NYAISHOZI COLLEGE OF HEALTH AND ALLIED SCIENCES



**TUTOR COURSE OUTLINE**

**Basic Technician Certificate in Clinical Medicine NTA LEVEL 4**

**Semester 1**

**Module Name: COMPUTER APPLICATIONS**

**Module code: CMT04105**

**Module credit: 07**

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|  | **RELATED TASK** |
| 17/10/2022  21/10/2022  24/10/2022  28/10/2022 | 1. Define the term computer |
| b) Identify the basic components of a computer (hardware and software) |
| a) Explain types of computer software |
| b) Explain concepts of computer hardware (process, input, output storage) |
| a) Explain computer security |
| b) Perform computer connection and start up (start a computer launch, open programs, perform data entry, text via keyboard and mouse and turn off the computer) |
| a) Manage folders and files (create, rename, delete, undelete, copy, move, search and organize) |
| b) Transfer files from computer to removable disk |
| 31/10/2022  4/11/2022  7/11/2022  11/11/2022 | 1. Define word processing program |
| 1. Launch or start word processing program |
| 1. Identify parts of word processing interface |
| 1. Create a word document (perform data entry, copy, cut, paste, undo, redo, replace text, error correction and save document) |
| 1. Format text (bold, italics, underline, font, font size, alignment, indentation, line and paragraph spacing, lists, superscripts and subscripts) |
| 1. Insert header, footer, and objects (pictures, shapes, symbols and word art) in the word document |
| 1. Work with tables in word documents (insert a table, format table, format text in a table performs calculations and delete tables) |
| 1. Print word documents |
| 14/11/2022  18/11/2022  21/11/2022  25/11/2022 | a) Launch/start spreadsheet program |
| b) Describe functions of parts of spread sheet program interface (workbook, worksheets, tabs, cells, columns, and row heading formula bar and cell name box) |
| a) Describe values in the provision of quality health care services |
| b) Format worksheets data (bold, italics, underline, fonts, size, text alignment, wrap text, add cells, boarders, cell shading, changing number formats, date formats, currency symbols, decimal places |
| a) Modify worksheet (inserts column, rows, and worksheets, delete columns, rows, and worksheets, resize columns width, and rows height, rename, copy, or move worksheets protect workbooks and worksheets with password) |
| b) Perform basic calculations in worksheets (use operator and functions to perform calculations) |
| a) Manipulate worksheets data (sorts, filters and subtotal) work with charts (inserts charts, perform charts) |
| b) Perform worksheets data |
| **28/11/2022**  **2/12/2022**  **5/12/2022**  **12/12/2022** | 1. Launch/start a Power Point program and create power point presentation |
| 1. Format text of a power point presentation |
| 1. Add clip art and pictures in power point presentation |
| 1. Add charts, diagrams and tables in power point presentation |
| 1. Add auto shapes, word art and hyperlinks in a power point presentation |
| 1. Create animate slides of a power point presentation |
| 1. Add translation to a power point presentation |
| 1. Print a power point presentation |
| **16/12/2022**  **19/12/2022**  **23/12/2022** | 1. Describe the terminologies related to internet (internet, web, browser email and networks) |
| 1. Explain the advantages and disadvantages of using internet |
| 1. Search information using internet |
| 1. Download files from websites |
| 1. Create an email account and manage messages |
| 1. Send files through email |
| **2/1/2023**  **6/1/2023**  **16/1/2023**  **20/1/2022**  **23/1/2023** | 1. Define planned preventive maintenance |
| 1. Describe the significance of PPM (minimize running costs, prolongs life of the equipment, reduce equipment breakdown and down time, ensure quality of medical services |
| 1. Employ PPM procedures to protect computer from environmental damage (dust, extreme computer, moisture) |
| 1. Employ PPM to protect computer from malware/adware and viruses |
| 1. Employ PPM procedures to protect computers from power surge e.g. UPS |