UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

# SYLLABUS DEL CORSO

## Basic Computer Science

**2021-1-H4102D004-H4102D010M**

### Aims

Acquire and deepen their knowledge on computer related methodologies and technologies employed in medical informatics and to apply those methods in solving problems arising in different areas of medicine and the health-care system.

### Contents

**Medical informatics**: data, information, and communication; information systems and DBMS; Telemedicine and Internet for healthcare.

### Detailed program

**Module 1**: Concepts of Information and Communication Technology (ICT)

Module 2: Computer Essentials - skills and concepts relating to the use of devices, file creation and management, networks and data security.

Module 3: Word Processing – skills to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters, CVs, and other documents.

Module 3ADV: Advanced Word Processing - use the advanced features of word processing applications to enhance your work, improve productivity, and save time.

Module 4: Spreadsheets – skills to perform tasks associated with developing, formatting, modifying and using a spreadsheet, to use standard formulas and functions, and to competently create and format graphs or charts.

Module 4ADV: Advanced Spreadsheets - bring your spreadsheet skills to an expert level. Use the full potential of the spreadsheet application to produce higher quality management information.

Module 5: Using Databases – use a desktop database effectively. Understand the main concepts of databases and demonstrate the ability to use a database application: creating and modifying tables, relations, queries, forms and reports, and preparing outputs ready for distribution. Learning to relate tables and to retrieve and manipulate information from a database by using query and sort tools.

Module 6: Presentation – create professional standard presentations. Perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

Module 7: Web Browsing and Communication - skills and concepts relating to web browsing, effective information search, online communication and e-mail.

## Prerequisites

## Teaching form

Due to the COVID situaton, lessons will be give in a mixed form (some students will be in class, others will follow via Internet and webcam)

## Textbook and teaching resource

Flora R. Heathcote, O.H.U Heathcot, Pat M. Heathcote, R.P. Richards, Pass ECDL 5 Units 1-7 Paperback, Editor Alex Sharpe;

## Semester

## Assessment method

Test and exercises with computer in lab. The final exam consists of a short test with around 5 closed tests and a couple of open questions. A test on computer follows and consists in using Word, Excel, Powerpoint, database and Internet.

## Office hours