**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS / LESSON PLAN**

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| **Daily/Weekly Lesson Plan Outline – 3 weeks / 30 Clock Hrs. / 30 Lab Hrs.** | | | | | |
| **COURSE TITLE** | | | | **Review Date:** | |
| **Medical Assistant** | | | | **01/04/2016** | |
| **CODE** | **SUBJECT** |  |  | **LEC HRS** | **LAB HRS** |
| **GEN 120** | **Computer Application** | | | **30** | **30** |
| **COURSE DESCRIPTION: This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.**  **Prerequisite: None**  **Required Resources:**  **Text Books*:*** KINN’S The Medical Assistant, An Applied Learning Approach. Deborah B. Proctor, Alexandra P. Adams. Elsevier (Chapter 8)  Other: Handouts  **Learning Resources Center materials are available**  **Instructional Methods:**  Lecture/Discussion  Audiovisual  **Mode of Delivery:**  Residential  **Equipment/Technology/Software**  Utilization of power point presentations, media center websites, reference materials, and other technology as available  **Course objectives/Competencies:** At the end of the course, students will be able to:   * Describe computer processing details * Describing the different parts of a Microsoft Word screen. * Explain the principal applications of the Operating Systems. * Explain computer functioning and information- processing cycle. * Create word documents * Create tables using excel * Create power point presentations * Create Brochures | | | | | |
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|  | **Objectives to be covered** | **Lecture/ Labs** | **Method of Assessment** |
| **Week 1** |  |  |  |
| **Day 1** | History of Computer  Application of Computer in the Medical Office | **Lecture:**   1. Overviewing of the history of the computer business systems. 2. Describing the several ways that the computer can be effective in a medical office. 3. Explaining the principal applications of the Operating Systems. 4. Explaining computer functioning and information- processing cycle. 5. Describing hardware, software, information, and default. 6. Explaining the different kinds of input. Kinds of output. Input devices (keyboard, mouse, screen, microphones, webcams, and scanner. 7. Describing output devices (screen, printers, speakers). 8. Describing Input-output devices (touch screen, diskettes, CD compact disc, DVD, fax modem), Bluetooth | Book Exercise |
| **Day 2** | Computer Processing  Typing Skills | **Lecture:**   1. Explaining Computer processing details. CPU: ALU and CU. Microprocessor characteristics and functions. Storage: Principal Memory (RAM). Capacity unit: bytes. 2. Describing secondary storage: diskettes, hard disk, flash memory, USB driver. Kinds and 3. Classifying memories. ROM and RAM. 4. Discussing the importance of computer security. 5. Describing computer elements and purpose. 6. Motherboard. Socket, RAM slots, EIDE, Audio modem riser, PCI slots, AGP slots, Audio port, Serial and parallel ports, Serial Bus, USB, PS/2 connector. Video “The motherboard”. 7. Typing: Importance of being able to type a document using proper typing techniques.   **Laboratory:**  Typing skills. Using the computer keyboard properly  Typing a letter | Book Exercise |
| **Day 3** | Word Processing | **Lecture:**   1. Describing Computer software to maintain office system. 2. Introducing Word processing. Microsoft Word general use. 3. Explaining how to open the Word software. How to move throughout a Microsoft Word screen. List and discuss several types of file formats   **Laboratory:**  Working with file formats  Typing Practice | Book Exercise  Laboratory |
| **Day 4** | Word Documents | **Lecture:**   1. Describing the different parts of a Microsoft Word screen. 2. Explaining the main bars and buttons in a Microsoft Word screen. 3. Explaining how to visualize (or close) a toolbar that does not appear (does appear) in the screen. 4. Describing bars position in the screen. 5. Explaining how to select a toolbar button that does not appear. 6. Discussing Computer networking.   **Laboratory:**  Using the Word toolbar | Book Exercise  Laboratory |
| **Week 2** |  |  |  |
| **Day 1** | Word Documents | **Lecture:**   1. Explaining the different ways to visualize a document. 2. Explaining how to use “Undo” and “Redo” functions. 3. Explaining how to save a document. 4. Describing how to open an existing document. 5. Explaining function of browsers. 6. Explain the different ways of selecting text.      1. Explaining how to align text. Bullets and Numbering.   **Laboratory:**    Practicing font styles, sizes, colors. Underline styles and different text effects.  Inserting symbols.  Inserting pictures from file and from clipart. | Creating Word  documents |
| **Day 2** | APA Format | **Lecture:**   1. Explaining how to write a report or assay using word and APA format 2. Describing steps in using APA format 3. Explaining the use of Change case and Drop Cap option. 4. Explain how to use Copy and Paste text. Cut and paste text. Language and Spelling 5. Inserting break, page number, date and time, header and footer, 6. Explaining how to enter Citations | Project. APA |
| **Day 3** | APA Format | **Laboratory:**  Using APA Format : Students will practice  Typing skills to prepare a report about  Topics selected by the Instructor, using  APA format | APA format |
| **Day 4** | Excel. Creating Tables | **Lecture:**   1. Explaining how to prepare columns presentation. Insert and modify tables and their cells. 2. Explaining how to delete and add rows or columns   **Laboratory:**  Creating a Table using Word and Excel  Typing Test. Speed | Table EXCEL  Table WORD  Typing test |
| **Week 3** |  |  |  |
| **Day 1** | Creating Brochures | **Lecture:**   1. Explaining how to create a Brochure 2. Using Text Boxes , Word Art tool   **Laboratory:**  Creating Brochures  Activity: Creating Brochures | Brochure |
| **Day 2** | Power Point | **Lecture:**   1. Explaining how to prepare Power Point Presentations   Selecting Slides Format  Adding and Deleting Slides in a power point  Adding pictures  **Laboratory:**  Creating Power Point Presentation | Power Point |
| **Day 3** | Portfolio | **Laboratory:**   1. Preparing a Portfolio with all documents done in class | Portfolio |
| **Day 4** | Final test | Final Test (written)  Final Test(practical)  Analysis of Test Results | Test |

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

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| **Letter** | **Number** | **Grade Point** |
| **A** | 100 - 90% | 4.0 |
| **B** | 89 - 80% | 3.0 |
| **C** | 79 - 70% | 2.0 |
| **D** | 69 - 60% | 1.0 |
| **F** | Below 60% | 0.0 |
| **I** | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final grade calculation criteria**

Q= 20 %

CA= 10%

MT= 30%

F= 40%

FG= 100%

**Evaluation Record Code**

Q= Quizzes

CA=Class Activity

MT= Mid Term

F= Final

R= Retest

FG= Final Grade

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the students has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours; anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the students has missed more than 15% of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of 85 % of the scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%,** the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

**MAKE-UP CLASS WORK**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module.

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used inclass.