

ITSE 1294

Information Technology in Health Care Occupations

INSTRUCTOR: Tawny Lamb

OFFICE LOCATION: Room 509

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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

OTHER MATERIALS: computer running Windows 98 or higher with a CD-ROM drive and access to the Internet and email; a computer with MS Office 2007

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 contact to post on the “Introduce yourself” discussion board during the first week of class. A missed due date will be considered an absence. If a student misses two due dates, I may drop him/her from the course. If you are unable to complete the course, you should drop the course.

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**. All due dates and times are posted on D2L. **No makeup tests will be given** if arrangements are not made with me **in advance** of missing the exam.

EVALUATION: Final grades will be made up of Tests, Labs/Exercises, and Research Project as follows:

Test Average = 50% of Final Grade
Chapter Exercises/Labs = 25% of Final Grade
Research Project = 25% of Final Grade

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. Any student who engages in such behavior will be asked to leave the lab/classroom and may be subject to removal from this course.

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.

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