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|--|--|----|-----------------------|--------------------------------------|-------------------------------------|------|
|  |  | 1. | Lloyd M and<br>Bor R. | Communication<br>Skills for Medicine | New York,<br>Churchil<br>Livingston | 1996 |
|--|--|----|-----------------------|--------------------------------------|-------------------------------------|------|

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| Attachment No. 3 |                                                                                           | Course program for the first cycle of studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |          |   |  |
| 1.               | Course title                                                                              | Applied IT Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |          |   |  |
| 2.               | Code                                                                                      | DMEIT1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |          |   |  |
| 3.               | Study program                                                                             | Dentistry - integrated first and second cycle of studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |          |   |  |
| 4.               | Organizer of the study program (unit, i.e., institute, department, division)              | University "Ss. Cyril and Methodius" in Skopje,<br>Faculty of Dentistry - Skopje,<br>Department of Maxillofacial Surgery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |          |   |  |
| 5.               | Degree (first, second, third cycle)                                                       | Integrated first and second cycle studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |          |   |  |
| 6.               | Academic year/semester                                                                    | Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 | Semester | 2 |  |
| 7.               | Course workload expressed in ECTS credits                                                 | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |          |   |  |
| 8.               | Teacher (in case of multiple teachers, designated teacher in charge)                      | Asst. Prof. Dr. Sanela Idoska                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |          |   |  |
| 9.               | Language in which the curriculum is conducted                                             | English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |          |   |  |
| 10.              | Necessary prerequisites for taking and passing the course                                 | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |          |   |  |
| 11.              | Course objectives (competences) and learning outcomes:                                    | Ability to search various scientific and expert databases using specific medical browsers. Ability to present the results of daily routine practice in various media using basic information tools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |          |   |  |
| 12.              | Detailed course content by chapter and units, with the learning outcomes for each chapter | <p>Theoretical teaching - lectures</p> <p>Fundamentals of basic IT tools for use in everyday professional work.. 1</p> <p>Basis of networking; Databases of medical literature... 1</p> <p>Searching for new medical knowledge ... 1</p> <p>Keywords.... 1</p> <p>Medical dictionaries for defining keywords... 1</p> <p>Ways to download search results... 1</p> <p>Ways to access needed literature. Using basic IT tools to sort out everyday work data... 1</p> <p>Sorting.... 1</p> <p>Tabulation... 1</p> <p>Statistical processing of data on a computer... 1</p> <p>Updating statistical results... 1</p> <p>Presentation of the obtained results in written form... 1</p> <p>Presentation of the data obtained in visual form... 1</p> <p>Presentation clarity... 1</p> <p>Advantages of the information presentation in the suggestibility of the presentation... 1</p> <p>Theoretical teaching results: Students will be introduced to searching different databases, their processing, and presentation of the results using basic information tools.</p> <p>Theoretical teaching total: ..... 15 classes</p> <p>Practical teaching - exercises</p> <p>Fundamentals of basic information tools for use in everyday professional work... 1</p> <p>Basis of networking; Databases of medical literature... 1</p> <p>Searching for new medical knowledge ... 1</p> <p>Keywords.... 1</p> <p>Medical dictionaries for defining keywords... 1</p> <p>Ways to download search results... 1</p> <p>Ways to access needed literature. Using basic IT tools to sort out everyday work data... 1</p> <p>Sorting.... 1</p> <p>Tabulation... 1</p> |   |          |   |  |

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|-----|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|------|
|     |                                                                          | Statistical processing of data on a computer... 1<br>Updating statistical results... 1<br>Presentation of the obtained results in written form... 1<br>Presentation of the obtained data in visual form... 1<br>Presentation clarity... 1<br>Advantages of the information presentation in the suggestibility of the presentation... 1<br>Results of the Practical teaching: The student will be ready to independently:<br>Search databases, process data, and perform multimedia presentations, using basic IT tools.<br>Practical teaching total: ..... 15 classes |                                                                                                                                                                                               |                              |                 |      |
| 13  | Interrelation of subjects                                                | Biostatistics, Introduction to scientific research work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                               |                              |                 |      |
| 14. | Detailed description of the teaching and working methods for the subject | Interactive classes (theoretical), work in small groups (practical) on a computer within the computer center.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                               |                              |                 |      |
| 15. | Total Available Time                                                     | 60 classes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                               |                              |                 |      |
| 16. | Forms of teaching activities                                             | 16.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Lectures- theoretical teaching. classes                                                                                                                                                       | 15                           |                 |      |
|     |                                                                          | 16.2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Exercises (laboratory, auditorium), seminars, teamwork: classes                                                                                                                               | 15                           |                 |      |
|     |                                                                          | 16.3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Practice: classes                                                                                                                                                                             |                              |                 |      |
| 17. | Other forms of activities                                                | 17.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Project assignments: classes                                                                                                                                                                  |                              |                 |      |
|     |                                                                          | 17.2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Independent assignments: classes                                                                                                                                                              |                              |                 |      |
|     |                                                                          | 17.3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Home study - assignments                                                                                                                                                                      | 30                           |                 |      |
| 18  | Signature requirements                                                   | Regular attendance at theoretical teaching (attendance of minimum 60% of classes): 1-5 points<br>Regular attendance and activity at practical teaching (the student is entitled to absence of two exercises): 3-5 points                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                               |                              |                 |      |
| 19  | Method of grading                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |                              |                 |      |
|     | 19.1.                                                                    | Tests: points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                               |                              |                 |      |
|     | 19.2.                                                                    | Seminar work/project, written and oral presentation: points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                               | 30 points                    |                 |      |
|     | 19.3.                                                                    | Final exam: points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                               | 60 points                    |                 |      |
| 20  | Evaluation criteria (points/grade)                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | up to 59 points                                                                                                                                                                               | 5 (five) (F)                 |                 |      |
|     |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | from 60 to 68 points                                                                                                                                                                          | 6 (six) (E)                  |                 |      |
|     |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | from 69 to 76 points                                                                                                                                                                          | 7 (seven) (D)                |                 |      |
|     |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | from 77 to 84 points                                                                                                                                                                          | 8 (eight) (C)                |                 |      |
|     |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | from 85 to 92 points                                                                                                                                                                          | 9 (nine) (B)                 |                 |      |
|     |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | from 93 to 100 points                                                                                                                                                                         | 10 (ten) (A)                 |                 |      |
| 21. | Method of monitoring the quality of teaching                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Self-evaluation by students, assistant control during the practical teaching and assessment of the achieved student success, as well as the pass rate of students who have passed the subject |                              |                 |      |
| 22. | Literature                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |                              |                 |      |
|     | 22.1.                                                                    | Required literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                               |                              |                 |      |
|     |                                                                          | Ord. number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Author                                                                                                                                                                                        | Title                        | Publisher       | Year |
|     |                                                                          | 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Prof. Dr. Jovanchevski Gjorgji                                                                                                                                                                | Basic computer literacy      | Gocmar, Skopje  | 2006 |
|     |                                                                          | 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Prof. Dr. Jovanchevski Gjorgji                                                                                                                                                                | Windows World                | Gocmar, Skopje  | 2006 |
|     |                                                                          | 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Subject teacher                                                                                                                                                                               | Authorized Lectures          |                 |      |
|     | 22.2.                                                                    | Additional literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                               |                              |                 |      |
|     |                                                                          | Ord. number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Author                                                                                                                                                                                        | Title                        | Publisher       | Year |
|     |                                                                          | 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Joice Cox, Joan Preppernav                                                                                                                                                                    | Step by step. Online Edition | Microsoft press | 2008 |

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|  |  | 2. | Joyce Cox,<br>Curtis Frye,<br>Steve<br>Lambert, Joan<br>Preppernau, et<br>al. | Microsoft© Office<br>System Step by Step 2nd<br>edition | Microsoft press | 2007 |
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| Appendix No. 3 |                                                                                           | Course program for the first cycle of studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |          |   |
|----------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|---|
| 1.             | Course title                                                                              | Macedonian Language – Elementary (A2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |          |   |
| 2.             | Code                                                                                      | DMEME1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |          |   |
| 3.             | Study program                                                                             | Dentistry - integrated first and second cycle of studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |          |   |
| 4.             | Organizer of the study program (unit, i.e., institute, department, division)              | UKIM<br>Faculty of Philology "Blaze Koneski"<br>Department of Macedonian Language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |          |   |
| 5.             | Degree (first, second, third cycle)                                                       | Integrated first and second cycle studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |          |   |
| 6.             | Academic year/semester                                                                    | Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 | Semester | 2 |
| 7.             | Course workload expressed in ECTS credits                                                 | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |          |   |
| 8.             | Teacher (in case of multiple teachers, designated teacher in charge)                      | Prof. Dr. Iskra Panovska-Dimkova                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |          |   |
| 9.             | Language in which the teaching is conducted                                               | English and Macedonian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |          |   |
| 10.            | Necessary prerequisites for listening and taking the class                                | Passed exam Macedonian language – beginner's level (A1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |          |   |
| 11.            | Course objectives (competences) and learning outcomes:                                    | Adoption of language competences corresponding to level A2 according to the General European Framework of Reference for Languages.<br>The student can understand sentences and commonly used expressions related to areas of immediate importance (e.g., most basic personal and family information, shopping, local geography, employment).<br>Can communicate on simple and routine tasks that require a simple and routine exchange of information on familiar or routine things.<br>Can, in simple terms, describe things from his biography, immediate environment, and things in areas of immediate need.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |          |   |
| 12.            | Detailed course content by chapter and units, with the learning outcomes for each chapter | <p>Theoretical teaching - lectures</p> <p>Chapter 1: Food and Beverage</p> <p>1. Names of food and beverages..... 1 class</p> <p>2. Ordering and behavior in a restaurant ..... 1 class</p> <p>3. Introduction of da-construction: I want to..... 1 class</p> <p>Results from Chapter 1: The student will be able to procure food and beverages. They will be able to navigate restaurants and coffee bars in terms of ordering and paying for food and beverages.</p> <p>Chapter 2: Professions, Sports, and Hobbies</p> <p>4. Professions and occupations ..... 1 class</p> <p>5. Sports and hobbies ..... 1 class</p> <p>6. Future tense..... 1 class</p> <p>7. Prepositions..... 1 class</p> <p>Results from Chapter 2: The student will be able to make routine communication for their own and someone else's profession. They will be able to talk about a sport they are involved in and a hobby they are interested in. The student will master the most common prepositions in the Macedonian language and will be able to use them correctly.</p> <p>Chapter 3: Clothing and Colors</p> <p>8. Color names ..... 1 class</p> <p>9. Gender and number of adjectives ..... 1 class</p> <p>10. Clothing and fashion accessories ..... 1 class</p> <p>11. Shopping ..... 1 class</p> |   |          |   |