

**ITSE-1294**  
**Information Technology in Health Care Occupations**  
 Tentative Class Schedule  
 Fall 2009 (Tuesday Evening) 1<sup>st</sup> 8-Week Course

Week	Lecture	Lab	Homework	Tests
1: August 25 <sup>th</sup>	Computer Basics (Chapter 1-2) Sending Email and Attachments (Chapter 9)	Orientation to Lab <ul style="list-style-type: none"> <li>• Sign on</li> <li>• Network/Email</li> <li>• Storage</li> <li>• Printing</li> <li>• Tracking Files</li> </ul>	<b>Read</b> (Chapters 1,2, and 9) <b>Do</b> Tracking Disk Exercises & Review Test	
2: September 1 <sup>st</sup>	Computer Basics (Chapter 3) Computer Files (Chapter 4) Microsoft Word (Chapter 10)	Microsoft Word  <b>Turn in:</b> Chapters 1,2 and 9 Review Test	<b>Read</b> (Chapters 3, 4 and 10)  <b>Do</b> Tracking Disk Exercises & Review Test <b>Do:</b> Word Assignment	
3: September 8 <sup>th</sup>	Organizing Files and Folders (Chapter 5)	Microsoft Word  <b>Turn in:</b> Chapters 3,4 and 10 Review Test	<b>Read</b> (Chapters 5)  <b>Do</b> Tracking Disk Exercises & Review Test <b>Do</b> Word Assignment	
4: September 15 <sup>th</sup>	<b>Midterm Test</b>  Microsoft Excel (Chapter 11)	Microsoft Excel  <b>Turn in:</b> Chapters 5 Review Test and Word Assignment	<b>Read</b> (Chapters 11)  <b>Do</b> Tracking Disk Exercises & Review <b>Do:</b> Excel Assignment	<b>Midterm Test Chapters 1-4, 9,10</b>
5: September 22 <sup>nd</sup>	Protecting Your Files (Chapter 6) Microsoft PowerPoint (Chapter 13)	Microsoft PowerPoint  <b>Turn in:</b> Chapters 11 Review Test and Excel Assignment	<b>Read</b> (Chapters 6, 13)  <b>Do</b> Tracking Disk Exercises & Review <b>Do:</b> PowerPoint Assignment	
6: September 29 <sup>th</sup>	Connecting to the Internet (Chapter 7) Browsing and The Web (Chapter 8)	Work on Projects  <b>Turn in:</b> Chapter 6, 13 Review Test and PowerPoint Assignment	<b>Read</b> (Chapters 7, 8)  <b>Do</b> Tracking Disk Exercises & Review <b>Do:</b> Research Project	
7: October 6 <sup>th</sup>	<b>Presentations</b>	<b>Turn in:</b> Chapter 7, 8 Review Test and <b>Research Project</b>  <b>Presentations</b>		
8: October 13 <sup>th</sup>	Final Exam	Finish Presentations if Necessary		<b>Final Exam Chapters 5-8, 11, 13</b>