COURSE NUMBER and TITLE: HCM 320 Microcomputer Applications for Health Care Professionals

COURSE DESCRIPTION: Word processing, spreadsheet, database, file management, information systems, internet, and presentation applications in managerial functions.

SEMESTER(s) OFFERED: Fall, Spring, Summer

LOCATION: Online

CREDIT HOURS: 3 semester hours

COURSEMASTER: April Rollins-Kyle
Visiting Professor-Health Care Management
Office: SHPB 230 A
Phone: 205-934-4185
Email: arkyle@uab.edu

OFFICE HOURS: By appointment

INSTRUCTIONAL METHODS: On-line lecture and instruction via Canvas, PowerPoint presentations, discussion postings, assigned readings, on-line quizzes and assignments.

PREREQUISITES: SHP student or permission of instructor.

EMC Publishing - Lawrenceville Press
ISBN: 978-0-82196-561-0

Internet access to the following site: www.uab.edu/academiccourses

COURSE OBJECTIVES:
The purpose of this course is to familiarize students with the use microcomputer applications in health care settings. At the conclusion of this course, the student will be able to:

1. Create, copy, move, modify, and delete working computer files.
2. Copy, cut, and paste text, data, and charts among word-processing, spreadsheet, database, and presentation files.
3. Build and edit a data spreadsheet and construct charts and graphs within the spreadsheet application.
4. Create and edit presentation files using a presentation software application.
5. Create and edit relational databases, make queries, and generate reports.
COURSE EVALUATION:

<table>
<thead>
<tr>
<th>Course Deliverables</th>
<th>%</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Graded Exercises</td>
<td>40%</td>
<td>As indicated on course calendar.</td>
</tr>
<tr>
<td>Unit Quizzes</td>
<td>30%</td>
<td>As indicated on course calendar.</td>
</tr>
<tr>
<td>Comprehensive Final Examination</td>
<td>30%</td>
<td>As indicated on course calendar.</td>
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GRADING SCALE:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
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<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>&lt;59</td>
<td>F</td>
</tr>
</tbody>
</table>

LIST OF ASSIGNMENTS:
1. Students are expected to review the course content for each unit and complete the course deliverables weekly as outlined on the course calendar. Units will include reading assignments, chapter review questions, practice exercises, PowerPoint slides, and lecture.

2. Quizzes: There will be a total of 6 quizzes available covering the course content of corresponding units. Quizzes will be available during the time period indicated on the course calendar and must be submitted by 11:00 p.m. on the due date indicated on the course calendar.

3. Graded Exercises: There will be a total of 7 graded exercises covering the course content of corresponding units. Graded exercises must be submitted in the assignment dropbox by 11:00 p.m. on the due date indicated on the course calendar.

4. Final Examination: There will be a final examination held on Monday, August 4, 2014. The exam will consist of materials covered during the course. The exam will contain multiple choice and true/false questions.

GENERAL:
1. Review of weekly audio and student participation are expected through discussion board posts. Students are responsible for completing course assignments and for participating on the Canvas course site.

2. Students enrolled in the online section are expected to attend the orientation class meeting (first scheduled class) unless prior arrangements have been made with the instructor.

3. Course assignments must be submitted for grading through the Assignments tool on the course site. All assignments must be submitted by the scheduled date posted in the syllabus to receive full credit earned. Late assignments will not be accepted without an approved excuse from the instructor.

4. Graded assignments, exams, and other material will not be returned to the student. Grades assigned will be posted on the Canvas course site.

5. Quizzes and examinations will be administered through the course site. Alternate test options are permitted only with prior approval from the course instructor. Make-up quizzes are administered in the HCM program offices. Students are required to come on campus for the final examination unless an alternate site and proctor have been prior approved.
6. Students are responsible for maintaining current virus scan software. Files should be scanned before uploaded onto the course site or sent as e-mail attachments. Files containing a virus will be deleted to protect the integrity of the system. No credit will be given for assignments that cannot be evaluated due to the presence of a virus.

7. You may use your home, office and/or school computer for assignments, but assignments must be completed using the programs that are designated for this course. (i.e., Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint)

8. Appointments to discuss course assignments or other issues should be scheduled. In addition to the private mail function in Canvas, you may leave messages or request appointments via voice mail or regular UAB e-mail. The professor’s contact information is listed below. Please make your request at least 48 hours in advance of your desired appointment time.

ATTENDANCE:
The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences. The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
  - Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

A copy of the UAB policy on attendance can be found at:
ACADEMIC MISCONDUCT POLICY:
SHP expects students to maintain an acceptable quality of academic performance and to exhibit appropriate conduct. Students are expected to conduct themselves in a manner similar to accepted standards for practicing health care professionals.

Academic misconduct may include, but is not necessarily limited to, acts such as plagiarism, cheating, misrepresentation, fabrication or giving or receiving unauthorized aid in tests, examinations, or other assigned work, and will be subject to disciplinary action. Any act of dishonesty in academic work constitutes academic misconduct.

Academic misconduct will result in a grade of zero on the assignment/exam and may result in disciplinary action. A student who feels he or she has been unfairly disciplined should contact the program director or department chair to request a review of the disciplinary decision. A more detailed description of the Grievance Procedures for Violations of Academic Standards is available from the Office of the Assistant Dean for Academic and Student Affairs, or at the following website: http://www.uab.edu/shp/images/PDF/grievance%20procedures.pdf

NON-ACADEMIC MISCONDUCT POLICY:
“The University is a community of scholars and learners; therefore, all participants are expected to maintain conduct which (1) facilitates the institution's pursuit of its educational objectives, (2) exhibits a regard for the rights of other members of the academic community, and (3) provides safety to property and persons. Through appropriate due process procedures, disciplinary action will be taken in response to conduct that violates these principles. A more detailed description of non-academic misconduct can be found in the UAB student handbook, Direction. It is the student's responsibility to be fully aware of the policies and procedures described in this document, which may be obtained from the SHP Office of the Associate Dean for Academic and Student Affairs (SHP Building, Room 560)

Several UAB-wide policies apply to students. The following policies or policy summaries are included on the UAB Policies page of the catalog. Students are expected to comply with the UAB DIRECTION Student Handbook. Additional information on Non-Academic Conduct can be found at the following website: http://main.uab.edu/Sites/students/life/63680/

TURNITIN POLICY:
Students are expected to demonstrate academic integrity in all assignments. Plagiarism is one form of academic misconduct, and will not be tolerated. Please incorporate referenced content appropriately in written assignments and cite all references, Internet or otherwise, using APA format. Plagiarism on any assignment will result in a grade of zero (failing) for the assignment and may result in disciplinary action. Written papers submitted for grading may be reviewed using the online plagiarism monitoring software, Turnitin.com. If a TurnItIn submission is required, papers also must be submitted via the Assignment tool in Canvas for feedback and grade assignment. Failure to follow submission guidelines will result a 20% penalty.

Plagiarism is academic misconduct that will result in a grade of zero on the plagiarized assignment and may result in dismissal from the School of Health Professions and the University (see DIRECTION or SHP Grievance Procedures for Violations of Academic Standards). All papers submitted for this course may be reviewed using the online plagiarism monitoring software, Turnitin.com. Also, please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.
DISABILITY SUPPORT SERVICES:
How to Register for DSS Support Services
Contact DSS at (205) 934-4205 (voice) or (205) 934-4248 (TDD), or visit 1701 9th Avenue South. You must present documentation of disability to receive DSS services. After DSS receives your completed documentation, you will meet individually with a member of the staff to discuss your accommodations. It’s best to register with DSS when you apply to UAB. For more information about Disability Services, please feel free to contact the office directly or visit their website for more information.

Disability Support Services
9th Avenue Office Building
1701 9th Avenue South
Birmingham, AL 35294-1413
(205) 934-4205 (Voice)
(205) 934-4248 (TDD)
Fax: (205) 934-8170
Email: dss@uab.edu

Students who may need course accommodations should make an appointment with the instructor to discuss their needs. Students with disabilities must be registered with Disability Support Services (DSS) and provide an accommodation request letter before receiving academic adjustments. Appointments or additional information is available on the UAB website at: http://main.uab.edu/Sites/students/services/disability-support/

COURSE OUTLINE:

- **Class Orientation** - Monday, 5/5/14 at 5:30 p.m. in the Learning Resources Center 1714 9th Avenue South, Room 215/219. Attendance is mandatory unless prior arrangements have been made with the Course Instructor. Students who are geographically distant from Birmingham are not required to travel to Birmingham for the orientation but should contact the instructor via the course site mail prior to the orientation session for further information.
- All graded exercises must be submitted online via the Assignment Drop Box located on the HCM 320 course site by the due dates listed below.
- Quizzes become available in the Assessments section of the Course Site on the dates indicated below and must be taken by the due dates listed below.

CALENDAR:

<table>
<thead>
<tr>
<th>Class Date &amp; Course Unit</th>
<th>Chapter and Topic</th>
<th>Practice Exercises &amp; Chapter Review Questions (Self-Assessment - Do Not Turn In)</th>
<th>Assignments (Detailed directions located on course site) (Turn In)</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/5</td>
<td>Course Overview and Introduction to course management software</td>
<td></td>
<td>Honor Code (Located on course-site Assessments) Post introduction on Discussion Board</td>
<td>5/7</td>
</tr>
<tr>
<td>Unit 1</td>
<td>Ch. 1: Microsoft Office Basics Email Etiquette</td>
<td>Ch. 1, Project 1 Ch. 1 Review Questions (complete and do not turn in)</td>
<td>Graded Exercise 1 (look on the course site for assignment and directions)</td>
<td>5/9</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Ch. 2 Using a Word Processor</td>
<td>Ch. 2, Project 3 Ch. 2 Review Questions</td>
<td>Quiz 1 (Chapters 1-2)</td>
<td>5/14</td>
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<tr>
<td>5/14</td>
<td>Ch. 3 Formatting Documents</td>
<td>Ch. 3, Project 13 Ch. 3 Review Questions</td>
<td>Graded Exercise 2</td>
<td>5/21</td>
</tr>
<tr>
<td>5/21</td>
<td>Ch. 4 Advanced Formatting Features</td>
<td>Ch. 4, Project 7 Ch. 4 Review Questions</td>
<td>Quiz 2 (Chapters 1-4)</td>
<td>5/28</td>
</tr>
<tr>
<td>5/28</td>
<td>Ch. 5 Using a Spreadsheet</td>
<td>Ch. 5, Project 7 Ch. 5 Review Questions</td>
<td>Graded Exercise 3</td>
<td>6/4</td>
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<tr>
<td>6/4</td>
<td>Ch. 6 Functions and Data Organization</td>
<td>Ch. 6, Project 9 Ch. 6 Review Questions</td>
<td>Quiz 3 (Chapters 5-6)</td>
<td>6/11</td>
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<tr>
<td>6/11</td>
<td>Ch. 7 Creating Charts</td>
<td>Ch. 7, Project 3 Ch. 7 Review Questions</td>
<td>Graded Exercise 4</td>
<td>6/18</td>
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<tr>
<td>6/18</td>
<td>Ch. 8 Advanced Spreadsheet Techniques</td>
<td>Ch. 8, Project 10 Ch. 8 Review Questions</td>
<td>Quiz 4 (Chapters 5-8)</td>
<td>6/25</td>
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<tr>
<td>6/25</td>
<td>Ch. 9 Using a Relational Database</td>
<td>Ch. 9, Project 4 Ch. 9 Review Questions</td>
<td>Graded Exercise 5</td>
<td>7/2</td>
</tr>
<tr>
<td>7/2</td>
<td>Ch. 10 Relational Database Techniques</td>
<td>Ch. 10, Project 4 Ch. 10 Review Questions</td>
<td>Graded Exercise 6</td>
<td>7/9</td>
</tr>
<tr>
<td>7/9</td>
<td>Ch. 11 Analyzing Data in a Database</td>
<td>Ch. 11, Project 3 Ch. 11 Review Questions</td>
<td>Quiz 5 (Chapter 9-11)</td>
<td>7/16</td>
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<tr>
<td>7/16</td>
<td>Ch. 12 Creating Presentations</td>
<td>Ch. 12, Project 5 Ch. 12 Review Questions</td>
<td>Graded Exercise 7</td>
<td>7/23</td>
</tr>
<tr>
<td>7/23</td>
<td>Ch. 13 Advanced PowerPoint Features</td>
<td>Ch. 13, Project 7 Ch. 13 Review Questions</td>
<td>Quiz 6 (Chapters 12-13)</td>
<td>7/30</td>
</tr>
</tbody>
</table>

Last Day of Class – August 1st

**Online Practical Final Examination**
Complete the Final Exam Project (on your own)
Due Date: Monday, August 4th, 12:00 Noon

**On-Line Comprehensive Objective Final Examination**
UAB Campus Attendance or Approved Proctor Required
Monday, August 4th, 4:00p.m. - 7:00p.m.
LRC 215/219

Revised 4/14/14