

## ITSE 1294 – Special Topics in CS: Information Technology in Health Care (2:1-2)

**Informal Description:** The medical environment is now highly computerized. This course introduces students to computers, and delivers practice using productivity tools that are useful to students and professionals

### Textbooks/Reference/Materials

- Practical PC, Parson & Oja, 6th Edition ISBN: 0-538-74672-6  
Optional: any Office book, such as Microsoft Office for Dummies
- Access to <http://www.templejc.edu/dept/cis/CCollins/Collins.htm>
- floppy disks or other file storage (home computer, removable USB drive, etc.)

### Course Competencies

CIP Code: 11.0701 (Computer Science)

Course Title: Special Topics in Computer Science

Course Level: Introductory

Course Description: Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Learning Outcomes: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

**Course Title:** Information Technology in Health Care      **Course Level:** Introductory

**Course 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.)

**Learning Outcomes:** Understanding PC Basics, and the use of Computer Files, Internet, Web, E-Mail, and Application Software

### COURSE CALENDAR (Lab description follows)

16 Week Semester	8 Week Semester	Labs	Practical PC	Office 2007	Tests
Week 1 Week 2	Overview 1	1 Mail 2 Zip	1, 2, 9	Email	
Week 3 Week 4	Overview 2	3 Word format/table	3, 4, 10	Word	Test 1 (terms)
Week 5 Week 6	Overview 3	4 Word résumé	5		
Week 7 Week 8 Week 9	Overview 4	5 Excel 6 project plan	11	Excel	Mid term (ppc)
Week 9 Week 10 Week 11	Overview 5	7 PowerPoint	6	PowerPoint	
Week 11 Week 12 Week 13	Overview 6	8 Web pages	7, 8		
Week 13 Week 14 Week 15	Overview 7	9 Project			Test 3
Week 16	Overview 8	10 Project			Final (comprehensive)

See course website for Current Semester Calendar, and Holidays

Notes:

## ITSE 1294, Continued

**COURSE COMPETENCIES (Lab description follows)**

Week 0 Look over orientation and syllabus, get book, sign into Desire2Learn,

Overview 1 (Chapter 1) Getting started, (Chapter 2) Looking at Windows, (Chapter 9) Sending email and attachments

Lab 1 Email: email me contact info

Lab 2 Zip: zip practice: files + sample folder

Overview 2 (Chapter 3) Installing software, (Chapter 4) saving files, (Chapter 10) writing documents

Lab 3 Word: Modify sample Word document with formatting and add a table

Take test 1 over terms

Overview 3 (Chapter 5) Organizing files

Lab 4 Word: create a new Word document: résumé

Overview 4 (Chapter 11) Spreadsheets and presentations

Lab 5 Excel: Modify sample budget and create a chart; create a new budget

Lab 6 Project plan: turn in outline, sources, quote, numbers

Take mid-term over Practical PC 1, 2, 9, 3, 4, 10 and 5, plus Microsoft Word

Overview 5 (Chapter 6) Protecting your files

Lab 7 PowerPoint: Duplicate my presentation; create a new presentation

Overview 6 (Chapter 7) Connecting to the Internet, (Chapter 8) Browsing and searching the web

Lab 8 Create a web page

Take test 3 over Practical PC 11, 6, 7 and 8, plus Excel and PowerPoint

Overview 7 Finish Term Paper for project

Overview 8 Finish Presentation for project

Take comprehensive final test

**Notes:**

## Lab Descriptions (Detailed instructions follow)

### Lab 1

- 1) Login to your Desire2Learn account, verify your return email address; optional: update profile
- 2) Email your instructor at [craig.collins@templejc.edu](mailto:craig.collins@templejc.edu) with proper subject line and content  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 2

- 1) Take the Quiz at the end of chapters 1, 2, and 9
- 2) Create folders, create files, copy files, rename files, & zip files, submitted as yourname-lab2.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 3

- 1) Take the Quiz at the end of chapters 4, 4, and 10
- 2) Microsoft Word practice, zipped and submitted as yourname-lab3.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 4

- 1) Take the Quiz at the end of chapters 1, 2, and 9
- 2) Word Résumé, saved as yourname-resume.docx zipped & submitted as yourname-lab4.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 5

- 1) Take the Quiz at the end of chapter 11
- 2) Download spreadsheet, and save completed sheet1 as yourname-budget.xlsx
- 3) Save completed sheet2 as yourname-my-budget.xlsx; zip both & submit as yourname-lab5.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 6

- 1) Create an outline for your major related research project (lab9)
- 2) Include your three references in MLA format, zip and submit as yourname-lab6.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 7

- 1) Take the Quiz at the end of chapters 13 and 6
- 2) Complete burger presentation, and save as yourname-test.pptx
- 3) Create your own presentation yourname-show.xlsx; zip both & submit as yourname-lab7.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 8

- 1) Take the Quiz at the end of chapters 7, 8, and 12
- 2) Create a web page or pdf; zip all related files & submit as yourname-lab8.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

### Lab 9/10

- 1) Complete research paper, save as yourname-project.docx
- 2) Complete research paper related Excel document, and save as yourname-project.xlsx
- 3) Complete research paper related Powerpoint, and save as yourname-project.pptx;  
zip all three files & submit as yourname-project.zip or yourname-lab9.zip  
detailed instructions follow; additional information, such as due dates, illustrated examples, video instruction, etc. are available online

**Lab 1 (additional details available in Desire2Learn, and on the Class Web Site)**

•**Note:** Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

As described in the Orientation:

1) Verify your Desire2Learn set up

Your email address; (details on D2L email below), and

Update your D2L profile (don't include information you don't want fellow students to see; details on profile below)  
and

2) E-mail me at [craig.collins@templejc.edu](mailto:craig.collins@templejc.edu) with the following info:

Subject line ITSE 1294 Orientation/Lab 1

Include the following statement: I have read and understood the syllabus

Include any contact information you wish to share, such as phone or alternate email address

Include your name in the email

Grading Criteria:

- e-mail, using TC Web Mail (10%)

- subject line: ITSE 1294 Orientation/Lab 1 (10%)

- includes:

- syllabus statement (70%)

- your name (10%)

(optional notes on using TC Webmail)

Instructions

Update return email address, in Desire2Learn (D2L)

- Log in to D2L

- On the Temple College News Page, scroll down to the Welcome Box on the left.

- Choose Preferences.

- Choose the Email tab.

- Verify your TEMPLE COLLEGE email address has been set correctly ([username@templejc.edu](mailto:username@templejc.edu)), [Save] as needed.

Update profile, using Desire2Learn (D2L)

- Log in to D2L or choose My Home on the Black bar to return to the Temple College News Page; scroll down to the Welcome Box on the left.

- Choose Profile.

- Update as needed.

- don't include information you don't want fellow students to see

DO NOT SUBMIT ANYTHING IN THE D2L Lab 1 DROP BOX.

However, you may check your grade in the Lab 1 dropbox, or by selecting Grades, in D2L.

**Lab 2 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

1) Take the Quiz at the end of chapters 1, 2, and 9, (50%)

*You may take the quiz on the Practical PC CD as many times as you like*

*You may take each D2L quiz on the Practical PC chapters twice, so if you have a typo and get a poor score... do it again*

2) Create folders, create files, copy files, rename files, & zip files, submitted as yourname-lab2.zip

Many Windows computers are set up to hide extensions; set the computers you use to display the entire file name

Navigate to your O:\ drive, or some other personal storage location

Create a file named test.txt

Create a folder named lab2

Copy the test.txt file into the lab2 folder, renaming the copy text.txt

Navigate back to where you can see the test.txt file, and the lab2 folder which contains text.txt

Select both test.txt and the lab2 folder

Right click one of the selected items, and choose Send To .. → Compressed (Zipped) Folder

Name the new zip yourname-lab2.zip

Submit the zip to the lab2 Dropbox in Desire2Learn (D2L)

**Lab 3 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

1) Take the Quiz at the end of chapters 4, 4, and 10, (50%)

*You may take the quiz on the Practical PC CD as many times as you like*

*You may take each D2L quiz on the Practical PC chapters twice, so if you have a typo and get a poor score... do it again*

2) Microsoft Word practice, zipped and submitted as yourname-lab3.zip

Open the Lab 3 web page on the class web site, and Right click the wordpractice.docx

Save the file to your O:\ drive, or some other personal storage location

(I suggest you create a folder called lab3, and save the file in the lab3 folder

Follow the instructions in the document, and save.

You will be adding text, formatting text, adding a table, etc.

Zip the lab4 folder which contains the wordpractice document

Name the new zip yourname-lab3.zip

Submit the zip to the lab3 Dropbox in Desire2Learn (D2L)

**Lab 4 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

1) Take the Quiz at the end of chapters 1, 2, and 9, (50%)

You may take the quiz on the Practical PC CD as many times as you like

You may take each D2L quiz on the Practical PC chapters twice, so if you have a typo and get a poor score... do it again

2) Word Résumé, saved as yourname-resume.docx zipped & submitted as yourname-lab4.zip

Be sure to include the following:

Contact information (20%) ie Your name (5%) , Your address (5%) , Your e-mail (5%) , and Your phone number (5%)

Goals (5%)

Experience (5%)

Education (5%)

References (5%)

Spelled Résumé, not Resume (5%)

Control of text (not Times Roman or Calibri, perhaps Tahoma or Arial (5%)

Control of font size or use a heading (5%)

Either use a table or Résumé Template (Choose Office Button\New\scroll down Templates on left side and Choose Résumé) (5%)

Format (bolds, etc) (5%)

File should be named yourname-resume.docx (No special characters like é are used in file names) (5%)

Appropriately saved (perhaps in a folder named lab 4) (15%)

Appropriately submitted, see below (15%)

**Lab 5 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

1) Take the Quiz at the end of chapter 11, (33%)

You may take the quiz on the Practical PC CD as many times as you like

You may take each D2L quiz on the Practical PC chapters twice, so if you have a typo and get a poor score... do it again

2) Download spreadsheet, and save completed sheet1 as yourname-budget.xlsx

3) Save completed sheet2 as yourname-my-budget.xlsx; zip both & submit as yourname-lab5.zip

Open the Lab 5 web page on the class web site, and Right click the budgetstarter.xlsx

Save the file to your O:\ drive, or some other personal storage location

(I suggest you create a folder called lab5, and save the file in the lab5 folder as yourname-budget.xlsx

Follow the instructions in the document, and save, again as yourname-budget.xlsx

Select Sheet2

This spreadsheet should have ALL the features of the demo budget, and these changes

5% 6 months

15% at least two types of income, with a Total Income row

15% at least four types of expense, with a Total Expenses row

10% calculate total of each income row for the entire 6 months

10% calculated total of each expense row for the entire 6 months

10% calculate profit for the entire 6 months by subtracting total expenses from total income

10% calculate profit for the each month by subtracting total expenses from total income

## Lab 5 Continued

Should be similar to layout on Sheet1...

10% chart monthly income-expenses (do not include total)

15% Format as currency, add remove my text and my cell fill colors, add your own formatting, then Save as yourname-my-budget.xlsx

Either select the lab5 folder or Select both yourname- budget.xlsx yourname-my-budget.xlsx

Right click one of the selected items, and choose Send To .. →Compressed (Zipped) Folder

Name the new zip yourname-lab5.zip

**Lab 6 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing

Check with your Instructor for due date, typically Friday, 11:59PM

1) Create an outline for your major related research project (lab9)

2) Include your three references in MLA format, zip and submit as yourname-lab6.zip

The capstone for this class is for you to create a term paper, and support documents, on a topic related to your major. The capstone project, due at the end of the last full week of class will use support documents created in Excel and PowerPoint, which you will be learning about shortly. And while you still need to practice making spreadsheets and learn presentation graphics, it is now time to choose your topic, and do the basic planning.

Part 1 Locate three possible references for your project, lab Lab 9 and 10. (50%)

These must be recorded in MLA format. See MLA Bibliography info on class web site.

**Only ONE REFERENCE CAN BE AN INTERNET ONLY ITEM**

**The rest can be books, periodicals, journals, interviews, or these items found on the Internet (cite as the original form).**

You may decide later to change these, but I want to see you have done some research

Part 2 Make notes of any quotes, or numerical data you wish to use later.

Part 3 Create a basic outline (50%)

Right click one of the selected items, and choose Send To .. →Compressed (Zipped) Folder

Name the new zip yourname-lab6.zip

**Lab 7 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

1) Take the Quiz at the end of chapters 13 and 6,

You may take the quiz on the Practical PC CD as many times as you like

You may take each D2L quiz on the Practical PC chapters twice, so if you have a typo and get a poor score... do it again

2) Complete burger presentation, and save as yourname-test.pptx

3) Create your own presentation yourname-show.xlsx; zip both & submit as yourname-lab7.zip

Open the Lab 7 web page on the class web site, and duplicate my "Burger" Presentation,

Save the file to your O:\ drive, or some other personal storage location

(I suggest you create a folder called lab7, and save the file in the lab7 folder as yourname-test.pptx

Follow the instructions in the document, and save, again as yourname-test.pptx

Make a PowerPoint presentation on the topic of your choice\*

(\*do not use the same topic as your capstone project though...

as you will create a separate PowerPoint for that as part of lab 9/10).

This part of Lab 7 must include the following:

(5%) Title slide

(5%) Overview slide

(15%) at least three detail slides... one major idea per slide, and enough bullets to explain it

(5%) Recap and Conclusion slide

(5%) Either create or use a design template

(5%) Insert at least one clip art or image

(5%) Use at least one transition

(15%) Uses good design (see Tips page)

(10% or more) Interesting

(15%) Saved as yourname-show.pptx in the folder named lab7

(15%) zip lab7 (with yourname-test.pptx\*AND yourname-show.pptx\*) and submitted in D2L

\*ppt is the Office 2003 format, pptx is the Office 2007/10 format

Right click one of the selected items, and choose Send To .. →Compressed (Zipped) Folder

Name the new zip yourname-lab7.zip

**Lab 8 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

**1) Take the Quiz at the end of chapters 7, 8, and 12, (50%)**

You may take the quiz on the Practical PC CD as many times as you like

You may take each D2L quiz on the Practical PC chapters twice, so if you have a typo and get a poor score... do it again

**2) Create a web page or pdf; zip all related files & submit as yourname-lab8.zip**

Choose ONE option from below:

**a) Convert your Lab 4 résumé into a web page**

(Optional, make a new Word document, and save as a web page.)

Note: do not try to view or edit the zipped web page, it will not display correctly until unzipped

Do not try to edit files in a zip, locate your original files or unzip (extract)

Submit a zip that contains original Word File, Word file with background, and all web related files (with title)

See instructions on class web site

**b) Actually create a real HTML web page**

See instructions on class web site

Submit a zip that contains text file, image file(s), and all web related files

See instructions on class web site

**c) Convert your Lab 4 résumé into a pdf**

(Optional, make a new Word document, and save as a pdf.)

Submit a zip that contains original Word File, and the pdf

**d) Convert your Lab 7 PowerPoint and save it as a pdf**

(Optional, make a new PowerPoint document, and save as a pdf.)

Submit a zip that contains original PowerPoint File, and pdf

See instructions on class web site

Name the new zip yourname-lab8.zip

**Lab 9/10 (additional details available in Desire2Learn, and on the Class Web Site)**

•Note: Please read the related overview material before continuing  
Check with your Instructor for due date, typically Friday, 11:59PM

- 1) Complete research paper, save as yourname-project.docx
  - 2) Complete research paper related Excel document, and save as yourname-project.xlsx
  - 3) Complete research paper related Powerpoint, and save as yourname-project.pptx;
- zip all three files & submit as yourname-project.zip

Continuing the work started in lab 6, complete the research paper.

A research paper/report on any course related topic of your choice  
The paper must be typed using these Word features (see a brief overview of these Word features here):

**WORD**

Title/Cover Sheet

A 1000+ word report created using Microsoft Word. Will be about 3 full pages, double spaced, 12 point font.

Must be double spaced using a 12-point Times Roman font and no more than 1 inch margins on all sides.

Must include a bibliography with at least three references in MLA format. One can be an Internet reference

Must include at least one footnote or end-note (for a quote or novel idea)

Should include your name and page number in the header

The first paragraph (Introduction) should include an overview of the topics you will cover

The last paragraph(s) (conclusion) should recap the overview,

and then express your opinion, based on what you learned.

Show evidence of planning, be well written, demonstrate knowledge of Word,

**saved as yourname-project.docx**

**EXCEL**

A spreadsheet with formulas or a chart created with Microsoft Excel.

(This could show pay scales, comparison of working hours, or labor statistics such as growth in job openings in your chosen field of interest or other data.)

You should copy the results into your word document and presentation,

**but you must still submit the spreadsheet file, saved as yourname-project.xlsx**

**PowerPoint**

A Microsoft PowerPoint slide presentation of six (6) or more slides summarizing your findings. The

PowerPoint presentation must have a title slide

overview slide that echoes your papers introduction with at least three topics

at least three slides with details on the topics

and summary slide with overview recap, then conclusion based on your paper's conclusion .

Include clip art or other source of art on at least one slide

**saved as yourname-project.pptx**

zip all three files & submit as **yourname-project.zip** or **yourname-lab9.zip**

**Failure to submit the required capstone project, lab9/10, can lead to failing the class.**