midnight same day, no re-do will be given. (50 points)