



Jordan University of Science & Technology
 Faculty of Applied Medical Sciences
 Department of Allied Medical Sciences
 Paramedics Program
 First Semester 2016/2017
 Course Syllabus

Course Information	
Course Title	Computer Applications in Paramedics
Course Code	PARA 311
Prerequisites	CIS 100
Time	Sunday 9:15-10:15 (2CrH: 1 hours theory,1hours practical)
Place	Paramedic lab
Course coordinator	Eihab Khasawneh
Office Location	Faculty of Applied Medical Sciences L2
Office Phone #	26935
Office Hours	SUNDAY TUESDAY THURSDAY (11:15-12:15)
E-mail	EAKHASAWNEH1@just.edu.jo

Course Description	
<ul style="list-style-type: none"> - This course is designed to provide students with special advance skill to use the computer hardware and software as a productive tool in paramedics field. - The student will have hands-on training in using computer software programs commonly used in health information system such as word processing, master patient index, chart tracking, spreadsheets and data presentation, and index and register. - Importance of data accuracy, consistency, completeness and security information. - The course aimed to help students develop their own abilities and approach to a leadership in this business field through the integration of management principles with practical computerized applications. - The student will develop knowledge base in utilizing health information systems for decision making, especially in building up database and using the computer techniques in health service organizations. 	

Textbook	
Title	1. Microsoft Office 2003 : introductory concepts and techniques
Author(s)	Shelly,G. B., Cashman,T. J.,
Publisher	Thomson Course Technology
Year	2006
Edition	2nd
Book Website	http://scsite.com
Other references	2. Online Training solutions (Firm) .(2004). <i>Microsoft Office Frontpage 2003 step by step</i> . Microsoft Press. 3. Online Training solutions (Firm) .(2004). <i>Microsoft Office Access 2003 step by step</i> . Microsoft Press. 4. Shortliffe, E.D.,Cimino, J.J. (2006). <i>Biomedical informatics computer applications in health care and biomedicine</i> . Springer.

Assessment		
Assessment	Expected Due Date	Percentage
MIDTERM EXAM	27/11/2016	40
LAB Evaluation	--	20
Final Exam	To be announced later	40
Theory		27
Practical		13

Course Objectives	Percentage
1. Use the Microsoft office programs with high skill.	35 %
2. Creating powerful template for paramedic applications.	25 %
3. Use the Microsoft Access with high skill.	25 %
4. Creating powerful database for paramedic applications.	
5. be familiar with mastering patient index and chart tracking	15 %

Teaching & Learning Methods
<ul style="list-style-type: none"> • Class lectures, and video clips notes are designed to achieve the course objectives. • You should read the assigned chapters before class and participate in class and do whatever it takes for you to grasp this material. Ask questions. Ask lots of questions. • You are responsible for all material covered in the class. <p>Teaching duration:</p> <ul style="list-style-type: none"> • Duration: 16 weeks • Lectures: 13 lectures, 1 hour each, excluding the exam weeks and the orientation week • Laboratory: 12 training lab, 2 hour each, including the exam weeks.

Related Objective(s)	Reference(s) Handouts
1. 1 st objective	Ref 1, 2& 3
2. 2 nd objective	Ref 1, 2, & 3
3. 3 rd , 4 th & 5 th objective	Ref 3
4. 6 th objective	Ref 4

Useful Resources
<p>Students are strongly encouraged to use the INTERNET to get more information about the course subject; on this way I recommend to use the following homepages and to save them as favorites on your PC:</p> <p> www.jegsworks.com/Lessons, Jan's Illustrated Computer Literacy www.ozgrid.com www.medicalbillingsoftware.com www.lacher.com/toc.htm www.americanmedical.com www.hospitalmamanagement.net www.customguide.com/access_training/access_training.htm www.ArabMedicare.com www.healthinternetnetwork.net </p>

www.microsoft-accesssolutions.co.uk/downloads.htm
www.MediNous.org
www.3.who.int
www.johealth.com
www.moh.gov.jo
www.nic.gov.jo
http://en.wikipedia.org/wiki/Computer-aided_dispatch

Course Content		
Week	Topics	Chapter in Textbook (handouts)
1	Orientation to the syllabuses course Identify the main content	
2	Applications Microsoft Office tools	Microsoft Access
3	Applications Microsoft Office tools	Microsoft Access
4	Applications Microsoft Office tools	Microsoft Access
5	Applications Microsoft Office tools	Microsoft Access
6		
7	Applications Microsoft Office tools	Microsoft Office: Frontpage
8	Applications Microsoft Office tools	Microsoft Office: Frontpage
9	Simulation	Internet-based resource
10	Electronic Health Record system	Biomedical informatics computer
11	Master patient index	Biomedical informatics computer
12		
13	Chart Tracking	Biomedical informatics computer
14	Computer-aided dispatch	Internet-based resource
15	REview	
16	Final Exam	

Additional Notes
<p><u>Attendance policy:</u></p> <ul style="list-style-type: none"> • Excellent attendance is expected. • JUST policy requires the faculty member to assign ZERO grades (35) if a student misses 10% of the classes that are not excused. <p><u>Expected workload:</u></p> <ul style="list-style-type: none"> • Average workload student should expect to spend is 1 hours theory and 3 hours lab per week. <p><u>Feedback:</u></p> <ul style="list-style-type: none"> • Please communicate any concerns or issues either in class or at our offices hour.

Course Content			
Week	Date	Title of the Lecture	Lecturer
1	25/9/2016	Orientation to the syllabuses course Identify the main content	Eihab Khasawneh
2	2/10/2016	Microsoft Access program <ul style="list-style-type: none"> • An overview of MS Access - Getting Started and Getting Around • Application about creating a good set of tables. • Application about create a primary keys for set tables. • Application about Types of relationships (1-1), (1 – M), (M – M). • Application about create "Queries", Forms • Main Switchboard, Reports, Macros 	
3	9/10/2016		
4	16/10/2016		
5	23/10/2016		
6	30/10/2016		
7			
8	6/11/2016		
9	13/11/2016		
10	20/11/2016	Simulation	
11	27/11/2016	Midterm exam	
12	4/12/2016	Electronic Health Record system	
13	11/12/2016	Master patient index	
14	18/12/2016	Chart Tracking	
		Computer-aided dispatch	
	TBA	Final Exam	

Microsoft Office 2003 book. Read 2 reviews from the world's largest community for readers. This new second edition includes sufficient material for a fir...Â Start by marking "Microsoft Office 2003: Introductory Concepts and Techniques" as Want to Read: Want to Read savingâ€¦| Want to Read. Currently Reading. Read. Other editions. Enlarge cover. School Edition of Microsoft Office 2003: Introductory Concepts and Techniques Course Technology, Spiral-bound, 2005. Microsoft Office 2003: Introductory Concepts And Techniques Not Avail, Spiral-bound, 2005. Microsoft Office 2003: Introductory Concepts and Techniques, Second Edition (Shelly Cashman) Course Technology, Paperback, 2005.Â For the past three decades, the Shelly Cashman Series has successfully introduced computers to millions of students - consistently presenting the highest quality, most up-to-date, and innovative materials in computer education. Microsoft Office 2003: Introductory Concepts and Techniques, School Edition presents material using an easy-to-follow pedagogy that combines a vastly improved project-orient More. Full E-book Microsoft Office Publisher 2003: Introductory Concepts and Techniques (Shelly. jizugom. 0:51. PDF Microsoft Office Excel 2003 Introductory Concepts and Techniques CourseCard Edition EBook. MelindaNatashaCandice. 0:06. Read Microsoft Office Word 2003: Introductory Concepts and Techniques CourseCard Edition (Shelly. Sabina Pinon. 0:22. [Download] Microsoft Office 2003: Introductory Concepts and Techniques, Premium Edition (Shelly. Maria Gulsvig. 0:15. Microsoft Office 2003: Introductory Concepts and Techniques School Edition [Read] Full Ebook. Eep. 0:23. [Read Book] Microsoft Office 2003

Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series. For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students - consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and Required Textbook(s): 1. Microsoft Office 2003: Introductory Concepts and Techniques by Shelly, Cashman, & Vermaat, Course Technology, 2003. (ISBN: 0-619-
Subscribe to view the full document. Student will need access to Windows XP, Office 2003 Professional and the internet. If the needed software or access is not available on the student's personal/home computer, computers in the PJC academic computing labs located on the Pensacola, Milton and Warrington campuses may be used. Major Learning Outcomes: The student will be able to: 1. Define terms associated with computer use and application. 2. Use the operating system to perform simple operations on files such as copy, rename, and delete. School Edition of Microsoft Office 2003: Introductory Concepts and Techniques Course Technology, Spiral-bound, 2005. Microsoft Office 2003: Introductory Concepts And Techniques Not Avail, Spiral-bound, 2005. Microsoft Office 2003: Introductory Concepts and Techniques, Second Edition (Shelly Cashman) Course Technology, Paperback, 2005. For the past three decades, the Shelly Cashman Series has successfully introduced computers to millions of students - consistently presenting the highest quality, most up-to-date, and innovative materials in computer education. Microsoft Office 2003: Introductory Concepts and Techniques, School Edition presents material using an easy-to-follow pedagogy that combines a vastly improved project-orient More.

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Techniques Second Edition (Shelly Cashman). Leeann. 0:39. Full E-book Microsoft Office Publisher 2003: Introductory Microsoft Office
Access 2007 Lab 3 - . querying tables and creating reports. objectives. evaluate table design. Microsoft Windows XP Inside Out, Second
Edition - . ch 1: what's new in windows xp. windows xp versions. windows xp. Microsoft Windows XP Illustrated Introductory - Exploring
the internet with microsoft internet explorer unit. Unit-1 - Unit. unit-1. teaching aim. reading i. reading ii. extended activities. teaching aim.
teaching aim.Â Basic mouse techniques include: Getting Started with Windows XP Unit A. Starting a Program â€¢ Clicking the Start
button on the taskbar opens the Start menu, which lists submenus for a variety of tasks: Getting Started with Windows XP Unit A.
Starting a Program (cont.) Office 2003 All-in-One Desk Reference For Dummies. Microsoft Office 2003: Introductory Concepts and
Techniques, Premium Edition (Shelly Cashman). Excel 2003 Bible. Microsoftu00ae Office Excelu00ae 2003 Step by Step (Step By Step
(Microsoft)). Database Modeling with MicrosoftD'Â® Visio for Enterprise Architects (The Morgan Kaufmann Series in Data Management
Systems). Certified Ethical Hacker Exam Prep.

Required Textbook(s): 1. Microsoft Office 2003: Introductory Concepts and Techniques by Shelly, Cashman, & Vermaat, Course Technology, 2003. (ISBN: 0-619- . Subscribe to view the full document.Â Student will need access to Windows XP, Office 2003 Professional and the internet. If the needed software or access is not available on the student's personal/home computer, computers in the PJC academic computing labs located on the Pensacola, Milton and Warrington campuses may be used. Major Learning Outcomes: The student will be able to: 1. Define terms associated with computer use and application. 2. Use the operating system to perform simple operations on files such as copy, rename, and delete. This technique works with Word 2003. The double dagger is U2021, â€¸. Unicode characters can be found at <http://www.unicode.org/charts/> Unicode characters are rendered with font Arial Unicode MS or Lucida Sans Unicode.Â Revision: 10/13/2015 Copyright 2005â€“2015 by Susan Dorey Designs Page 10 of 87 Useful Microsoft Word Techniques Important Points About Customizations Toolbars and macros are stored in a x.dot template file. The default file is normal.dot , the default global template. When using customizations, it is best to use a version of normal.dot that is not the standard Word file. Thomas J, Cashman, Misty E, Vermaat: 9780789563859: Books -,Microsoft Office XP: Introductory Concepts and Techniques: Gary B, Shelly. Introductory Concepts and Techniques Microsoft Office XP Books.Â Introductory Concepts and Techniques Microsoft Office XP Books. Microsoft Office XP: Introductory Concepts and Techniques. Microsoft Office XP: Introductory Concepts and Techniques.

Book Editions for Microsoft Office Access 2003 Introductory Concepts And Techniques. 2 results. All matches. Microsoft Office Word 2003 by Gary B. Shelly, March 23, 2005, Course Technology edition, Paperback in English - 2 edition.Â Microsoft Office Word 2003. Introductory Concepts and Techniques, CourseCard Edition (Shelly Cashman). 2 edition. by Gary B. Shelly. Published March 23, 2005 by Course Technology . Written in English. Subjects. In library.