

## OBU003 – Computer Applications

<b>Credit Hour Recommendation:</b> 3 Semester Hours
<b>Prerequisites:</b> None
<b>Related TAG:</b> Health Information Management
<b>Course Description:</b> None
All of the learning outcomes with an asterisk are <b>essential</b> and must be met.
1. Identify hardware and software systems with a focus on personal computers and emerging technologies.*
2. Identify the components of a computer system.*
3. Demonstrate efficient file management techniques using an operating system's file management tools.*
4. Describe the basic concepts of information systems.*
5. Evaluate the current value, the potential value, the limitations, and potential dangers (e.g., violation of privacy, copyright, software piracy, and computer crime) in the use of computers.*
6. Apply appropriate technology tools and resources to locate and retrieve information from various sources (e.g., on-line, libraries, etc.).*
7. Demonstrate the ability to create documents and manipulate text data using the current available software.*
8. Demonstrate the ability to organize and manipulate numerical data using the currently available spreadsheet software.*
9. Demonstrate the ability to create and manipulate simple presentation materials using the currently available presentation software.*
10. Demonstrate the ability to create and manipulate simple databases using the currently available database software.*

11. Evaluate the role of information systems in supporting organizational goals.*
12. Demonstrate use of email systems and use proper etiquette and netiquette when communicating electronically.*
13. Evaluate the ethical, social and political impact of information systems.*
14. Evaluate the strengths and weaknesses of computer functions and information systems.*
15. Navigate Intranet and Internet applications.*
16. Recognize fundamental networking technologies (e.g., wireless, cellular).*

**HEALTH INFORMATION MANAGEMENT TAG: COMPUTER APPLICATIONS  
FACULTY PARTICIPANTS  
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