

WESTERN KENTUCKY UNIVERSITY
School of Health Related Professions
Department of Public Health
Bachelor of Science in Healthcare Administration
Spring 2019 (1 credit hour course)
HCA 447 - Healthcare Informatics Lab (Co-requisite: HCA 446)

INSTRUCTOR Derek B. White, MSHI
Instructor
Healthcare Administration
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OFFICE HOURS By Appointment

Text(s) Several readings will be available on the website for the course.

OVERVIEW

This course includes hands-on instruction in computer hardware, software, and database architecture. Basic familiarity with personal computers is assumed.

GOALS

- 1) Familiarize students with the jargon and language of Information Technology (IT).
- 2) Provide students a basic understanding of the structure of information delivered via the WWW.
- 3) Assist students in the application of IT concepts to real world issues such as:
 - a. Information Exchange
 - b. Database Concepts
 - c. Structure of IT
- 4) Provide students hands-on experience in planning and working on IT projects.

OBJECTIVES

Students will:

- Understand the basic structure of a web page
- Become familiar with advanced Microsoft Excel tools
- Be able to create a database, using Microsoft Access
- Be familiar with the basic elements of Vision and Scope & Software Requirement Specifications
- Be familiar with the basic elements of an Request for Proposal

INSTRUCTIONAL STRATEGIES

Several instructional strategies will be used to support the stated course goals. These include:

- Classes will consist of face to face meetings as needed, online web lecture, and lab exercises.
- Labs will be demonstrated using online videos. You should have a high-speed internet connection and access to MS Office. You may also find downloading demonstration versions of some software useful. All software required for this course can be found in the student labs.

EVALUATION

The final course grade will be determined as follows:

Grading:

Assignments and Point Values

Assignments and Point Values		
Web Page and LinkedIn Page	50	All assignments are due May 1 st .
Advanced Microsoft Excel Tools	50	
Database Project	50	
Project Documentation Project	50	
Vendor Selection Project	50	

Select 4 of the 5 assignments above. A bonus of 5 points per project will be awarded if the project is completed and submitted online before April 1st.

Grading Scale for Final Grades

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

1. Unless otherwise noted, online assignments are due at 11:59PM on the date due.
2. The instructor reserves the right to penalize papers or assignments submitted after the deadline by one letter grade for each day late.
3. As this is a web class attendance is a less formal exercise. However, students will be expected to complete assignments as they are due and access the course on a regular basis. I will be monitoring through Blackboard how often you access the course. You should plan on accessing the course site 2-3 times per week or expect an email from me.
4. Unless instructed otherwise, all reports and presentations must be e-mailed to the instructor.
5. Students are expected to familiarize themselves with the definitions and examples of plagiarism and as per WKU student code of conduct to refrain from engaging in plagiarism and any other form of academic misconduct.
6. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445, Potter Hall. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

PROJECT OPTIONS

WEBPAGE AND LINKEDIN PAGE:

Students are required to develop a personal web page for this class. If you have already developed a page as part of another class, contact me immediately. You may be able to revise the page for credit. Students must have a valid WKU e-mail address. This is provided free of charge through the university. Also, each student will be required to create a LinkedIn Profile to include a picture, resume details and at least 10 professional connections.

ADVANCED MICROSOFT EXCEL TOOLS:

Students are required to take a spreadsheet of data provided and use the Pivot Table and Pivot Chart tools to summarize the data and determine any insights from the summary of the data. They will also be required to use the VLookup tool to crosswalk data in a field from one worksheet to another on a spreadsheet of data provided.

DATABASE PROJECT:

The class will create a database that enables patient scheduling for a small physician office. We will be using Microsoft Access to complete this project. This is not an endorsement of the product, but represents the best choice of available software. In short, it's what the computing labs have available for use. Note: Access isn't available for Mac.

VENDOR SELECTION:

Students will complete a request for proposal (RFP), simple contract, and service level agreement (SLA) for a provider/facility that is implementing a new system. You will be provided an example RFP, contract, and SLA from which to draw your own documents.

PROJECT DOCUMENTATION:

Students will be given a set of business needs and will be required to write a Vision & Scope with Requirements (VSR) using a template provided.

More details for each assignment will be available on the website for the course by early February.

The schedule and procedures in this course are subject to change. Students will be notified of any changes through class announcement.