

Healthcare IT Professional

LEARNING OBJECTIVES



Health information technology certification can lead to a virtual mountain of vertical moves. From here, you could conceivably become a data architect, a software developer, or even a CTO!

This program includes unparalleled training, career support, and coaching. It's a faster, cheaper alternative to traditional schooling designed to help you build a foundation for a long, exciting, and prosperous HIT career.

Welcome to Healthcare IT Professional (1 hour):

Getting Started

- Outline goals and objectives of the program.

Program Overview

- Get an overview of the HIT Professional program.

Certified HIPAA Compliance Officer Professional (10 hours):

An Overview of HIPAA

- Get a crash course in HIPAA rules and regulations.

Understanding HIPAA

- Learn what safeguards need to be in place for a company to be HIPAA compliant.

Certified Medical Site Security Specialist Professional (6 hours):

Introduction to CMPSP

- Learn the basic expectations for CMPSPs.

Understanding CMPSP

- Understand security protection and prevention relating to data protection strategies / best practices and overall site security.

Certified PCI-DSS Payment Card Security Professional (10 hours):

Introduction of PCI-DSS

- Get a low-pressure overview of PCI-DSS.

Understanding PCI-DSS

- Learn more about PCI-DSS and how it applies to the role of HIT professionals.

Certified Healthcare Cybersecurity Professional (10 hours):

An Overview of Risk Management

- Review the basics of risk management.

Understanding Risk Management

- Gain a better understanding of how risk management applies to the daily tasks of every HIT professional.

Management Certificate of Leadership Skills Proficiency (3 hours):

Participation Leadership

- Talk you through this employee-focused leadership philosophy and learn why it's effective.

Microsoft Office Specialist 2019 (101 hours):

Microsoft Office Training Orientation (1 hour)

- Understanding lesson structure.
- Downloading study tools.
- Navigating training modules.

Word 2019: Beginner (10 hours)

- Identifying and using the Ribbon, Quick Access Toolbar, tabs, scroll bars, cursor, ruler, and status bar.
- Creating, saving, opening, editing, navigating, printing, sharing, and recovering a document.
- Editing and formatting text with options such as alignment, fonts, lists, spacing, tab stops, page format, layout, paragraph alignment and spacing, and copy formatting.
- Employing the available search and review tools, including spell and grammar check, find and replace, copy, paste, and document view options.

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Word 2019: Intermediate (10 hours)

- Creating, inserting, formatting, modifying, and sorting tables, pictures, screenshots, text boxes, shapes, WordArt, SmartArt, and charts.
- Applying and modifying styles, themes, templates, and building blocks.
- Adjusting margins, paper size, orientation, columns, page breaks, and headers and footers.

Word 2019: Advanced (8 hours)

- Highlighting text, inserting and deleting comments, using track changes and line numbers, creating forms, and protecting documents.
- Navigating long documents; using outline settings, bookmarks, and hyperlinks; inserting cross references; and creating index settings, footnotes, endnotes, citations, and tables of contents.
- Using mail merge options and creating labels and envelopes.

Excel 2019: Beginner (12 hours)

- Using the Quick Access Toolbar, title bar, display options, formula bar, and worksheet tab.
- Creating, saving, opening, editing, navigating, and printing a worksheet.
- Creating, editing, deleting, and formatting cells with options such as cell alignment, applying cell styles, splitting cells, merging cells, row and column titles, row and column width, hide and unhide, and page setup and view options.
- Editing cell data using options and tools such as cut, copy, paste, AutoFill, text tools, and cell references.
- Creating basic, logical, financial, and text formulas.

Excel 2019: Intermediate (8 hours)

- Viewing, inserting, copying, renaming, hiding, and deleting worksheets, and freezing rows and columns.
- Creating, moving, and resizing charts; configuring chart titles, layout, and gridlines; and modifying chart data.
- Configuring page size and scale, headers and footers, margins, and orientation, and managing print area, titles, and headings.

Excel 2019: Advanced (10 hours)

- Importing, exporting, sorting and filtering data; creating tables and data validation rules; and removing duplicates.
- Managing cell comments, tracking changes, sharing workbooks, protecting worksheets,

and saving sheets as web pages.

- Creating, formatting, and filtering PivotTables; changing a PivotTable's calculation; inserting a timeline; and inserting and modifying PivotCharts.

Powerpoint 2019: Beginner (10 hours)

- Understanding the screen, changing views, and using the Quick Access Toolbar.
- Creating, saving, opening, navigating, and editing a presentation.
- Creating, inserting, editing, formatting, deleting, and organizing the elements of a presentation.
- Using slide show tools, converting presentations to video, and presenting online.

Powerpoint 2019: Intermediate (12 hours)

- Inserting, editing, formatting, and positioning pictures, objects, shapes, tables, charts, and SmartArt.
- Creating, formatting, and applying built-in and custom animations, transition effects, themes, backgrounds, and templates.
- Creating custom slide layouts and using Slide, Handout, and Notes Masters.
- Inserting and editing video, audio, and narration files in presentations.

Outlook 2019: Beginner (12 hours)

- Navigating Outlook, deleting, restoring, and searching for items, and using the view tab.
- Using the mail tools to work with messages, including creating and sending email messages, using quick steps, managing junk mail and automatic messages, and organizing and sorting the inbox.
- Managing contacts and calendars, including creating and organizing contacts and groups, creating and organizing appointments and events, sending and responding to meeting requests, and working with multiple calendars simultaneously.

Outlook 2019: Intermediate (8 hours)

- Setting up Quick Steps, creating and managing rules, sharing email, and using themes, stationery, and email settings.
- Following up with emails and creating, completing, viewing, and assigning tasks.
- Categorizing and sorting items; creating and searching folders; and archiving, importing, and exporting information.

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Computer Technician (182 hours):

Program Orientation (1 hour)

- Get an overview of the course and set expectations.

Computing Overview (5 hours)

- Get an overview and discuss hardware basics, windows basics, linux basics, and macOS basics.

PC Technician Responsibilities (4 hours)

- Review PC tools and maintenance.

System Components (13 hours)

- Investigate cases and form factors, motherboards and buses, motherboard troubleshooting, and expansion cards.

Peripheral Devices (5 hours)

- Explore peripheral devices, display devices, and device driver management.

Storage (9 hours)

- Discuss storage devices, file systems, and disk optimization.

Networking (10 hours)

- Examine network hardware, media, and troubleshooting.

Wireless Networking (5 hours)

- Discuss and define 802.11 wireless, SOHO configuration, and the Internet of Things.

Printing (5 hours)

- Get an overview of printer configuration, management, maintenance, and troubleshooting.

Mobile Devices (6 hours)

- Discuss laptop components, power management, and troubleshooting.
- Discuss mobile device networking, security, and troubleshooting.

System Implementation (5 hours)

- Review component selection and windows installation.

File Management (6 hours)

- Manage files on windows and shared folders.

System Management (17 hours)

- Explore windows system tools, preferences and settings, application management, updates, and more.

Security (11 hours)

- Review security best practices, malware protection, file encryption, firewalls, proxy servers, and more.

Capstone Exercises (4 hours)

- Build a computer from scratch.
- Troubleshoot a malfunctioning computer.
- Troubleshoot system startup.
- Create a home office network.
- Configure the windows operating system.
- Troubleshoot a mobile device.
- Configure linux.

PC Pro Certification Practice Exams (51 hours)

- Prepare for certification.
- PC Pro domain practice
- PC Pro certification practice exam

Comptia A+ 220-1001 Core 1 Practice Exams (2 hours)

- Prepare for certification.
- A+ 220-1001 Core 1 domain practice (20 random questions)
- A+ 220-1001 Core 1 domain practice (all questions)
- A+ 220-1001 Core 1 certification practice exam

Comptia A+ 220-1002 Core 2 Practice Exams (12 hours)

- Prepare for certification.
- A+ 220-1002 Core 2 domain practice (20 random questions)
- A+ 220-1002 Core 2 domain practice (all questions)
- A+ 220-1002 Core 2 certification practice exam

PC Pro Certification—Optional, Single Attempt Only (11 hours)

- Prepare for certification.

TOTAL HOURS = 323