

# MPH-305: Computer Applications in Public Health

## Lecture Plan

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January, 2007

### Section 1: Introduction to Computers and the Internet

<i>Lecture</i>	<i>Topics Covered</i>
1	<p><i>Title: Introduction to Computers</i></p> <ul style="list-style-type: none"><li>• Introduction and definitions (hardware, operating systems, software, storage devices, networks and the internet)</li><li>• Impact of computers on society, and applications in health in particular</li><li>• Operating systems and application software (quick introduction to Microsoft Windows XP and various application software using screenshots)</li><li>• Ethics, privacy and security (quick introduction to antivirus software, firewalls, and various security measures)</li></ul>
2	<p><i>Title: Beginning Microsoft Windows XP</i></p> <ul style="list-style-type: none"><li>• Logging in</li><li>• Understanding the Windows XP desktop</li><li>• Using the mouse and keyboard</li><li>• Starting a program</li><li>• Using and arranging windows</li><li>• Using files, folders and drives, and Google Desktop search</li><li>• Installing new hardware such as a printer</li><li>• System maintenance, including virus scans, firewall security, disk checking and file backups</li><li>• Shutting down</li></ul>

## Section 2: Wordprocessing and Presentations

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*Title: Beginning Microsoft Word 2003*

- Starting Microsoft Word 2003
- Understanding the Microsoft Word user interface
- Using the mouse and keyboard to navigate the interface
- Key tasks:
  - Typing a formal letter
  - Typing a professional resume
- **Assignment 1 is given (worth 5 marks)**

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*Title: Advanced Microsoft Word 2003*

- Using templates and styles to create professional reports/papers
  - Defining styles
  - Page and section breaks, and page numbering issues
  - Footnotes and endnotes
- Formatting a document to make it look better (using the Format Painter)

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*Title: Using Microsoft Word 2003 to type a Report/Thesis, Part 1*

- Using Microsoft Word's existing Report template to demonstrate important tasks while typing a thesis
  - Generating the table of contents and list of figures
  - Creating tables
  - Inserting Excel datasheets or SPSS worksheets into your thesis

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*Title: Using Microsoft Word 2003 to type a Report/Thesis, Part 2*

- (Continued) Using Microsoft Word's existing Report template to demonstrate important tasks while typing a thesis
  - Creating charts and diagrams
  - Referencing (using the Vancouver style)
  - Creating an index for your thesis
- **Assignment 2 is given (worth 10 marks)**

<b>Lecture</b>	<b>Topics Covered</b>
7	<p data-bbox="462 247 954 279"><i>Title: Beginning Microsoft PowerPoint 2003</i></p> <ul style="list-style-type: none"> <li data-bbox="511 300 976 331">• Starting Microsoft PowerPoint 2003</li> <li data-bbox="511 348 1211 380">• Understanding the Microsoft PowerPoint user interface</li> <li data-bbox="511 396 1216 428">• Using the mouse and keyboard to navigate the interface</li> <li data-bbox="511 445 678 476">• Key tasks: <ul style="list-style-type: none"> <li data-bbox="607 497 1016 529">○ Creating a simple presentation</li> <li data-bbox="607 546 1240 577">○ Using existing templates in Microsoft PowerPoint</li> <li data-bbox="607 594 984 625">○ Using the Master slide view</li> <li data-bbox="607 642 927 674">○ Setting up a slide show</li> </ul> </li> </ul>
8	<p data-bbox="462 705 954 737"><i>Title: Beginning Microsoft PowerPoint 2003</i></p> <ul style="list-style-type: none"> <li data-bbox="511 753 678 785">• Key tasks: <ul style="list-style-type: none"> <li data-bbox="607 802 1341 879">○ Embedding Excel datasheets, SPSS worksheets, charts and pictures into a presentation</li> <li data-bbox="607 896 873 928">○ Creating diagrams</li> <li data-bbox="607 945 1341 1022">○ Creating animations and using special effects in Microsoft PowerPoint</li> </ul> </li> <li data-bbox="511 1047 1081 1079">• General guidelines for making presentations</li> </ul>

### Section 3: Using Networks and the Internet

<i>Lecture</i>	<i>Topics Covered</i>
9	<p><i>Title: Introduction to Networking and the Internet</i></p> <ul style="list-style-type: none"><li>• Introduction to how networks and Internet infrastructure work</li><li>• Applications of the Internet</li><li>• Using the World Wide Web (web browsers Internet Explorer and FireFox)</li><li>• E-mail (both web-based e-mail and POP3 e-mail using Microsoft Outlook), including security issues</li><li>• Using the campus network</li></ul>
10	<p><i>Title: Using the Internet for Research</i></p> <ul style="list-style-type: none"><li>• Characteristics of good online resources</li><li>• Introduction to search engines</li><li>• Using Google's search services</li><li>• Using online journal services such as MedLine, PubMed, etc.</li><li>• Using abstract archives on CD collections to locate literature</li></ul>
11	<p><i>Title: Advanced Applications of the Internet and IT in Public Health</i></p> <ul style="list-style-type: none"><li>• Geographic Information Systems (GIS)</li><li>• Speech technologies for health workers, e.g. Project HealthLine at Aga Khan University, Karachi</li><li>• Health Management Information Systems, e.g. Project RISEPAK at the Lahore University of Management Sciences, Lahore</li></ul>

#### Section 4: Mid-term Examination

<i>Lecture</i>	<i>Topics Covered</i>
12	<i>Title: Mid-term Examination</i> <ul style="list-style-type: none"><li>• Simple task-based, practical examination</li></ul>