



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

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

<b>Course Description</b>	
<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- Importance of data accuracy, consistency, completeness and security information.</li> <li>- 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.</li> <li>- 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.</li> </ul>	

<b>Textbook</b>	
<b>Title</b>	1. Microsoft Office 2003 : introductory concepts and techniques
<b>Author(s)</b>	Shelly,G. B., Cashman,T. J.,
<b>Publisher</b>	Thomson Course Technology
<b>Year</b>	2006
<b>Edition</b>	2nd
<b>Book Website</b>	<a href="http://scsite.com">http://scsite.com</a>
<b>Other references</b>	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.

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

<b>Course Objectives</b>	<b>Percentage</b>
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 %

<b>Teaching &amp; Learning Methods</b>
<ul style="list-style-type: none"> <li>• Class lectures, and video clips notes are designed to achieve the course objectives.</li> <li>• 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.</li> <li>• You are responsible for all material covered in the class.</li> </ul> <p><b>Teaching duration:</b></p> <ul style="list-style-type: none"> <li>• Duration: 16 weeks</li> <li>• Lectures: 13 lectures, 1 hour each, excluding the exam weeks and the orientation week</li> <li>• Laboratory: 12 training lab, 2 hour each, including the exam weeks.</li> </ul>

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

<b>Useful Resources</b>
<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> <a href="http://www.jegsworks.com/Lessons">www.jegsworks.com/Lessons</a>, Jan's Illustrated Computer Literacy  <a href="http://www.ozgrid.com">www.ozgrid.com</a>  <a href="http://www.medicalbillingsoftware.com">www.medicalbillingsoftware.com</a>  <a href="http://www.lacher.com/toc.htm">www.lacher.com/toc.htm</a>  <a href="http://www.americanmedical.com">www.americanmedical.com</a>  <a href="http://www.hospitalmamanagement.net">www.hospitalmamanagement.net</a>  <a href="http://www.customguide.com/access_training/access_training.htm">www.customguide.com/access_training/access_training.htm</a>  <a href="http://www.ArabMedicare.com">www.ArabMedicare.com</a>  <a href="http://www.healthinternetnetwork.net">www.healthinternetnetwork.net</a> </p>

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

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

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

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

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