

UNIVERSITY OF ZAGREB SCHOOL OF MEDICINE

Plan of the course

Basics of Medical Informatics

Academic year **2016/2017**

doc. dr. sc. Kristina Fišter

I. COURSE AIMS

To teach and train students how to use Information and Communication Technology (ICT) for learning, information retrieval, communication and presentation of their own results by use of text processing, spreadsheet calculations and graphs creation, picture management, design of printed materials and PowerPoint presentations and other widely used application programmes including browsers, search engines and e-mail communication.

II. COURSE STRUCTURE

Course hours:

Practicum: 30

Total hours: 30

Practices	Topic
3	Basic concepts. MS Windows, MS Picture Manager
2	Basics of text processing using MS Word
3	Advanced MS Word functions.
2	Group work, Mail Merge, desktop publishing
3	Basic spreadsheet calculations and graphics in MS EXCEL.
2	Functions in MS EXCEL
3	Advanced use of MS EXCEL,
2	Pivot tables
3	Advanced web search: electronic sources of information
2	Presentation of results – MS Publisher and MS PowerPoint.
5	Preparation and presentation of report (practical exam).

III. PLAN OF THE COURSE AND COURSE SCHEDULE

BLOCKS OF THE COURSE

Number of blocks: 2

Block number	Start	End
1.	8.3.2017	23.3.2017
2.	29.3.2017	13.4.2017

BLOCKS OF THE COURSE

Number of blocks: 2

Block number	Start	End
1.	8.3.2017	23.3.2017
2.	29.3.2017	13.4.2017

BLOCKS OF THE COURSE SCHEME

Block 1

Date	Time	Group	Course hours type	Theme	Teaching staff
Wednesday 8.3.2017.	09:00-11:15; ŠNZ P	G1	Practicum	Basic concepts. MS Windows, MS Picture Manager	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G2	Practicum	Basic concepts. MS Windows, MS Picture Manager	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G1	Practicum	Basics of text processing using MS Word	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G2	Practicum	Basics of text processing using MS Word	Danko Relić, dr. med.
Thursday 9.3.2017.	09:00-11:15; ŠNZ P	G1	Practicum	Advanced MS Word functions	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G2	Practicum	Advanced MS Word functions	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G1	Practicum	Group work, Mail Merge, desktop publishing.	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G2	Practicum	Group work, Mail Merge, desktop publishing.	Danko Relić, dr. med.
Wednesday 15.3.2017.	09:00-11:15; ŠNZ P	G1	Practicum	Basic spreadsheet calculations and graphics in MS EXCEL	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G2	Practicum	Basic spreadsheet calculations and graphics in MS EXCEL	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G1	Practicum	Functiones in MS EXCEL	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G2	Practicum	Functiones in MS EXCEL	Danko Relić, dr. med.
Thursday 16.3.2017.	09:00-11:15; ŠNZ P	G1	Practicum	Advanced use of MS EXCEL.	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G2	Practicum	Advanced use of MS EXCEL.	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G1	Practicum	Pivot tables	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G2	Practicum	Pivot tables	Danko Relić, dr. med.
Wednesday 22.3.2017.	09:00-11:15; ŠNZ P	G1	Practicum	Advanced web search: electronic sources of information.	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G2	Practicum	Advanced web search: electronic sources of information.	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G1	Practicum	Presentation of results – MS Publisher and MS PowerPoint.	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G2	Practicum	Presentation of results – MS Publisher and MS PowerPoint.	Danko Relić, dr. med.
Thursday 23.3.2017.	09:00-12:45; ŠNZ P	G1	Practicum	Preparation and presentation of report (practical exam).	doc. dr. sc. Kristina Fišter
	09:00-12:45; ŠNZ P1	G2	Practicum	Preparation and presentation of report (practical exam).	Danko Relić, dr. med.

Block 2

Date	Time	Group	Course hours type	Theme	Teaching staff
Wednesday 29.3.2017.	09:00-11:15; ŠNZ P	G3	Practicum	Basic concepts. MS Windows, MS Picture Manager	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G4	Practicum	Basic concepts. MS Windows, MS Picture Manager	prof. dr. sc. Jadranka Božikov
	11:30-13:00; ŠNZ P	G3	Practicum	Basics of text processing using MS Word	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G4	Practicum	Basics of text processing using MS Word	prof. dr. sc. Jadranka Božikov
Thursday 30.3.2017.	09:00-11:15; ŠNZ P	G3	Practicum	Advanced MS Word functions	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G4	Practicum	Advanced MS Word functions	prof. dr. sc. Jadranka Božikov
	11:30-13:00; ŠNZ P	G3	Practicum	Group work, Mail Merge, desktop publishing.	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G4	Practicum	Group work, Mail Merge, desktop publishing.	prof. dr. sc. Jadranka Božikov
Wednesday 5.4.2017.	09:00-11:15; ŠNZ P	G3	Practicum	Basic spreadsheet calculations and graphics in MS EXCELEXCEL	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G4	Practicum	Basic spreadsheet calculations and graphics in MS EXCEL	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G3	Practicum	Functiones in MS EXCEL	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G4	Practicum	Functiones in MS EXCEL	Danko Relić, dr. med.
Thursday 6.4.2017.	09:00-11:15; ŠNZ P	G3	Practicum	Advanced use of MS EXCEL.	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G4	Practicum	Advanced use of MS EXCEL.	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G3	Practicum	Pivot tables	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G4	Practicum	Pivot tables	Danko Relić, dr. med.
Wednesday 12.4.2017.	09:00-11:15; ŠNZ P	G3	Practicum	Advanced web search: electronic sources of information.	doc. dr. sc. Kristina Fišter
	09:00-11:15; ŠNZ P1	G4	Practicum	Advanced web search: electronic sources of information.	Danko Relić, dr. med.
	11:30-13:00; ŠNZ P	G3	Practicum	Presentation of results – MS Publisher and MS PowerPoint.	doc. dr. sc. Kristina Fišter
	11:30-13:00; ŠNZ P1	G4	Practicum	Presentation of results – MS Publisher and MS PowerPoint.	Danko Relić, dr. med.
Thursday 13.4.2017.	09:00-12:45; ŠNZ P	G3	Practicum	Preparation and presentation of report (practical exam).	doc. dr. sc. Kristina Fišter
	09:00-12:45; ŠNZ P1	G4	Practicum	Preparation and presentation of report (practical exam).	Danko Relić, dr. med.

Andrija Štampar School of Public Health, School of Medicine, University of Zagreb, Rockefeller St. 4

Computer rooms P and P1 (basement)

IV. EXAMINATIONS

Continuous performance screening during the course of teaching

Exam consists of the exam assignment which is done on the last day of the course in computer classroom and the presentation of it in front of the teacher and the whole group (exam is combined: practical and oral).

Regular terms	Date
Summer	23/03/2017
	13/04/2017

Autumn

Additional terms

- | | |
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| 1. | 13/04/2017 |
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V./I. LIST OF LECTURERS AND TEACHING STAFF

1. doc. dr. sc. Kristina Fišter
2. Danko Relić, dr. med.
3. prof. dr. sc. Mirjana Kujundžić Tiljak

V./II EXTERNAL ASSOCIATES:

1. prof. dr. sc. Jadranka Božikov

V./III UNTENURED LECTURERS:

VI. LITERATURE

A. OBLIGATORY

1. Microsoft Excel 2010 Step by Step by Curtis Frye- Microsoft Press (2010)
2. Microsoft Office Home and Student 2010 – PC
3. Lancaster J & al. ECDL/ICDL 4.0 Study Guide. London: British Computer Society; 2007

B. Additional readings

1. Any book containing basics of Microsoft Office, and on-line help manual of any specific program (MS Word, MS Excel, MS Power Point etc.)
2. Coursera courses