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, Faculty of Dentistry - Skopje, 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	Theoretical teaching - lectures Fundamentals of basic IT tools for use in everyday professional work.. 1 Basis of networking; Databases of medical literature... 1 Searching for new medical knowledge ... 1 Keywords.... 1 Medical dictionaries for defining keywords... 1 Ways to download search results... 1 Ways to access needed literature. Using basic IT tools to sort out everyday work data... 1 Sorting.... 1 Tabulation... 1 Statistical processing of data on a computer... 1 Updating statistical results... 1 Presentation of the obtained results in written form... 1 Presentation of the data obtained in visual form... 1 Presentation clarity... 1 Advantages of the information presentation in the suggestibility of the presentation... 1 Theoretical teaching results: Students will be introduced to searching different databases, their processing, and presentation of the results using basic information tools. Theoretical teaching total: ..... 15 classes Practical teaching - exercises Fundamentals of basic information tools for use in everyday professional work... 1 Basis of networking; Databases of medical literature... 1 Searching for new medical knowledge ... 1 Keywords.... 1 Medical dictionaries for defining keywords... 1 Ways to download search results... 1 Ways to access needed literature. Using basic IT tools to sort out everyday work data... 1 Sorting.... 1 Tabulation... 1			

		Statistical processing of data on a computer... 1 Updating statistical results... 1 Presentation of the obtained results in written form... 1 Presentation of the obtained data in visual form... 1 Presentation clarity... 1 Advantages of the information presentation in the suggestibility of the presentation... 1 Results of the Practical teaching: The student will be ready to independently: Search databases, process data, and perform multimedia presentations, using basic IT tools. 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 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 Preppernay	Step by step. Online Edition	Microsoft press	2008

		2.	Joyce Cox, Curtis Frye, Steve Lambert, Joan Preppernau, et al.	Microsoft© Office System Step by Step 2nd edition	Microsoft press	2007