**SYLLABUS**

Academic year 2017/2018

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| **Name of a course / module** | **Information Technology** | |
| **Name of a department where course is held** | Department of Statistics and Medical Informatics | |
| **E-mail of department** | statinfmed@umb.edu.pl | |
| **Faculty of** | Medicine with Division of Dentistry and Division of Medical Education in English | |
| **Name** **of a field of study** | Medicine | |
| **Level of education** | First degree studies, Uniform master’s degree studies | |
| **Form of study** | full time ■ part time □ | |
| **Language of instruction** | Polish □ English ■ | |
| **Type of course** | obligatory ■ facultative □ | |
| **Year of study / Semester** | I ■ II □ III □ IV □ V □ VI □ | 1 ■ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 10 □  11 □ 12 □ |
| **Introductory courses with preliminary requirements** | getting credit according to recruitment procedure | |
| **Number of didactic hours with specification of forms of conducting classes** | 30 - Classes | |
| **Assumptions and aims**  **of the course** | To acquaint the students with basics of information techniques and the principles of working with the Internet, using a word processor, spreadsheet application, database and graphical programs. Mastery of practical skills of using applications applied during classes. | |
| **Didactic methods** | Performing practical exercises with computers  Consultation (first Tuesday of the month) | |
| **Full name of the person conducting the course** | Employed scientific and teaching staff | |
| **Full name of the person responsible for teaching** | Robert Milewski, Phd | |

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| **Symbol and number of learning outcomes according to the teaching standards and other learning outcomes** | **Description of directional learning outcomes** | **Form of classes** | | **Verification methods for achieving intended learning outcomes** |
| **Knowledge** | | | | |
| B.W31 | Knows basic methods of information technology in medicine, including medical database, spreadsheets and computer graphics; | | Classes | The final practical credit in the form of work at the computer;  observation of student work during exercise;  evaluation of the ability to work independently. |
| H.W31 | Knows the rules of work with word processors, presentation preparation, knows the basic techniques for creating Web sites; | | Classes |
| H.W32 | Familiar with the basics of computer networks; | | Classes |
| **Skills** | | | | |
| B.U11 | Using database, including that of internet, and getting necessary information by accessible tools; | | Classes | The final practical credit in the form of work at the computer;  observation of student work during exercise;  evaluation of the ability to work independently. |
| H.U17 | Has the ability to use your computer to edit the text, graphics, preparation of presentations, working with spreadsheets and the Internet | | Classes |
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| **Social competence** | | | | |
| K4 | He /She recognizes his/her own limitations and has the ability to lifelong learning | | Classes | Continuous assessment by the teacher |
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| **ECTS points** | *1,2* | | |
| **Student Workload** | | | |
| **Form of activity** | | **Number of hours to complete the activity** | |
| **Classes that require the participation of a teacher** | | | |
| 1. Realization of the course: lectures (according to the curriculum ) | |  | |
| 1. Realization of the course: classes (according to the curriculum ) | | 30 | |
| 1. Realization of the course: seminars; (according to the curriculum) | |  | |
| 1. Realization of the course: electives | |  | |
| 1. Participation in consultation | |  | |
|  | | Total hours:30 | |
| **Student self-study**  *1 punkt ECTS oznacza 25-30 godzin pracy studenta w różnych formach, takich jak np.:* | | | |
| 1. Preparation for the theoretical and practical classes (realization of projects, documentation, case description etc.) | | |  |
| 1. Preparation for tests/credits | | |  |
| 1. Preparation for an exam/final test-credit | | |  |
|  | | | Total hours: |

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| **Course contents:** | |
| **Learning outcomes**  **(symbol and number)** | **Topics** |
| * B.W31 Knows basic methods of information technology in medicine, including medical database, spreadsheets and computer graphics * Has the ability to use your computer to edit the text, graphics, preparation of presentations, working with spreadsheets and the Internet | The basics of working with the computer and Microsoft Windows operating system |
| * B.W31 Knows basic methods of information technology in medicine, including medical database, spreadsheets and computer graphics * Knows the rules of work with word processors, presentation preparation, knows the basic techniques for creating Web sites * Has the ability to use your computer to edit the text, graphics, preparation of presentations, working with spreadsheets and the Internet | Microsoft Word - word processor. Creating and editing texts, working with lists, editing tables, creating and editing graphical objects, drawings, creating document structure (for example, scientific papers, publications) |
| * B.W31 Knows basic methods of information technology in medicine, including medical database, spreadsheets and computer graphics * Has the ability to use your computer to edit the text, graphics, preparation of presentations, working with spreadsheets and the Internet | Microsoft Excel spreadsheet. Entering and editing data, formatting of data, create complex formulas (functions), absolute and relative referencing, creating and editing charts |
| * B.W31 Knows basic methods of information technology in medicine, including medical database, spreadsheets and computer graphics * B.U11 Using database, including that of internet, and getting necessary information by accessible tools | Microsoft Access database. The essence of working with relational databases, creating and editing tables, creating and editing forms, creating and editing queries, creating data access pages, create reports |
| * B.W31 Knows basic methods of information technology in medicine, including medical database, spreadsheets and computer graphics * Knows the rules of work with word processors, presentation preparation, knows the basic techniques for creating Web sites * Has the ability to use your computer to edit the text, graphics, preparation of presentations, working with spreadsheets and the Internet | Microsoft PowerPoint - application to create a presentation. Types of multimedia presentations, presentation effects, run a presentation, creating a portable presentation |
| * B.W31 Knows basic methods of information technology in medicine, including medical database, spreadsheets and computer graphics * Familiar with the basics of computer networks | The basics of computer networks |
| * Familiar with the basics of computer networks * B.U11 Using database, including that of internet, and getting necessary information by accessible tools * Has the ability to use your computer to edit the text, graphics, preparation of presentations, working with spreadsheets and the Internet | Working with the Internet. Browsing the data content, using of Internet search engines |
| * Knows the rules of work with word processors, presentation preparation, knows the basic techniques for creating Web sites * Has the ability to use your computer to edit the text, graphics, preparation of presentations, working with spreadsheets and the Internet | The basic techniques for web pages creating, HTML language basics |

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| **Obligatory textbook:** *(1-2 pozycje)* |
| * Carole Matthews, Marty Matthews, John Cronan "Microsoft Office 2010 QuickSteps", McGraw-Hill, 2010, |
| **Optional textbook:** *(1-2 pozycje)* |
| * Marty Matthews "Windows 7 QuickSteps", McGraw-Hill, 2009, * Barksdale Karl, Turner E. Shane „HTML Basics”, Thomson Learning, 2005. |

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| **Criteria for assessing the achieved learning outcomes and the form and conditions for receiving credit:** |
| * The student has to get partial credit for every class described in the plan of the course and a final test (in the form of work at the computer) which verify an acquired knowledge and practical skills listed in course programme. * In case of absence the student has an obligation to justify it and to do the exercises as his/her homework. * If the number of absences exceeds 40%, the student is not allowed to credit a course. |

dr Robert Milewski

*(date and signature of the person preparing the syllabus)*

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*(date and signature of the Head of the and (course coordinator)*

*Department where the course is held)*