SCHOOL	SCHOOL OF HEALTH SCIENCES		
DEPARTMENT	NURSING DEPARTMENT		
EDUCATION LEVEL	UNDERGRADUATE – (bachelor's degree)		
LESSON CODE	0805.2.009.0	SEMESTER	2nd
LESSON TITLE	Spreadsheets		

SELF-ENDED TEACHING ACTIVITIES	TEACHING HOURS/WEEK	CREDITS
Theory		
Tutoring	2	3
Practical Workshop		
Clinical Placement		
Total	2	

Total	ELECTIVE COMPULSORY
PREREQUISITE COURSES	NO
LANGUAGE (S) OF INSTRUCTION/ EXAMINATION	GREEK
THE COURSE IS OFFERED TO ERASMUS STUDENTS	NO
ELECTRONIC COURSE PAGE	https://eclass.hmu.gr/courses/YN203/

Learning Outcomes

Upon successful completion of the course, the student will be able to:

• Understand the structure and organization of worksheets, data entry operations, data types and representation, creating graphs, data sorting, list manipulation, and the use of functions to perform special data operations. Data transfer from word processor and vice versa.

• Identify, process, and solve physical problems using advanced functions and features of worksheets.

• Understand and effectively manage worksheets in the most common cases that arise in the workplace environment of a healthcare professional (list processing, grouping of data by criteria, management of many parameters, operations of variables, graphs, ranking and classification of data, etc.).

General Skills
Decision making, Autonomous work, Teamwork. Searching, analyzing, and organizing data using modern technology. Adapting to new environment, generating new research ideas, exercising criticism and self-criticism, promoting free, creative, and inductive thinking.

Course Content	
1st Week	Introduction to spreadsheets. Basic concepts, desktop structure. Data cells and data handling operations (insert, delete, copy, etc.)
2nd Week	Data types (numeric, alphanumeric, dates, time) cell manipulation (insert, delete, delete, move, copy). Application exercises
3rd Week	Algebraic formulas. Operations with numeric data and dates. Data Formatting. Data transformation. Application exercises
4th Week	Functions COUNT, SUM, AVERAGE, MIN, MAX, NOW. Overall data and worksheet formatting. Application exercises
5th Week	The "absolute" type of statement. Performing operations with absolute statements. Data transactions and complex operations. Application exercises.
6th Week	Data presentations and printing. Print Page Setup. Print preview. Page layout. Hide columns-rows. Application exercises. EVALUATION EXERCISE
7th Week	Data sorting. Sorting criteria. Sorting by multiple criteria. Application exercises
8th Week	Data representations using charts and graphs. Types of charts. Chart Formatting. Charts with more than two parameters. Application exercises.
9th Week	IF, SUMIF, COUNTIF functions. Filters. Finding and selecting data. Application exercises.
10th Week	Overall data formatting and layout. Data formatting to solve physical problems. Application and review exercises.
11th Week	Examples and application of spreadsheets in the hospital and clinic workflow. Performing operations (patients' data, clinic organization data, examples of drug inventory management, Calculation of specific indexes (average cost, stock alert etc).
12th Week	Examples and application of spreadsheets in the hospital and clinic workflow. Performing operations (patients' data, clinic organization data, examples of drug inventory management, Calculation of specific indexes (average cost, stock alert etc).
13th Week	FINAL EXAM

TEACHING and LEARNING METHODS – EVALUATION	
PROVIDING COURSE METHODS	- Lecturer presentation using Power Point - Demonstration of examples, solving exercises - Exercises for practice – work in the lab. - Search and watch tutorials through search engines - Group exercises and discussion on the proposed solutions
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY	- Use of the e-class electronic platform to store presentations in digital format for easy access by the students. - Video clips created by the Lecturer in eclass (you tube). - Use of the computer Lab (hardware and software) - Use of Libre Base software
TEACHING ORGANIZATION	Material organization in sections, use of slides, commenting, discussion of concerns.

STUDENT EVALUATION	Intermediate assessment. Homework. Final evaluation

RECOMMENDED BIBLIOGRAPHY

1) Lecturer's notes and exercises offered in the e-class.

2) Libre Base Calc user manuals.

3) Windows 8 Office 2013, Mary Glava, DISIGMA Publications, 2014, ISBN: 878-960-9495-38-7

4) Learn Microsoft Office 2019 easily, Book Code in Eudoxos: 86194037, Xarchakos Konstantinos I., Karolidis Dimitrios A., Avakas Publications, ISBN: 978-960-6789-25-0