

ITSE 1294

Information Technology in Health Care Occupations

Instructor: Holly Roberts

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*Please use **TC Web Mail** and include Your Name and ITSE 1294 as the subject of all correspondence*

Prerequisite Courses: None.

Textbooks: Practical PC, Fifth Edition; Parsons and Oja; ISBN 978-1-4237-2511-8; and Microsoft Office 2007 for Dummies, Wallace Wang; ISBN 978-0-470-009239 (optional)

Other Materials:

1. Computer running Windows 98 or higher with a CD-ROM drive, and floppy or flash drive.
2. MS Office 2007 (Other software such as MS Office 2003 or Star Office can be used upon instructor approval)
3. Access to the Internet and email
4. Two High-Density (Formatted) Floppy Diskettes, or Flash (Thumb) Drive.
5. 2 Scantron Sheets #19641 and #2 pencil.

Hours: Two semester hours of college credit given. One hour lecture, two hours lab (required).

Course Description: The student will describe the purpose and value of information technology in a health care setting; demonstrate ability to successfully complete computerized tasks using software available; describe various uses of computers and information technology in health care.

This class is not intended for transfer to a four-year institution.

Web Sites: Supplementary information for the course is available from the publisher at <http://www.cciw.com/ppc/>. Use the link to download the software discussed in *The Practical PC*.

Attendance: Students are expected to be present for all class meetings (see "Attendance" in the student handbook for Temple College) and are responsible for any material covered and any assignments made in the case of an absence. If you quit attending class, you should drop the course. I reserve the right to drop any student who has missed two or more classes.

Expectations: If you must miss a due date, notify me **BEFORE** the date to make arrangements for turning in assignments. If you do not notify me in advance, **no late work will be accepted**. Homework is due at the beginning of class on date due and is considered late if not turned in by then. **No makeup tests will be given** if arrangements are not made with me **in advance** of missing the exam.

Evaluation: Final grades will consist of Tests, Labs/Exercises, and Research Project as follows:

Midterm Exam Chapters 1, 2, 3, 4, 9, and 10	25%
Final Exam Chapters 5, 6, 7, 8, 11, and 13	25%
Homework/Chapter Review Tests	25%
Research Project	<u>25%</u>
	100%

Grading Scale: Final grades will be assigned as follows:

90 and above	= A
80-89	= B
70-79	= C
60-69	= D
Below 60	= F

Scholastic Integrity: Please refer to *Scholastic Integrity* in the Student Handbook. Your work **MUST** be your own and **MUST NOT** be copied or shared with other students. Scholastic dishonest will not be tolerated. Anyone caught cheating will receive an "F" for the course.

Disruptive Behavior: Please refer to *Disruptive Behavior* in the Student Handbook, page 19. Any student who engages in such behavior will be asked to leave the classroom and may be subject to removal from this course. Pursuant to college policies (see Student Handbook), beepers and cellular phones are prohibited from use in the classrooms. Students may request an exception to this policy for medical reasons or if the student is with law enforcement and is on call. Specifically, please **turn off** cell phones and beepers and store them away during class time.

Lab Etiquette: Pagers and cell phones will be turned off in Temple College labs. Please show courtesy to others by restricting conversation to course topics, and raise your hand to gain attention when asking a question or need help of the lab assistant.

Department Policy: It is the policy of the Computer Information Systems department that no unauthorized personnel are allowed in any of the computer rooms (such as a child of a student taking a class). An authorized person is a student enrolled in a computer information systems class. Violation of this policy could result in you losing your lab privileges.

Chapter Review Tests: All Chapter Tests are accessed through the CD that came with your textbook. All class assignments must be turned into the instructor as an electronic file and printed copy. When choosing file names for your Word, Excel, and PowerPoint assignments, **do not** use special characters (* & # !) or multiple periods (WordAssignment..docx) in filenames. I cannot open these files; therefore credit will not be given.

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.

Course Outline

1. PC Basics
 1. Getting Started
 2. Looking at Windows
 3. Installing and Learning Software

2. 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

3. The Internet, the Web and Email
 1. Connecting to the Internet
 2. URLs and Web Pages
 3. Browsing and Searching the Web
 4. Sending Emails and Attachments

4. Application Software (Word Processing, Spreadsheet, and Presentation)
 1. Creating and Printing Documents
 2. Creating Spreadsheets with Formulas
 3. Creating PowerPoint Presentations

Instructor reserves the right to modify course requirements based on professional judgment of the instructor.