# SAN JUAN COLLEGE
## Success Matters

## HITP 116 COMPUTERIZED BUSINESS APPLICATIONS        3 CREDITS

### SYLLABUS

### CATALOG DESCRIPTION

This course provides the student with basic computer skills including the Microsoft Office Professional package. It also covers the use of database applications and the development and use of queries.

Prerequisites: (RDNG-096 or RDNG-099)

Semester Offered: (ALL) Fall, Spring & Summer

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

*In the New Mexico General Education Curriculum students take courses in a variety of content areas, which may include Communications, Mathematics, Science, Social and Behavioral Sciences, Humanities, and the Creative and Fine Arts. Specific course requirements depend on your program.  All general education courses focus on at least three of these skills.  Other courses may also develop these skills.*

*Through these courses, students develop five essential skills:*

#### COMMUNICATION

#### QUANTITATIVE REASONING

#### CRITICAL THINKING

#### PERSONAL AND SOCIAL RESPONSIBILITY

#### INFORMATION AND DIGITAL LITERACY

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or general education learning outcomes.  For more information, please refer to the Dean of the appropriate School.

A copy of this approved syllabus is on file in the dean's office.
Updated 9/16/2019

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## PROGRAM LEARNING OUTCOMES

*Upon successful completion of this program, students will be able to …*

**HIT Program Learning Outcomes:**

1. Apply policies, regulations, and standards to the management of information to achieve data integrity. (Domain I)

2. Apply privacy and security strategies and compliance requirements to protect health information. (Domain II)

3. Apply health informatics and data analytics concepts to the management of health information. (Domain III)

4. Apply diagnostic and procedural codes and groupings in accordance with official guidelines. (Domain IV)

5. Apply regulatory requirements and reimbursement methodologies as part of revenue cycle management. (Domain IV)

6. Apply ethical practices, policy, and legal processes impacting health information to ensure compliance with external forces.  (Domain V)

7. Utilize appropriate management and leadership principles, strategies, and performance improvement techniques to effectively manage human, physical, and financial resources. (Domain VI)

**RM Track Outcomes:**

8. Evaluate diagnosis and procedure codes and groupings according to official guidelines. (Domain IV RM)

9. Evaluate compliance with revenue cycle processes, regulatory requirements, and reimbursement methodologies. (Domain IV RM)


## COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students will be able to…* (numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Show ability to install software applications.
2. Create and modify a Word document.
3. Construct and format an Excel workbook.
4. Develop and customize a PowerPoint presentation.
5. Build and edit an Access database. (I.3.)
6. Explain various features found in the Microsoft Office applications.
7. Describe how Microsoft Office applications may be utilized in a professional setting.
8. Discuss the uses for database applications in the healthcare industry. (I.3.)


(This course serves as part of the Supporting Body of Knowledge to the 2018 Health Information Management

Associate Degree Curriculum Competencies)

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