1	Subject	**Informatics in dentistry**			
2	Code	DPI412			
3	Study Program	Study Program of Integrated studies in dental medicine			
4	Organizing Institution (Unit, Institute, Chair, Department)	Department of Maxillofacial Surgery			
5	Educational degree (first or second cycle)	Integrated study			
6	Study year/semester	4/7	7	Number of credits	2
8	Teacher	Prof Dr Aleksandar Grcev, Prof Dr Alberto Benedetti; Prof Dr Vladimir Popovski; Prof Dr Slave Naumovski; Prof Dr Danica Popovik Monevska			
9	Preconditions	/			

10	Teaching goals:
	Learn how to use Microsoft Windows by taking just the lessons you need or by working from cover to cover--you set the pace -Includes coverage of all core Windows features and highlights new and enhanced capabilities -Features easy-to-follow lessons and hands-on skill-building exercises -Includes a companion CD with practice files and other resource

11	**Brief content**	
	Theoretical course	Class
	Basics of information tools for use in everyday professional work; Basis of networking; Databases of medical literature; Searchers for new medical knowledge; Key words; Medical dictionaries for defining keywords; Ways to download search results; Ways to access the needed literature. Use of basic information tools to collate daily practice data; Sorting; Tabulation; Statistical processing of data on a computer; Updating statistical results; Presentation of the results in written form; Visual presentation of the data obtained; Clarity of presentation; Advantages of information presentation in presentation suggestiveness.	15
	Total	15
	Seminars	Class
	Personalize the way your computer works and looks Install programs and set up printers and other hardware Instantly search your entire computer and find exactly what you need Catalog your digital photos, burn CDs, and play games—have fun! Connect to the Internet and block unwanted content Fine-tune your PC's performance and fix common problems	15

12	Methods of studying: class room oriented lectures, interactive lectures, group work, practical training, seminar paper	
13	Total available time	60 classes
14	Organization of the course	15 classes - theoretical course, 15 classes- seminars, 30 classes - home individual learning and other activities

15	Forms of teaching activities	15.1.	Theoretical course	15 classes
		15.2.	Practical course, seminars	15 classes
16	Other forms of activities	16.1.	Project tasks	
		16.2.	Individual tasks	
		16.3.	Individual (home) learning	30 classes
17	Method of assessment	17.1.	Tests	30 points
		17.2.	Active participation, seminar paper/project (oral/written presentation)	10 points
		17.3.	Final (oral) exam	60 points

18	Grading criteria (points / grade)	Up to 59 points	5 (five) (F)
		from 60 to 67 points	6 (six) (E)
		from 68 to 75 points	7 (seven) (D)
		from 76 to 84 points	8 (eight) (C)
		from 85 to 93 points	9 (nine) (B)
		from 94 to 100 points	10 (ten) (A)
19	Requirement for signature and taking the final exam	The student is required to actively follow all of the planned activities. Conditional criteria for assessment of knowledge: In order to get a signature, the student should obtain minimum points in both theoretical and practical courses, and to present seminar paper; In order to take the final exam, the student should obtain the minimum points from activity and test; If the student has not obtained the minimum points in the continual assessments, he/she in next exam session will have paper part of the exam (40 points) and final exam (60 points)	
20	Language of the course	English	
21	Method for evaluation of the quality of education	Anonymous student's evaluation of the subject, teachers and collaborators involved in the educational activities	

22	**Literature**				
	22.1.	**Mandatory textbooks**			
		No.	Author	Title	Publisher	Year
		1	Jovancevski G	Basic Computer information	Gocmar, Skopje	2006
		2	Jovancevski G	Windows World	Gocmar, Skopje	2006
		3	Jovancevski G	Exel, Power point	Gocmar, Skopje	2006
	22.2.	**Additional literature**			
		No.	Author	Title	Publisher	Year
		1	Murgovski Zoze	Dictionary of internet explorer	Murgovski Zoze	2010
		2	Joice Cox, Joan Preppernay	Step by step. On line book	Microsoft press	2008