CANADORE
college

COURSE NAME:	HCA101 Computer Applications for Health Care Administration

Credit Value:	3
Total Course Hours:	42
Prerequisite Course(s):	None
Corequisite Course(s):	None

COURSE DESCRIPTION

This course is intended to provide students with technical skills development in computer applications relevant to health care sector managers including word processing, using spreadsheets, importing data, emailing and searching on the Internet. Students will learn about secure information systems including electronic health records and the security and privacy standards to maintain and protect privacy and confidentiality. The course will give students an overview on new and emerging trends in technology and explore how they are shaping the way in which services are managed and delivered.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

1.0 Demonstrate the effective application of word processing and presentations.

2.0 Retrieve information from various types of databases, spreadsheets and different health information systems.

3.0 Discuss and apply emailing etiquette.

4.0 Perform effective Internet searches using different search engines.

5.0 Discuss challenges and issues related to retrieving reliable information on websites

6.0 Discuss privacy, confidentiality and security as they relate to health information systems.

7.0 Explain the risks related to computerized health data and the implications of security breaches.

8.0 Explore Personal Health Information Protection Act regulations in the context of electronic health records.

9.0 Discuss policies and procedures that ensure the secure storage and use of electronic health information.

10.0 Discuss the means of ensuring the safe and appropriate use of electronic devices in health care settings.

11.0 Explore recent advancements in technological applications as applied to the transfer of health care information including texting, telemedicine, skyping etc.

12.0 Identify issues related to the application of emerging technologies and processes including social media networks.

13.0 Propose ways in which emerging technologies and processes can address service gaps and transform health care.

GENERAL EDUCATION

This is not a General Education course.

PROGRAM OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved program learning outcomes (PLO):

Health Care Administration

3. Apply professional leadership concepts as a member of a multi-disciplinary health care team to meet the needs of patients with a culturally competent approach.

6. Examine the impact of technology and informatics in health care and contribute to the maintenance of health-related documentation.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.

2. Respond to written, spoken, or visual messages in a manner that ensures effective communication

3. Execute mathematical operations accurately

4. Apply a systematic approach to solve problems

5. Use a variety of thinking skills to anticipate and solve problems

6. Locate, select, organize, and document information using appropriate technology and information systems.

7. Analyse, evaluate, and apply relevant information from a variety of sources.

10. Manage the use of time and other resources to complete projects.

11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

COURSE EVALUATION

Class participation

Individual website evaluation

Group led seminar

1 quiz

1 term paper

PROGRAM SPECIFIC GRADING

An overall grade of 60% is required to pass

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F - Repeat course

*For a complete detailed description please refer to the College website.

LEARNING RESOURCES

TBA

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

LEARNING ACTIVITIES

Lectures

Class readings

Class discussion and problem solving

Small group case studies /scenarios

Content expert presentations

DELIVERY MODE

This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

ACADEMIC POLICIES

Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website: https://www.canadorecollege.ca/about/policies.

COLLEGE POLICIES

• Protecting human rights in support of a respectful college community

For college policies please see: http://www.canadorecollege.ca/about-us/college-policies.

STUDENT SUCCESS SERVICES - Your Success Matters!

We provide student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational–related barriers through accommodation planning with students with disabilities, learning strategies, mental health and wellness events. Visit our webpage to learn more: https://www.canadorecollege.ca/support/student-success-services

FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.