



HCPP 220 - Healthcare Systems Fundamental

Course Description:

Healthcare Systems Fundamental introduces learners to basic computer concepts related to healthcare, terminology, components, shortcuts, and security.

1.5 Credits

Time Guidelines:

The standard instructional time for this course is 30 hours.

Course Assessment:

Assignments	40%
Exams	60%
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Total:	100%

Other Course Information:

The School of Health and Public Safety (HPS) expects that students familiarize themselves with policies, procedures, and guidelines that are applicable to SAIT, HPS, and their program of study. All students should explore institutional, school, and program-specific information on sait.ca in order to ensure they are informed with regards to relevant policies, procedures, and guidelines.

School of Health and Public Safety Attendance Guideline:

The School of Health and Public Safety (HPS) has expectations, consequences, and processes for excused and unexcused absences. The entire Attendance Guideline may be found on the HPS program orientation requirements resources website. This document is located under the General Resources section found on your Program page. **Students are expected to review the entire Attendance Guideline.** Students should also take note of the attendance expectations shown below.

Attendance Expectations:

Students in the School of Health and Public Safety are expected to achieve 100% attendance for scheduled classes, and to participate in all learning activities. There is a positive correlation between attendance, participation, and grades. Attendance is required to achieve the necessary knowledge, skills, and abilities while attending both SAIT and workplace-integrated learning experiences, in order to become a successful, well-rounded, and job-ready Allied Health graduate. Failure to keep up with course work and/or repetitive and cumulative absences will result in a formal review of a student's progress.

SAIT Policies and Procedures:

For information on the SAIT Grading Scale, please visit policy AC 3.1.1 Grading Progression Procedure, found on the SAIT Academic Policies and Procedures page: <https://www.sait.ca/about-sait/administration/policies-and-procedures>

For information on SAIT Academic Policies, please visit: www.sait.ca/about-sait/administration/policies-and-procedures/academic-student

Required Course Publication(s):

Gookin, D. (2011). *Troubleshooting and Maintaining your PC all-in-one for Dummies* [e-book type]. ISBN - 978-11180-67420.

Ober, S., Johnson, J. & Zimmerly, A. (2017). *Gregg College Keyboarding & Document Processing: Lessons 1-120 (Print Text + Registration Card)* (11th ed.). New York, NY: McGraw-Hill.

Optional Reference Publication(s):

Bryan, L. (2010). *Technology for the Medical Transcriptionist*. Baltimore, MA: Lippincott, Williams & Wilkins.

Course Learning Outcome(s):

1. Use terms commonly used in computer discussions.

Objectives:

- 1.1 Explain terms associated with computer use.
- 1.2 Identify components of a computer system.
- 1.3 Use the functions within Microsoft® Outlook.
- 1.4 Locate the identifying information of the operating system being used.
- 1.5 Demonstrate file organization in a Windows environment.

2. Use troubleshooting techniques when assessing and fixing common system errors.

Objectives:

- 2.1 Describe common software and hardware issues.
- 2.2 Use Microsoft® Windows Help and Support in the operating system.
- 2.3 Perform troubleshooting tasks using Microsoft® Windows Device Manager.
- 2.4 Explain how to restore the system to its previous state in Microsoft® Windows.
- 2.5 Troubleshoot common Internet problems.
- 2.6 Check drive(s) for errors.
- 2.7 Troubleshoot common hardware and software issues.

3. Demonstrate the use of various computer shortcut keys.

Objectives:

- 3.1 Navigate through Microsoft® Windows using a keyboard only.
- 3.2 Use Internet browser shortcut keys.
- 3.3 Create Microsoft® Windows shortcuts.
- 3.4 Use Microsoft® Word shortcut keys.
- 3.5 Create Microsoft® auto-text and auto-correct commands.

4. Apply general maintenance skills to computers.

Objectives:

- 4.1 Backup files.
- 4.2 Explain how to restore files.
- 4.3 Define “disk space”.
- 4.4 Describe ways to create more disk space.
- 4.5 Explain how to install and remove programs.
- 4.6 Explain how to update drivers.
- 4.7 Outline the steps involved in defragging a system.
- 4.8 Explain the purpose of the task scheduler.

5. Apply skills for securing computer systems.

Objectives:

- 5.1 Describe issues of confidentiality in sharing files and folders.
- 5.2 Describe cybercrime and prevention techniques.
- 5.3 Describe the purpose in firewalls and antivirus software.
- 5.4 Describe wireless network security issues.
- 5.5 Perform encryption and decryption of files.

6. Touch type at a minimum score of 40 net words a minute (NWAM) or more on a 5-minute timed writing.

Objectives:

- 6.1 Demonstrate correct hand and body posture while typing.
- 6.2 Apply the touch typing method.
- 6.3 Demonstrate accuracy from key-to-key in constantly changing word patterns.
- 6.4 Identify his/her keyboarding errors.
- 6.5 Apply strategies to address personal keyboarding errors.