

# SYLLABUS

for the education cycle starting in the academic year 2022/2023

<b>Name of course/module</b>	<b>Information Technologies</b>		
<b>Name of unit(s) in which the course is implemented</b>	<b>Department of Statistics and Medical Informatics</b>		
<b>E-mail of the unit</b>	<b>statinfmed@umb.edu.pl</b>		
<b>Faculty</b>	Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English		
<b>Major</b>	Medicine		
<b>Mode of study</b>	long-cycle studies		
<b>Form of study</b>	full-time <input checked="" type="checkbox"/>	part-time <input type="checkbox"/>	
<b>Language of the course</b>	Polish	English <input checked="" type="checkbox"/>	
<b>Course type</b>	obligatory <input checked="" type="checkbox"/>	facultative <input type="checkbox"/>	
<b>Year/ semester</b>	I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI <input type="checkbox"/>	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/>	11 <input type="checkbox"/> 12 <input type="checkbox"/>
<b>Introductory courses and essential requirements</b>	Passing the courses in accordance with the recruitment procedure		
<b>Number of hours of teaching divided into forms of teaching</b>	30 hrs-practical classes		
<b>Course assumptions and objectives</b>	Familiarising students with the basics of information technology and the principles of working with the Internet, word processors, spreadsheets, databases and graphic programmes. Mastering the practical skills of using the known programmes.		
<b>Teaching methods</b>	Practical classes at a computer station Consultations (on the first Tuesday of the month; the time of consultation will be given after establishing the overall schedule of classes of the Department of Statistics and Medical Informatics)		
<b>Name and surname of the tutor</b>	Scientific-didactic and didactic staff employed at the Department of Statistics and Medical Informatics		
<b>Name and surname of the person responsible for teaching</b>	dr hab. Robert Milewski		

Symbol and number of the learning outcome in accordance with the educational standard and other subject learning outcomes	Description of the learning outcomes for the major	Form of training	Method of verification of assumed learning outcomes
<b>Knowledge</b>			
B.W26	Knows basic IT tools used in medicine, including medical databases, spreadsheets and the basics of computer graphics	Practical classes	<u>Summarizing methods:</u> Final practical assessment in the form of work at a computer station; <u>Formative methods</u> observation of student's work during practical classes; assessment of ability to work independently
H.W31	knows the principles of working with text editors, preparing presentations, knows basic techniques of creating websites	Practical class	
H.W32	knows the basics of computer networks operation	Practical	

		classes	
<b>Skills</b>			
B.U10	uses databases, including internet ones, and search for necessary information using available tools	Practical classes	<u>Summarizing methods:</u> Final practical assessment in the form of work at a computer station; <u>Formative methods</u>
H.U17	has computer skills in text editing, graphics, preparing presentations, working with spreadsheets and the Internet.	Practical classes	observation of student's work during practical classes; assessment of ability to work independently
<b>Social competences</b>			
K4	perceives and recognises own limitations and makes self-assessments of deficits and learning needs	Practical classes	<u>Summarizing methods:</u> - continuous assessment by the teacher (observation)
K7	uses objective sources of information		
K8	formulates conclusions from own measurements or observations		

<b>ECTS credits</b>	1.2
<b>Student workload</b>	
<b>Form of activity</b>	<b>Number of hours to complete the activity</b>
<b>Activities requiring participation of the tutor:</b>	
1. Course completion: lectures (according to the study plan)	
2. Course completion: practical classes (according to the study plan)	30
3. Course completion: seminars (according to the study plan)	
4. Course completion: optional classes	
5. Participation in consultations	
	hours total: 30
<b>Independent student work:</b>	
1. Self-preparation for theoretical and practical classes (making a project, documentation, case description, etc.)	
2. Self-preparation for assessments/tests	
3. Self-preparation for the final examination/assessment	6
	total hours: 6

<b>Learning content of the course</b>	
<b>Learning outcomes (symbol and number)</b>	<b>Subject</b>
B.W26 knows basic IT tools used in medicine, including medical databases, spreadsheets and basics of computer graphics H.U17 has computer skills in text editing, graphics, preparing presentations, working with spreadsheets and the Internet. K.4 perceives and recognises own limitations and makes self-assessments of deficits and learning needs K.7 uses objective sources of information K.8 formulates conclusions from own measurements or observations	Basics of working with a computer and the Microsoft Windows operating system
B.W26 knows basic IT tools used in medicine, including medical databases, spreadsheets and basics of computer graphics H.W31. knows the principles of working with text editors, preparing presentations, knows basic techniques of creating websites H.U17 has computer skills in text editing, graphics, preparing presentations, working with spreadsheets and the Internet. K.4 perceives and recognises own limitations and makes self-assessments of deficits and learning needs	Microsoft Word text editor. Creating and editing texts, working with lists, creating and editing tables, creating and editing graphic objects, figures, creating the structure of the document (on the example of scientific papers, publications)

<p>K.7 uses objective sources of information K.8 formulates conclusions from own measurements or observations</p>	
<p>B.W26 knows basic IT tools used in medicine, including medical databases, spreadsheets and basics of computer graphics H.U17 has computer skills in text editing, graphics, preparing presentations, working with spreadsheets and the Internet. K.4 perceives and recognises own limitations and makes self-assessments of deficits and learning needs K.7 uses objective sources of information K.8 formulates conclusions from own measurements or observations</p>	<p>Microsoft Excel Spreadsheet. Entering and editing data, formatting data areas, creating complex formulas (functions), relative and absolute addressing, creating and editing graphs</p>
<p>B.W26 knows basic IT tools used in medicine, including medical databases, spreadsheets and basics of computer graphics B.U10 uses databases, including the Internet, and searches for necessary information using available tools K.4 perceives and recognises own limitations and makes self-assessments of deficits and learning needs K.7 uses objective sources of information K.8 formulates conclusions from own measurements or observations</p>	<p>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, creating reports</p>
<p>B.W26 knows basic IT tools used in medicine, including medical databases, spreadsheets and basics of computer graphics H.W31 Knows the principles of working with text editors, preparing presentations, knows basic techniques of creating websites H.U17 has computer skills in text editing, graphics, preparing presentations, working with spreadsheets and the Internet. K.4 perceives and recognises own limitations and makes self-assessments of deficits and learning needs K.7 uses objective sources of information K.8 formulates conclusions from own measurements or observations</p>	<p>Software for creating Microsoft PowerPoint presentations. Types of multimedia presentations, effects of creating presentations, starting a presentation, creating a portable presentation</p>
<p>B.W26 knows basic IT tools used in medicine, including medical databases, spreadsheets and basics of computer graphics H.W32 knows the basics of computer networks K.4 perceives and recognises own limitations and makes self-assessments of deficits and learning needs K.7 uses objective sources of information K.8 formulates conclusions from own measurements or observations</p>	<p>knows the basics of computer networks operation</p>
<p>H.W32 knows the basics of computer networks B.U10 uses databases, including the Internet, and searches for necessary information using available tools H.U17 has computer skills in text editing, graphics, preparing presentations, working with spreadsheets and the Internet.</p>	<p>Working with the Internet. Browsing data, using search engines</p>
<p>H.W31 Knows the principles of working with text editors, preparing presentations, knows basic techniques of creating websites H.U17 has computer skills in text editing, graphics, preparing presentations, working with spreadsheets and the Internet. K.4 perceives and recognises own limitations and makes self-assessments of deficits and learning needs K.7 uses objective sources of information K.8 formulates conclusions from own measurements or observations</p>	<p>Basic website design techniques, basics of HTML</p>

**Obligatory literature:** (1-2 items)

Carole Matthews, Marty Matthews, John Cronan "Microsoft Office 2010 QuickSteps", McGraw-Hill, 2010,

**Supplementary literature:** (1-2 items)

Marty Matthews "Windows 7 QuickSteps", McGraw-Hill, 2009,

Barksdale Karl, Turner E. Shane „HTML Basics”, Thomson Learning, 2005.

**Criteria for the assessment of the achieved learning outcomes and the form and conditions of obtaining credit for the course:**

The condition for passing the course is obtaining partial credit of all didactic classes provided for in the study plan and a final credit (in the form of work at a computer workstation) verifying the acquired knowledge and the ability to perform practical tasks covered by the curriculum.

The student is obliged to make up each absence in the form of exercises. If the percentage of absences exceeds 40%, the student is not allowed to pass the course.

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(date and signature of the head of the teaching unit or the course coordinator)