

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, 4th Edition ISBN: 0-619-26799-2.
Optional: Absolute Beginner's Guide to Microsoft Office 2003, Boyce, ISBN 0-7897-2967-9
- 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

16 Week Semester	8 Week Semester	Labs	Practical PC	Office 2003	Tests
Week 1 Week 2	Week 1	1 Mail 2 Zip	1, 2, 9	Part II	
Week 3 Week 4	Week 2	3 Word format/table	3, 4, 10	Part III	Test 1 (terms)
Week 5 Week 6	Week 3	4 Word résumé	5		
Week 7 Week 8	Week 4	5 Excel 6 project plan	11	Part IV	Mid term (ppc)
Week 9 Week 10	Week 5	7 PowerPoint	6	Part V	
Week 11 Week 12	Week 6	8 Web pages	7, 8		Test 3 (project, web, ppc)
Week 13 Week 14 Week 15	Week 7	9 Project			
Week 16	Week 8	10 Project			Final (comprehensive)

See course website for Current Semester Calendar, and Holidays

Notes:

ITSE 1294, Continued

COURSE COMPETENCIES

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

Lab 0 Set up tracking disk, download zipped structure to be copied adjacent to tracking disk (trk)

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

Lab 1 Email: email me contact info and trk attachment

Lab 2 Zip: zip practice: trk + sample folder

Week 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

Week 3 (Chapter 5) Organizing files

Lab 4 Word: create a new Word document: résumé

Week 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

Week 5 (Chapter 6) Protecting your files

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

Week 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

Week 7 Finish Term Paper for project

Week 8 Finish Presentation for project

Take comprehensive final test

Notes: