

Computer Information Systems ITSE 1294 Syllabus

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Please include course number (**ITSE 1294**) and your **name** as the subject in all emails to Instructor. I also encourage students to email each other for class interaction with other students. **Students enrolled in online courses must use their Temple College email account for all correspondence regarding online classes. Check your email daily!**

DESIRE2LEARN (D2L) – The Temple College Desire2Learn site provides a distance learning portal for online classes. This site can be accessed at <https://templejc.desire2learn.com/>.

All Chapter Tests are accessed through the CD that came with your textbook. All class assignments must be placed (uploaded) in a **specific** assigned D2L "Dropbox" by due date and time. No late work or assignments will be accepted for any reason. No exceptions. Anything not turned by the due date will result in a grade of zero. Working *ahead* on all semester assignments is strongly encouraged.

To turn in the homework assignments you must use the **Dropbox** provided by D2L. On the D2L course site, click on the **Dropbox** tab, then click on the assignment folder name, Click Browse - search for the document you are turning in on **your** computer, select your assignment file name, then click Open (you will now see the path name to the file in the D2L File text box), then click Upload. Click the Submit Button at the bottom of the screen in the next dialog box that appears. The homework assignment is now in the Dropbox for grading. The message "File Submission Successful" will appear after the process is completed. To verify that the file was uploaded into the dropbox, click on the View Submission History for this Folder link.

When choosing file names for your Word, Excel, and PowerPoint assignments in D2L, do not use special characters (* & # !) or multiple periods (Wordletter..docx) in filenames. I cannot open files in D2L with special characters in the filenames.

I. **ITSE 1294 Information Technology in Health Care Occupations**

II. **2 Hours of College Credit**

III. **Catalog Description**

The student will describe the purpose and value of information technology in a healthcare setting; demonstrate ability to successfully complete computerized tasks using software available; describe various uses of computers and information technology in health care. (This course is for students whose major is in health occupations.)

IV. **Textbooks:** Practical Series, The Practical PC, 5th Edition. Authors: Parsons and Oja, Course Technology Publishing.

Microsoft Office 2007 for Dummies, Author: Wallace Wang, Wiley Publishing.

Other Materials:

Two High Density (Formatted) Floppy Diskettes, or Flash (Thumb) Drive, and
Two Scantrons, number 19641

GRADES

Your final grade will be made up of Mid term exam grade, homework, chapter test grades, semester project, and the final exam.

Letter grades are assigned on the 10-point scale.

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

NO LATE WORK OR ASSIGNMENTS WILL BE ACCEPTED. ANYTHING NOT TURNED IN ON TIME WILL RESULT IN A ZERO. NO EXCEPTIONS.

Academic Integrity - YOUR WORK MUST BE YOUR OWN. Your work CANNOT be shared with, or copied from other students. Scholastic dishonesty will not be tolerated. (See "[Academic Integrity](#)" pages 27-31 in the Student Handbook). Exams, projects, and graded assignments are individual efforts.

While you certainly may ask procedural ("how do I...") questions of others, graded work must be essentially your own individual work. Each person, however, must develop his or her own solutions to the assigned projects, assignments and tasks. **Students may not "work together" on graded assignments.** Such collaboration constitutes cheating, and a student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

This class is an exercise in higher education and an independent effort is expected from you. I endorse wholeheartedly Temple College's policy on cheating. These rules have been established to protect the integrity of those pursuing learning in an open and honest manner. Students who violate TC rules on academic integrity are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the College. Since dishonesty harms the individual, all students, and the integrity of Temple College, policies on academic integrity will be strictly enforced.

Special Needs:

A student with a disability as defined in the Americans with Disabilities Act (ADA) is entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

If a student stops participating (not turning in assignments, not taking exams, not corresponding to instructor emails) in class, the student may be dropped from the class. Once a student is dropped from the class, they will not be allowed to re-enter the class.

V. Course Outline

- A. PC Basics
 - 1. Getting Started
 - 2. Looking at Windows
 - 3. Installing and Learning Software
- B. Computer Files

1. Bits, Bytes, and Digital Data Representation
 2. Naming and Saving Files
 3. Filenames, Extensions, and Formats
 4. Hardware
 5. Organizing Files and Folders
 6. Protecting Your Files
- C. The Internet, the Web, and Email
1. Connecting to the Internet
 2. URLs and Web Pages
 3. Browsing and Searching the Web
 4. Sending Email and Attachments
- D. Application Software (Word processing, Spreadsheet, and Presentation)
1. Creating and Printing Documents
 2. Creating Spreadsheets with Formulas
 3. Creating PowerPoint Presentations

Grading:

Midterm Exam Chapters 1, 2, 3, 4, and 10	25%
Final Exam Chapters 5, 6, 7, 8, 9, and 11	25%
Homework/Chapter Tests	25%
Final Project	25%

	100%

This course content and all course materials belong to Barbara A. Carpenter.