

## 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

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#### 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 Competency
- ▣ Information Literacy Competency
- ▣ Values/Citizenship/Community Competency

#### 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

