



Medical Software Applications
POFM 1202
COURSE SYLLABUS

REVISED: Fall 2009

Medical Software Applications

POFM 1202

Course Description:

Introduces a computerized method for the management and operation of health care information systems for various types of medical facilities. Includes computer terminology, operations, and methods. Semester Hours 2(1 lec/2lab)

Prerequisites and/or Corequisites:

Prerequisite: A keyboarding skill of 30 wpm with less than 5 errors is **required**.

Required Text & Material:

- Microsoft Office 2007, Brief Edition, Marquee Series (w/Student Files Disk)
- Computers in the Medical Office, 6th Edition
- USB Drive (Storage Device)

Course Objectives and/or Competencies:

Exhibit high ethical standards (as required in the workplace) by completing assignments independently.

Objective: When completing assignments and tests, the student will do his/her own work independently 100% of the time.

Objective: When completing class work or tests, the student will refrain from asking for or giving assignment or test solutions to other students 100% of the time.

Objective: When completing class work or tests, the student will refrain from allowing other students to copy data or test disks 100% of the time.

Objective: When completing class work or tests, the student will refrain from requesting another student's disk in order to complete assignments or tests 100% of the time.

Objective: When completing class work or tests, the student will refrain from doing work for another student on that student's data or test disk 100% of the time.

Objective: Because the information in one class is needed for the next class, the student will attend class regularly.

Objective: When a class is missed, the student will contact the instructor to get the assignment for the missed day in order to complete the assignment and to be ready for the next class 100% of the time.

Objective: Using the information from the textbook and lectures in class, the student will be able to define basic computer terms like memory, RAM, ROM, bits, and bytes with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to list and define input devices with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to list and define output devices with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to describe why RAM is important to the user and how much RAM a computer should have with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to describe what functions are occurring to the computer when it boots and describe the functions of RAM and ROM to the user of the computer with at least 70% accuracy.

Objective: Using the information from lectures and ads in magazines and catalogs, the student will be able to define the basic types of computer systems available on the market today and to determine state-of-the-art equipment such as Pentium computers, monitors, keyboards, and printers with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to describe the functions and capabilities of computers as well as their limitations with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to differentiate between a supercomputer, mainframe, minicomputer, and microcomputer with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to define auxiliary or secondary storage and to tell its function in a computer system with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to differentiate between ZIP disks, 3 1/2 inch disks, and Compact Disks with the storage capacities of each type with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to define a hard drive and list the storage capacities of a hard disk with at least 70% accuracy.

Objective: Using the information from lectures, the student will be able to handle a disk carefully so that information will not be lost from the disk with 100% accuracy.

Objective: Give a written test, the student will be able to complete the test on terms with at least 70% accuracy.

Objective: Using keypad software, the student will be able to key numbers into the software using the correct fingering without looking down 100% of the time.

Objective: Using keypad software, the student will be able to key numbers on the keypad at a rate of 90 keystrokes per minute with at least 90% accuracy.

Objective: Using the standard enhanced keyboard, the student will be able to identify the function keys, alphanumeric keys, keypad, cursor keys, esc key, and fast function keys on the keyboard with at least 70% accuracy.

Objective: Using word processing software, the student will be able to create, save, revise, and print a document with 100% accuracy.

Objective: Using word processing software, the student will be able to do character, paragraph, and page formatting in order to create a document that is neat and attractive with 100% accuracy.

Objective: Using word processing software, the student will be able to cut and paste information with 100% accuracy.

Objective: Using word processing software, the student will be able to find and replace information with 100% accuracy.

Objective: Using word processing software and following instructions given on the assignment, the student will be able to complete an assignment covering medical needs using all the above features of word processing software with at least 70% accuracy.

Objective: Using a word processing package, the student will be able to create internal citations and generate a list of references for a report with 100% accuracy.

Objective: Using spreadsheet software, the student will be able describe, create, save, revise, and print a spreadsheet with 100% accuracy.

Objective: Using spreadsheet software, the student will be able to format a spreadsheet using bold, underline, center, font changes, and font sizes.

Objective: Using spreadsheet software, the student will be able to create charts and graphs that pictorially describe the spreadsheets created with 100% accuracy.

Objective: Using spreadsheet software and the instructions of the assignment, the student will be able to complete an assignment showing Quality Improvement statistics with charts or graphs of audited information with at least 70% accuracy.

Objective: Using the information given in class, the student will be able to define a database with at least 70% accuracy.

Objective: Using the information given in class, the student will be able to define a field, a record, and a file when using a database with at least 70% accuracy.

Objective: Using database software, the student will be able to create and revise databases with at least 70% accuracy.

Objective: Using database software, the student will be able to print forms that have the databases organized in an attractive format with at least 70% accuracy.

Objective: Using a database and the instructions of the assignment, the student will be able to complete an assignment showing medical information with at least 70% accuracy.

Objective: Using Medisoft software, the student will be able to define a menu and activate a menu in order to access information with 100% accuracy.

Objective: Using Medisoft software, the student will be able to use and differentiate information that is on the Medisoft screen with 100% accuracy.

Objective: Using Medisoft software, the student will be able to search for information in patient files with 100% accuracy.

Objective: Using Medisoft software, the student will be able to use the Patient Information Menu Option to create and revise a patient record with 100% accuracy.

Objective: Using Medisoft software, the student will be able to navigate between the screens with 100% accuracy.

Objective: Using Medisoft software, the student will be able to schedule appointments with 100% accuracy.

Objective: Using Medisoft software, the student will be able to schedule recall appointments with 100% accuracy.

Objective: Using Medisoft software, the student will be able to record charges and payments with 100% accuracy.

Objective: Using Medisoft software, the student will be able to backup and view data files with 100% accuracy.

Objective: Using Medisoft software, the student will be able to restore data files with 100% accuracy.

Objective: Using Medisoft software, the student will be able to complete a simulation on handling patient records with at least 70% accuracy.

Objective: Using e-mail software, the student will be able to create and send e-mail messages with 100% accuracy.

Objective: Using e-mail software, the student will be able to read e-mail messages with 100% accuracy.

Objective: Using e-mail software, the student will be able to create folders for storing messages according to subject matter and move e-mail messages to those folders with 100% accuracy.

Objective: Using the network, the student will be able to log onto the network with 100% accuracy.

Objective: Using the network, the student will be able to logout of the network with 100% accuracy.

Objective: Using the network, the student will be able to select a printer and print documents on the network with 100% accuracy.

Objective: Using the network, the student will be able to access his/her own network directory and save files to that directory with 100% accuracy.

Objective: Using information from lectures, the student will be able to define telecommunications with at least 70% accuracy.

Objective: Using information from lectures, the student will be able to list the uses of telecommunication in the medical field with 70% accuracy.

Objective: Using information from lectures, the student will be able to define a modem and tell how the modem is used to transmit data with 70% accuracy.

Objective: Using the information from lectures, the student will be able to define scanning images and determine many uses for scanning in the medical field with at least 70% accuracy.

Objective: Using Precision Scan (OmniPage) software, the student will scan an image and save it to disk with 100% accuracy.

Objective: Using the information from lectures, the student will be able to explain how images and data can be transferred to other locations and to other media with 70% accuracy.

Objective: Using information about the current version of Windows, the student will be able to define Windows and how it interacts with other software packages, printers, and networks with at least 70% accuracy.

Objective: Using the current version of Windows, the student will be able to define an icon and explain how icons are used in the Windows environment with 70% accuracy.

Objective: Using the current version of Windows, the student will be able to use a mouse to move through the Windows software package with 100% accuracy.

Objective: Using the current version of Windows, the student will be able to move from one software package to another in the Windows environment with 100% accuracy.

Objective: Using the current version of Windows, the student will be able to minimize and maximize windows with 100% accuracy.

Objective: Using the current version of Windows, the student will be able to use the functions of My Computer with 100% accuracy.

Objective: Using the current version of Windows, the student will be able to use the functions of Print Settings with 100% accuracy.

Objective: Using the current version of Windows, the student will be able to create folders, create files, and move files with 100% accuracy.

Course Outline:

GRADE DETERMINATION

Your grade will be determined from the following:

Computer Essentials & Windows Exam	20%
Ten Key	10%
Software Exercises	30%
Medisoft Exercises	30%
Participation/Technique	<u>10%</u>
TOTAL	100%

Computer Essentials and Windows Exam The Computer Essentials and Windows Exam will consist of true/false and multiple-choice questions from the Information Technology Essentials, Windows XP & Internet Explorer chapters in your textbook & your lecture notes. Counts for 20% of your overall grade in the class.

Ten Key Software. The 10-key software consists of 22 Lessons to be completed by the student as practice for the Final timing mid semester. 10% of your overall grade.

Software Exercises/Keypad. The software covered in Office 2007 textbook are Windows, Word, Excel, Power Point, & Access. I will also cover Microsoft Outlook, Internet Explorer, and Scanning. The assignments in this section will be given point values that will add up to a possible grade of 100 and be averaged together for 30% of your overall grade in the class.

Medisoft Exercises. The Medisoft software will be covered in the *Computers in the Medical Office* textbook. The assignments will be completed in class. **Class attendance is required to complete these assignments.** 30% of your overall grade.

Participation/Technique portion of your grade will be based on Attendance & Proper conduct. Your attendance record will be a factor in your Participation grade. Proper conduct includes being punctual to class with textbook and supplies needed, and turning in your assignments on time. It also includes proper respect toward the instructor and classmates. Examples of Proper Conduct: no cell phone calls, no shouting out in class (raise your hand); no

sleeping in class; no eating, drinking, or smoking in class; no profane language or comments; no inappropriate use of the computer or other equipment which includes no surfing the internet, talking in chat rooms, instant messaging, or receiving/sending email except for our class assignment during our class time. If you must come to class late, you need to enter the classroom quietly without interruption to the instructor or to your classmates. 10% of your overall grade.

Assignments

All Assignments ARE due by due dates given day of Assignment, you will have one Week after due date to turn Assignments in for **PARTIAL** credit, after that you **WILL receive a 0** (zero), unless prior arrangements have been made. **If you are absent, it is up to you to find out what assignments were made and when they are due.**

HONESTY & INTEGRITY

EVERYTHING YOU TURN IN MUST BE YOUR OWN WORK. FAILURE TO DO SO IS ACADEMIC DISHONESTY (CHEATING). AT A MINIMUM, YOU AND ANYONE INVOLVED IN, OR WITH KNOWLEDGE OF, THE ACADEMIC DISHONESTY, WILL EARN ZERO POINTS FOR THE ASSIGNMENT.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.

INSTRUCTOR INFORMATION

Jaylene Pipkin
Office: AS 214
Phone: (254) 299-8201
Email address: jpipkin@mclennan.edu