

HITP116 – 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: (RDNG099 OR RDNG113) or appropriate Reading Accuplacer score Semester

Offered: All

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

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

Course Learning Outcomes

Upon successful completion of the course, the student will be able to... (Numerical references are to AHIMA 2014 Associate HIM Level Curriculum Map)

1. Show ability to install software applications.
2. Create and modify a Word document.
3. Construct and format an Excel workbook. I.D.2.
4. Develop and customize a PowerPoint presentation. I.D.2.
5. Build and edit an Access database. I.D.1.

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.D.1.

Revised January 2, 2018

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