Sinclair Community College
444 E. Third St.
Dayton, OH 45402

Master Syllabus

BIS 1221 - Specialized Computer Applications for Health Information Management

Division: Business and Public Services

Department: Business Information Systems

Credit Hour Total: 3.0 **Lecture Hrs:** 3.0

Date Revised: January 2014

Course Description:

Introduces students to personal computer concepts including hardware, system software, application software, and the Internet. Learn the components of computer systems and develop a broad understanding of computer hardware and emerging technologies. Students will be introduced to Office application software (word processing, spreadsheets, presentation software, and databases,) and specific features of those applications for medical reports, narrating presentations, Autofilters, form creation and software integration will be applied.

General Education Outcomes:

- Computer Literacy
- Information Literacy
- Values/Citizenship/Community

Course Outcomes:

Word processing
Create and format templates, reports, and forms in MS Word.

Assessment Method: Locally developed exams
Performance Criteria:

Earn 75% or higher on exams

Assessment Method: Simulations
Performance Criteria:

Earn 75% or higher on simulation project

Spreadsheets
Create and format spreadsheets using specialized features in Excel like Autofilter, charts, and formulas.

Assessment Method: Locally developed exams
Performance Criteria:

Earn 75% or higher on exams

Assessment Method: Simulations
Performance Criteria:

Earn 75% or higher on simulation project

Databases
Create database tables from data imported from other software programs. Export data from Access in different formats to import into other software programs.

Assessment Method: Locally developed exams
Performance Criteria:

Earn 75% or higher on exams

Assessment Method: Simulations
Performance Criteria:

Earn 75% or higher on simulation project

E-mail
Demonstrate use of email systems and use proper etiquette when communicating electronically.

Assessment Method: Locally developed exams
Performance Criteria:

Earn 75% or higher on exams

Outline:

Computer hardware
System software
Internet concepts
File management
System Security
Networking
Word processing
Spreadsheets

Presentation software
Databases