Kuwait University
Health Sciences Centre

Course Title	:	**INTRODUCTION TO COMPUTERS**
Course no.	:	**14 10 101**
Credits	:	1
Total Clock hours	:	15 h
Lectures	:	6 computer lab teaching sessions + 2 lectures
Evaluations and exams:		
		Midterm assessment = 1
		Final examination = 1
Prerequisites	:	None

1. Aims and objectives of the course:

It has been suggested that using computers in health care can improve the quality and effectiveness of care and reduce its cost. This course aims to teach students the basic computer skills that are widely applicable throughout their education and professional life. Although the degree of computer literacy is gradually increasing among incoming students, this is usually patchy and varies considerably between individual students. This course provides an opportunity to correct this disparity in the knowledge and the skills between students at an early stage using a systematic approach. The course intends to support life-long learning process with the information technology with the ultimate goal to make the students aware of medical information resources, know-how to use them, and become motivated to use them routinely. At the end of the course, students are expected to demonstrate concrete knowledge and skills in various aspects of computing which are related to their learning in HSC and to their professional life in the future.

General objectives:
Upon completion of this course the students should be able to:

- Manage and organize information on the computer in a systematic way.

- Demonstrate skills in using application software for word processing, spreadsheets and slide presentations.

- Use the World Wide Web for professional purposes.

- Judge the information on internet websites for their accuracy and validity.

- Use the electronic learning resources available in the Health Sciences Centre.

- Distinguish between scholarly articles and other types of articles.

- Conduct basic search for peer-reviewed literature and use databases to find particular information.

- Use EndNote to manage references and create an electronic bibliography.

2. Course contents:
Teaching plan:

Session 1   Computer Basics, Internet and Email
- Identify the basic components of a computer system: hardware, software, input, output, data processing unit, and storage devices.
- Distinguish between operating system and application software.
- Describe the concepts related to the capacity of the system and the size of data.
- Describe the importance of back up of the data files.

Session 2   Word Processing
- Demonstrate skills in using the basic features of Microsoft Word.
- Use the advanced features of Microsoft Word to handle long documents and create electronic table of contents.
- Demonstrate skills in using Microsoft Word based on the outline of scientific papers: Introduction, Methods, Results and Discussion (IMRD).

Session 3   Spreadsheet
- Explain the basic rules of using spreadsheet software using Microsoft Excel.
- Use Microsoft Excel in data entry using advanced features in identifying errors during data entry process.
- Use Microsoft Excel in data management including effective use of statistical functions and formulae.
- Demonstrate skills in creating and handling graphs using Microsoft Excel and using these graphs in word documents.

Session 4 & 5   Internet Search and Literature Search
- Identify learning resources currently available on the Health Sciences Centre.
- Distinguish between peer-reviewed and non peer-reviewed literature.
- Judge information on a certain website for accuracy and validity.
- Filter, evaluate, and reconcile information on different electronic resources.
- Describe the main concepts in searching literature such as keywords.
- Develop strategy for a literature search.

- Access and use Pub Med database in searching for information.

Session 6   EndNote (Software for managing references)

- Use EndNote as online search tool and create a library either by importing references or inserting references manually.
- Demonstrate skills in managing the references within EndNote library including sorting, editing, copying and deleting references.
- Demonstrate skills in using EndNote in citing while writing a scientific report.
- Use EndNote to produce electronic bibliography in different output style such as Vancouver or Author-date.

Session 7   Power Point

- Outline the basic rules in creating a good power point presentation.
- Demonstrate skills in the use of basic features of Microsoft PowerPoint in creating power point presentation.
- Use Microsoft PowerPoint to create a poster for a conference

3. Assessments - Mid-term & Final

- One mid-term paper-based assessment will be conducted to examine the skills and knowledge that the students have acquired.
- One final computer-based assessment will be conducted to examine the skills the students have learnt throughout the course.