

SELECTIVE DISCIPLINE
for 1st year students of the Faculty of Dentistry
2020-2021 academic year

Discipline	EUROPEAN COMPUTER DRIVING LICENSE
Department	Biological Physics and Medical Informatics
Teachers	Halushko Kateryna Hutsul Oksana Ivanchuk Maria Klepikovskyyi Andrii Makhrova Yevheniia
Brief description of the scope of the subject	<p>The discipline structure complies with the European Driving License (ECDL). ECDL is an internationally recognized qualification in the field of information and communication technologies and digital literacy.</p> <p>The purpose of the discipline: learning the basic concepts of information technology, the ability to use a personal computer and basic applications that comply with ECDL.</p> <p>Tasks: studying of 4 base modules from the main ECDL certificate: Word processing (Microsoft Word), Spreadsheets (Microsoft Excel), Databases (Microsoft Access), Presentations (Microsoft PowerPoint)</p> <p>The results of the discipline:</p> <p>The student must know:</p> <ol style="list-style-type: none"> 1. Microsoft Word text editor <ul style="list-style-type: none"> • Creation of documents, text formatting • Creation and editing tables • Creation of structured documents 2. Microsoft Excel spreadsheets. <ul style="list-style-type: none"> • Formatting tables • Creation formulas, using functions. • Creation and edition graphs and charts • Use spreadsheets for calculations in dentistry 3. Microsoft Access database management system. <ul style="list-style-type: none"> • Creation and edition tables. • Creation queries • Creation forms • Generation reports • Creation of a database of a dental clinic 4. Managerial and presentation graphics at Microsoft PowerPoint.
Providing general and professional competencies	<p>GC 1 Ability to abstract thinking, analysis and synthesis.</p> <p>GC 3 Ability to apply knowledge in practice.</p> <p>GC 6 Skills of using information and communication technologies.</p>