Faculty of Medicine

Major: Doctor of Medicine

Academic Year: 2023/2024

Subject: Computer Skills

COURSE SYLLABUS

Student's Copy

1. Course information:

Theory		Practical	
Course Title:	Computer Skills for Medical Students	**Course Title:**	Computer Skills -Lab
Course Code:	1002141	**Course Code:**	1002141
Co-Requisite:		**Co-Requisite:**	
Prerequisite:		**Prerequisite:**	
Course Credit Hours:	2 Credit Hours	**Course Credit Hours:**	2 Credit Hours
Class Location:	Theaters	**Class Location:**	Online Lab
Department:		Department of Basic Sciences	
Final Qualification:			

2. Instructor Contact Information:

Coordinator:	Heba Mosleh
Instructor(s):	Heba Mosleh
Email:	HebaMosleh@isums.edu.jo
Office:	4119
Office Hours:	Sun (12-2), Mon (2-3), Tues (12-3), Wen (12-1)

3. Course Description:

This course empowers the medical students with the necessary computer skills associated with health information systems. It also provides entry level knowledge for conducting medical research experiments and utilizing Microsoft 365 applications including spread sheet (Excel), Word, PowerPoint, Outlook, Forms, and how to deal with OneDrive. Students will also use Excel as analytical tools using functions and measurements. Moreover, it gives an overview of key healthcare information technologies and concepts: healthcare data and analytics, electronic health records (EHR), health information exchanges (HIE), healthcare information privacy and security, HIPAA privacy rule, telemedicine, consumer health and mobile health systems, and population health management.

4. Resources Available to Students:
1. Course Materials.
2. Training Files and Examples.
3. Videos.

5. Teaching Methods
a. Lectures.
b. Discussion and problem solving.
c. Individual and groups activities.
d. In- class coopetition.
e. Training and lab practice.

6. Intended Learning Outcomes (ILOs):

Upon successful completion of this course students will be able to …

A-Knowledge and understanding:

A.1   *Understand the new features of Microsoft 365 and identify the differences from traditional ones.*

A.2   *Recognize the concept of Cloud computing.*

A.3   *Understand the general Concepts involved in computer programming languages Memory Concepts, operators, data types, constants, variables.*

A.4   *Understand the main concepts involved in problem solving:*

A.5   *Algorithms, Pseudo Codes, Flowcharts and Flowchart Constructs (sequence, selection, Iterations).*

A.6   *Understand how to use excel to present medical data in a suitable way.*

A.7   *Understand how to main topics in health informatic.*

A.8   *Understand how to use excel in analysing the data and generating some statistical Measurements.*

B-Intellectual Skills: with ability to

B.1   *Realize the importance of different Microsoft 365 products in practical life.*

B.2   *Ability to employ and use Microsoft 365 applications to solve real- world issues.*

B.3   *Distinguish between different concepts (Data types, constants, variables, assignment statements, and operations).*

B.4   *Realize the importance of advanced Microsoft Excel in health Information systems.*

B.5   *Realize the importance of health Informatics and health information systems applications in our life.*

C-Subject Specific Skills: With ability to

C.1   *Deal with Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, OneDrive, Forms).*

C.2   *Solve real world problems in health information systems using Microsoft applications.*

D-Transferable Skills: with ability to

D.1   *Improve students' skills in using Microsoft 365 applications.*

7. <u>Course Policies:</u>

To be explained to students at the first meeting:
1. **Attendance Policies:**

A. Attendance Policy (absences and tardiness for a traditional course):
  a. Students must attend all classes of this course.
  b. Any student with an absence of 15% of the classes of any course, will be illegible to sit for the final exam and will result in a failing grade being assigned in this course.
  c. Excused absences include documented illness, deaths in the family, and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way

that does not arbitrarily penalize students who have valid excuses. Consideration will also be given to students whose dependent children experience serious illnesses.

d. Students with a legitimate reason to miss a required activity must request an approved absence through Student Academics. Unexcused absence from a scheduled examination or quiz may result in (0 %) being assigned for that assessment. Unexcused absence from an activity for which attendance is may be considered an issue of Professionalism.

e. Any student who arrives late will not be allowed to attend the class and will be marked absent.

B. Exam Attendance:

a. A student who is more than 10 minutes late, will not be permitted to submit the exam.

b. A student who is late more than 30 minutes will not be permitted to submit the final exam, and no student will be permitted to leave the exam center before the elapse of 30 minutes.

2. Exams Policies:

a. Students are expected to take their exams on time and as scheduled by their instructors.

b. Student who are unable to take (quiz, midterm or final) exam due to any reason should contact their instructor immediately.

c. Make-up exams are of the responsibility of faculty committee.

d. A final exam, paper, or project is required in all courses.

e. Seminars and workshops are included in evaluation criteria.

f. Only registered undergraduate and graduate credit students are allowed to take final exams.

g. If you are unable to take the final exam at the scheduled time without any acceptable excuse, you may not be allowed to rearrange the final exam separately (Make-up).

h. If you attend the final exam and do not submit the exam sheet, or do not complete the exam for any reason, you are not allowed to complete the final exam at another time or appeal for a final make-up exam and will be assigned falling for the final exam.

i. If you do not take your final exam and did not withdraw from the course by the withdrawal deadline you will assign a failing grade for the final exam.

3. **Cheating Policies:** Cheating is officially defined as giving or attempting to give, obtaining or attempting to obtain, information relative to an examination or other work that the student is expected to do alone and not in collaboration with others, or the use of material or information restricted by the instructor. Plagiarism is no lesser an offense than cheating, it means repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, and presenting someone else's line of thinking in the development of a thesis as though it were your own.

4. **Penalty for cheating and plagiarism:** The failing grade, shall be assigned for that piece of work to any students cheating or plagiarizing.

5. **Mobiles:** Mobile phones should be kept turned off or silent while in class. Usage of mobile phones is not allowed in classes in any form (talking and/or texting).
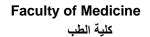
8. <u>Course Grading System:</u>

Assessment Tools	Weight (100%)	Description
Exams (Midterm and Final)	90%	- MCQs and fill in the space questions - True/ False - Short essay - Matching - Identifying structures in drawing.
Quizzes and other assessments	10%	- MCQs and fill in the space questions - True/ False

9. <u>Course Outlines/ Schedule:</u>

Week	Topic	Chapter	Reference	Estimated number of hours	Teaching method		ILOs
					Theoretical Lectures	Practical Laboratories	
1	Students Orientation + Introduction to Microsoft 365	Chapter1	Lecture notes +, Lab practice	2	In-class lecture	Practical sessions	A1, A2, B1, B2, C1, D1
2	Introduction to Microsoft 365 + OneDrive	Chapter1	Lecture notes + Lab practice	4	In-class lecture	Practical sessions	A1, A2, B1, B2, C1, D1
3	Microsoft Word	Chapter 2	Lecture notes + practical examples	4	In-class lecture	Practical sessions	B2, C1, D1
4	Microsoft Word + Power Point	Chapter 2+3	Lecture notes + practical	4	In-class lecture	Practical sessions	B2, C1, D1

			examples +Assignment				
5	Microsoft Power Point	Chapter 3	Lecture notes + practical examples + Assignment	4	In-class lecture	Practical sessions	B2, C1, D1
6	Microsoft Outlook	Chapter 4	Lecture notes + practical examples	4	In-class lecture	Practical sessions	B2, C1, D1
7	Microsoft Outlook + Forms	Chapter 4+5	Lecture notes + practical examples	4	In-class lecture	Practical sessions	B2, C1, D1
8	Microsoft Forms	Chapter 5	Lecture notes + Assignment	4	In-class lecture	Practical sessions	B2, C1, D1
Midterm Exams							
9	Problem Solving	Chapter 6	Lecture Notes + Examples	4	In-class lecture + case studies	Practical sessions	A3, A4, A5, B3
10	Problem Solving	Chapter 6	Lecture Notes + Examples	4	In-class lecture + case studies	Practical sessions	A3, A4, A5, B3
11	Microsoft Excel	Chapter 7	Lecture Notes + Training File 1	4	In-class lecture + case studies	Practical sessions	B2, C1, D1
12	Functions and Data analysis in Excel	Chapter 7	Lecture Notes + Training File 2	4	In-class lecture + case studies	Practical sessions	A6, B2, B4, C1, C2, D1,
13	Level of Agreement between Tests (IRR) + Kappa Statistic	Chapter 8	Lecture Notes + Examples	4	In-class lecture + case studies	Practical sessions	A6, A7, B4

14	Health Informatics	Chapter 9	Lecture Notes	4	In-class lecture	Videos for health informatics	A8, B5, C2
Final Exams							