

Educational institution: TALLINN HEALTH CARE COLLEGE  
Code of educational institution: 70003980  
Title of study programme: OCCUPATIONAL THERAPIST

Level of the study programme: professional higher education

Status of the study programme: study programme of school

Data about accreditation of study programme: accredited with Directive of the Ministry of Education and Science No 531 from June 21<sup>st</sup>, 2005.

Volume in credit points and weeks: 160 CP/ 160 study-weeks/240 ECTS

Nominal length of studies in years: 4 years

**Matriculation conditions:**

secondary education or equivalent foreign qualification.

**Objectives of study programme:**

to educate a staff of occupational therapists with professional higher education needed in social-, health care and educational institutions. Graduates will acquire the profession of occupational therapist.

Occupational therapist is a specialist of occupations and occupational performance. The purpose of her/his work is the maintaining and enhancing the occupational performance of clients with decreased occupational performance. Occupational therapy is focusing on raising client's independence in daily life.

**Short summary of study programme and organization of studies:**

The study programme consists of theoretical and practical subjects, subjects of natural sciences, social sciences and general subjects. The clinical practice is in the volume of 44 CP outside the college and 18 CP in college, 38% from total study programme. The volume of diploma paper is 10 CP.

**Graduation requirements:**

Pre-condition of graduation is the passing of all exams, preliminaries, compulsory works, course papers, practical trainings and defending successfully a diploma paper.

**Documents issued upon graduation:**

An applied higher education diploma with an academic statement and *Diploma Supplement* in English.

Occupational therapy study programme is registered in EHIS registry on Jan. 1<sup>st</sup> 2005, code 3311

## THE OBJECTIVE OF THE STUDY PROGRAMME

The objective of the study programme is to educate occupational therapists with professional higher education needed in social, health care and educational institutions.

**An occupational therapist is a specialist of occupations and occupational performance. The purpose of this profession is to retain and promote the occupational performance of a client with decreased occupational performance. Occupational therapy is focusing on increasing the clients` independence in every-day life.**

**The mission of an occupational therapist is the assessment of person`s occupational performance, counselling and instruction, and carrying out occupational therapy accordingly with client`s needs individually or in group work. (Vocational Standard. Occupational therapist III, IV. Vocational Council of Health Care and Social Work. Approved with resolution No 19 on Apr. 18, 2005).**

Purpose of the study programme is alongside with speciality studies, to provide contemporary knowledge about society in order to improve the increase of students` professional identity and the managing of graduates in labour market.

The study programme is based on the following legal acts and basic documents of the field:

- The Republic of Estonia Education Act (July 25, 1998);
- The Institutions of Applied Higher Education Act (June 20, 2005, resolution No 864)
- Standard of Higher Education (regulation No 258 of the government, Aug. 22, 2007);
- Vocational Standard. Occupational therapist III, IV. Vocational Council of Health Care and Social Work. (Approved on Apr. 18, 2005 with resolution No 19)
- WHO (2000b). Health 21: WHO frame policy „Health for Everybody“ for European region. Published by Elmatar Ltd., Tallinn, 2001.
- World Federation of Occupational Therapists. Revised Minimum Standards for the Education of Occupational Therapists 2002. wfot:multiline.com.au.

## MATRICULATION CONDITIONS

Citizens of the Republic of Estonia and persons with long-term residence permit having secondary education or with corresponding qualification are accepted. Specified matriculation directions are established by the college six months before matriculation examinations at the latest. Matriculation is based on matriculation regulation that proceeds from legal acts.

## ARRANGEMENT OF STUDIES AND POSSIBILITIES TO SELECT SUBJECTS

Nominal period of studies for occupational therapists is four years

### First year

The first course focuses on the basic principles of occupational therapy (human being, occupations, environment) and the teaching of the speciality`s historic basis and philosophy. The purpose of studies is to provide a theoretical basis and further speciality work and necessary knowledge for studying the human being (the basic subjects of occupational therapy and natural science subjects in the study programme) and to improve students` foreign

language and independent work skills in using literature (social sciences and general subjects in the study programme).

There are 1360 hours/34 CP of theoretical studies and 240 hours/6 CP of practical training in the first year.

### **Second year**

The second year focuses on specific features of pathological processes in human body and different diseases from the aspect of occupational performance. The speciality studies focus on familiarizing with conceptual models, understanding the role of occupational therapy in rehabilitation system and occupational therapy for children and adolescents.

There are 1280 hours/32 CP of theory studies and 320 hours/8 CP of practical training.

### **Third year**

The third year focuses on occupational therapy for work-aged people. Speciality studies are related to studies of diseases (neurology, rheumatism, traumatology-orthopaedy, psychiatry) and the aspects of occupational therapy of these patients. Focusing is also on the applying occupational therapy principles at home. The project of diploma paper will be composed.

There are 1120 hours/28 CP of theory studies and 480 hours/12 CP of practical training.

### **Fourth year**

The fourth year focuses on occupational therapy for elderly people. Speciality studies are related to physiological changes of elderly people and specific diseases.

Students write and defend their diploma paper in this year.

There are 600 hours/15 CP of theory studies and 720/18 CP of practical training.

## **PRINCIPLES OF ASSESSMENT**

Assessment is based on the Regulations No 10 (Feb.11, 1999) and No 40 (Juny28, 1999) of the Minister of Education.

The level of acquiring subject objectives are assessed with grades from „A“ to „F“, based on the assessment regulation of the college.

## **GRADUATION CONDITIONS**

Precondition of the graduation is the passing of all exams, preliminaries, compulsory works, course papers, practical trainings and the successful defending of diploma paper or passing of final exam foreseen in the study programme.

Graduates will be awarded the applied higher education diploma with an academic statement and *Diploma Supplement* in English.

## SUBJECT DESCRIPTIONS

### I. BASIC SUBJECTS

#### 1.1. BASIC SUBJECTS OF OCCUPATIONAL THERAPY I

**Code: 5TTA108**

**Volume: 360 hours, 9 CP/13,5 ECTS**

**Period: 1<sup>st</sup> year**

**Purpose of the course:**

Students will acquire basic knowledge about occupational therapy as a profession and about the history and philosophy of occupational therapy. Students will acquire knowledge about the every-day activity of an individual, the purposes and meaning of the activities, health, disability and functioning capacity according to ICF classification.

The topics are also: the role of the profession in the promotion of health in Estonian health care system; the theoretical basis of occupational therapy and development perspectives; occupation as the object of occupational therapy; the basic principles of occupational therapy (human being, occupation, occupational performance, environment).

**Assessment:** the subject closes with exam, consisting of written and oral part, comprising all topics in the subject programme.

#### 1.2. BASIC SUBJECTS OF OCCUPATIONAL THERAPY II

**Code: 5TTA208**

**Volume: 600 hours, 15CP/22,5 ECTS**

**Volume: 2<sup>nd</sup> year**

**Purpose of the course:**

Students will acquire knowledge about the most important conceptual practice models of occupational therapy and associate them to knowledge that support occupational therapy practice. The students will also develop skills to assess the person's occupational performance and to analyse occupations/activities during the occupational therapy process. The concept of rehabilitation in health care and the role of occupational therapist in rehab team will be discussed. The concept of life quality in health care will be explained.

**During the course, students will acquire:**

- knowledge about the development and structure of occupational therapy practice models;
- understanding and knowledge how to use models and theory to support occupational performance;
- knowledge about occupational health care, ergonomics and the prevention of ergonomic problems on the work position. The students will learn to analyze work as the productive activity in daily life;
- knowledge about adaptation and technical assistive devices in daily occupations: in self-care, leisure and productive occupations.

**Assessment:** the subject closes with exam, consisting of written and oral part, comprising all topics in the subject programme.

### **1.3. OCCUPATIONAL THERAPY FOR CHILDREN AND ADOLESCENTS**

**Code: 5LNT08**

**Volume: 400 hours, 10 CP/15 ECTS**

**Period: 1<sup>st</sup> and 2<sup>nd</sup> year**

**Purpose of the course:** to acquire knowledge about the occupational therapy process with children and adolescents. During the course, the students will acquire knowledge about the normal development of child and the peculiarities in it, paying attention on child's occupational areas: play, self-care and study. The students will be provided an overview about the diseases occurring most frequently and the neuro-psychological disorders of children and adolescents, proceeding from function disorders and occupational performance.

Discussion will be also about the impact of function disorder resulting from special needs on child's development and daily activities. The students will acquire knowledge and skills for solving problems occurring in the daily life of children and adolescents. New skills will be learned that enable to compensate function disorders.

**Assessment:** the subject closes with exam, consisting of written and oral part, comprising all topics in the subject programme.

### **1.4. OCCUPATIONAL THERAPY FOR ADULTS**

**Code: 5TT08**

**Volume: 640 hours, 16 CP/24 ECTS**

**Period: 3<sup>rd</sup> year**

**Purpose of the course:** to provide the student knowledge and skills about special occupational therapy approaches, treatment and research methods for patients with neurological, rheumatic, orthopaedic or psychiatric problems, and about their coping possibilities in daily activities. During the course, an overview will be provided about the development of psychosocial occupational therapy. The students will gain an overview about the principles of using and preparing different types of orthosis.

**Assessment:** the subject closes with exam, consisting of written and oral part, comprising all topics in the subject programme.

### **1.5. OCCUPATIONAL THERAPY FOR ELDERLY PEOPLE**

**Code: 5ET08**

**Volume: 240 hours, 6 CP/9 ECTS**

**Period: 4<sup>th</sup> year**

**Purpose of the course:** the students acquire knowledge about the process of aging, learn to know about the physical and mental changes resulting from aging, and the impact of these changes on life quality. During the course, knowledge will be acquired about the attitudes emerging in the aging process, about the possibilities of normalizing daily life, improving quality of life and increasing satisfaction. The physical and social environment of the elderly is discussed, also the activities in work and leisure time, the social problems and legislation of elderly people in Estonia. Focusing will be on the role of occupational therapist in improving the life-quality of the elderly.

**Assessment:** the subject closes with exam, consisting of written and oral part, comprising all topics in subject programme.

### **1.6. CREATIVE OCCUPATIONS IN OCCUPATIONAL THERAPY**

**Code:** 5LTT08

**Volume:** 80 hours, 2 CP/3 ECTS

**Period:** 4<sup>th</sup> year

**Purpose of the course:** to provide the student knowledge about the creative essence of human nature, different creative occupations will be introduced. Creative thinking and the approach to human being in his/her surrounding environment will be developed with students. Students will learn to understand the role of creative activities in daily life.

**Assessment:** the grade will be formed on the basis of student's participation and preliminary works in subject cycle.

### **1.7. OCCUPATIONAL THERAPY AT HOME**

**Code:** 5TK08

**Volume:** 160 hours, 4 CP/6 ECTS

**Period:** 3<sup>rd</sup> and 4<sup>th</sup> year

**Purpose of the course:** to teach the students to understand the meaning of home in occupational therapy, to analyze the influence of person's domestic environment on his/her occupational performance. During the course, the student will acquire the skills for adjusting home for pursuing optimal independence.

**Assessment:** Grade. The total grade is formed on the basis of preliminary works during 3rd and 4th year.

## **II. NATURAL SCIENCE AND MEDICAL SUBJECTS**

### **2.1. ANATOMY-PHYSIOLOGY**

**Code:** 5AF08

**Volume:** 160 hours, 4 CP/6 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** as a subject supporting main subjects, to give a survey of the development of human organism, structure and functions. The structure and functions of support and motor organs that are the basis for studies of biomechanics and special studies are more thoroughly treated. Subjects of anatomy-physiology of the central nervous system as a basis for special studies are also more thoroughly treated.

**Assessment:** exam (written test with multiple choice answers)

### **2.2. BIOMECHANICS**

**Code:** 5BM08

**Volume:** 80 hours, 2 CP/3 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** to give a survey of the mechanical properties of the structures of motion machine, about the mechanical aspects of the functioning of a motion machine and its basic mechanical rules that must be considered in the analysis of person's motions. A survey of the research objects and the research methods of biomechanics, motion machine, body mass and weight, gravity centre of different body parts, deformation of motion machine; mechanic properties of bones, joints and muscles, biokinetic pairs and chains, mechanics of muscle construction is given.

**Assessment:** graded. Knowledge of conceptions, understanding of material and ability to relate it to anatomy and physiology is assessed.

### **2.3. MICROBIOLOGY AND ASEPTICS**

**Code:** 5MBA08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** to give a survey about the mutual interaction of human organism and microorganisms in environment. Taxonomy and ecology of microbes; the microbiocenosis of human organism is treated. Basics of infections and immunity studies, microbiological research methods are treated; a short summary of viruses, prions, protozoa, funguses, actinomycete, mycoplasma, rickettsia, clamydia, spirochete and widely spread bacteria is given.

**Assessment:** preliminary exam. Knowledge about microbiology conceptions and their relations is assessed.

### **2.4. GENETICS**

**Code:** 5GE08

**Volume:** 40 hours, 1 CP/ 1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the general course:** to improve knowledge in the field of genetics. Nature of heredity and changeability of human is treated. Medical genetics is more thoroughly taught, a survey of more spread chromosome and gene diseases is given. Possibilities of using genetics in modern medicine and in the future are explained.

**Assessment:** preliminary. The subject is passed, if grades of three tests and independent works are positive and the student has actively participated in auditory work.

### **2.5. PATHOLOGICAL ANATOMY AND PHYSIOLOGY**

**Code:** 5PAF08

**Volume:** 80 hours, 2 CP/3 ECTS

**Period:** 2<sup>nd</sup> year

**Purpose of the subject:** to give a survey of general patho-anatomic and patho-physiologic changes on the levels of organism that are common to all diseases; to discuss pathologic changes and processes that develop differently in different organ systems.

Having passed the subject, the student: knows the essence of general pathology and can use the basic principles of general pathology; knows alternative changes in case of which tissue damage is predominant; has an overview about inflammatory processes, the functioning of

immune system and about immune pathology; knows compensatory fitting and regenerative processes, also the features and evolving mechanisms of cancers; possesses preliminary knowledge about special pathological processes in most widely spread internal diseases.

**Assessment:** graded, proceeding from valid assessment criteria.

## **2.6. INTERNAL DISEASES**

**Code:** 5SH08

**Volume:** 40 hours, 1 CP/ 1,5 ECTS

**Period:** 2<sup>nd</sup> year

**Purpose of the course:** to give a survey of widely spread internal diseases and changes in organism related with internal diseases. To provide an overview about the clinical and instrumental research methods of patient.

**Assessment:** graded. Knowledge of conceptions and ability of relating them to professional activity of occupational therapist is assessed.

## **2.7. SURGERY**

**Code:** 5k08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 2<sup>nd</sup> year

**Purpose of the course:** to give a survey of more spread surgical diseases, proceeding from functional disorders and occupational performance. Pathological processes dominating in case of the disease group are treated, a survey of research methods and functional tests that are mostly used in case of the disease group is given. Conceptions of surgery are studied.

**Assessment:** graded. Knowledge of conceptions and ability to relate them to specialty that has been studied is assessed.

## **2.8. FIRST AID**

**Code:** 5EA08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** to teach modern first aid techniques, methods and means, how to use them in case of emergency (reviving, heart massage, stopping the bleeding and in different emergency conditions); act in case of catastrophes, organize help and evacuation of casualties, organizational activities in case of catastrophe. Students learn to assess the patient's condition, priority of damages and victim transportation.

**Assessment:** preliminary. Theoretical knowledge and practical first aid skills are assessed.

## **2.9. PHARMACOLOGY**

**Code:** 5FL08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 2<sup>nd</sup> year



**Purpose of the subject:** to give a survey of pharmacology conceptions, forms of drugs, ways of administration. Concept of pharmacology and action, pharmacology for healthy person, pharmacokinetics, pharmacodynamics and pharmacotherapy is treated.

**Assessment:** graded.

## **2.10. PUBLIC HEALTH**

**Code:** 5RT08

**Volume:** 160 hours, 4 CP/6 ECTS

**Period:** 1<sup>st</sup>-3<sup>rd</sup> year

**Purpose of the course:** to give a survey about the nature and basic principles of public health, health conceptions, nature of health promotion, its methods and structure; the principles of sustainable development. Health risk factors, life quality and changes of objective and subjective health related to environmental factors and lifestyles are treated. Influence of health and social policy of European Union and Estonia on population health and an individual are treated.

Keywords: health, public health, health promotion, sustainable development, risk factors.

**Assessment:** graded.

## **2.11. NEUROPSYCHOLOGY**

**Code:** 5NP08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 3<sup>rd</sup> year

**Purpose of the course:** to give a survey about the main topics of neuropsychology and the connections with other subject areas and future profession; to teach to orient in contemporary literature and databases of neuropsychology.

**Assessment:** graded.

## **III. SOCIAL SCIENCES**

### **3.1. PHILOSOPHY**

**Code:** 5F08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** to introduce the students with European philosophical human comprehension in Western as well as contemporary philosophy and thus to develop the analytic and thinking skills in the future occupational therapist, the skills to interpret the world's intellectual history from the profession's view point and philosophy.

**Assessment:** graded.

### **3.2. SOCIOLOGY**

**Code:** 5SL08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** to give students knowledge about general sociology, teach them to see problems and find possibilities to solve them in current society, argue their opinions. Nature of society, relation with nature, material and mental factors; the following key words are treated: culture, value, standard, symbol, likeness and difference of the cultures, social memory, socialisation, personal development, social structure, roles, social groups, formal and non-formal organisations, class-structure. Social culture of Estonian society, organisation of society and legislative arrangement, its fields and forms are treated. Deviation, reasons of deviating behaviour, crimes; social changes, their causes and perspectives; social problems of info-society and current Estonian society are treated.

**Assessment:** preliminary

### **3.3. ETHICS AND RELIGION**

**Code:** 5EU08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** orientation in basic religious-moral problems that concern more spread religions in the world, current religious ways of solution methods in every-day work of occupational therapist.

Students will acquire the conception of ethics and religion, relations, sources, basic tendencies of development nowadays, ethic standards in medicine, including their relation with religious problems. Financial-ethic problems and solution methods of relations between physicians and patients and medical problems (transplantation, artificial fertilization, surrogate motherhood, delayed childbirth, clone, abortion, euthanasia, gene investigations and gene therapy, sexual ethics etc. are treated.

**Assessment:** preliminary. Students can use speciality literature, put together and report their papers, essays, act as opponent to reports of their fellow students, declare and defend their opinions. Skilled argumentation is assessed, students must orientate in basic religious-moral problems.

### **3.4. RESEARCH WORK METHODOLOGY**

**Code:** 5UTM08

**Volume:** 40 hours, 1CP/ 1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** students learn to use speciality literature, will acquire knowledge about the process of research work and its different stages; know qualitative and quantitative methods of the research work; understand the importance of the research work; learn to collect data for research work, know data-processing methods, ways of presenting information, validity and reliability; understand the ethics of the research.

**Assessment:** preliminary. Pre-conditions: students must pass written test and write and defend the project of research work.

### **3.5. PSYCHOLOGY AND DEVELOPMENTAL PSYCHOLOGY**

**Code:** 5PAP08

**Volume:** 80 hours, 2 CP/3 ECTS

**Period: 1<sup>st</sup> year**

**Purpose of the course:** to give a survey about the conceptions of general and developmental psychology, mental processes (also in different development phases), the possibilities to develop them, and about their specific features. Having passed the course, students have knowledge about the above mentioned fields that is a basis to understand an individual and personality. Conceptions and methods concerning psychology, approach to a person is treated; the following conceptions are learnt: psycho-analysis, behaviourism, humanism, cognition, personality, intellect, cognitive and emotional intellect, perception and its types, attention, non-specific disorders, thinking, mistakes of thinking, memory, emotions. A survey about different periods of age and psychological specific features, possible periods of crisis and adaptation is learnt.

**Assessment:** graded. Students must know the conceptions and how to use them, work through the speciality literature, use their lecture notes and present them at stated times, attend seminars and discussions. 1/3 of the grade consists of independent work.

**3.6. SOCIAL PSYCHOLOGY****Code: 5SLP08****Volume: 40 hours, 1 CP/1,5 ECTS****Period: 1<sup>st</sup> year**

**Purpose of the course:** students will have a survey about conceptions of social psychology and its relations with occupational therapist profession. Having passed the course, students must have knowledge about conceptions of social psychology, main research methods and how to use them; the connection with other branches of psychology and the following conceptions are treated: social ego and its multitude, self-perception, self-reflection, verbal and non-verbal communication, social influence, conformity, attitudes, motivators, conflicts, cognitive dissonance, pro-social behaviour, aggression, cultural differences and aggression, attraction, love, loneliness, attribution, giving impression.

**Assessment:** graded. The precondition of positive grading is the knowledge and using skills of basic concepts, completing independent work by working through compulsory literature, participating in seminars and laboratory course.

**3.7. PEDAGOGICS****Code: 5PE08****Volume: 40 hours, 1 CP/1,5 ECTS****Period: 1<sup>st</sup> year**

**Purpose of the course:** to give a survey about the conceptions of didactics and the main problems of teacher's work methodology. To develop the skills of learning, teaching, self-analysis and reflection. In parallel, the goal is to integrate pedagogical psychology and educational knowledge and skills in order to make conscious the teacher's (occupational therapist's) role in practice. The objective of the subject course is to support trainer's professional competency and the developing of self-reflecting and self-valuing occupational therapist.

**Assessment:** graded. Students must achieve the aims proceeding from subject program and use them in practice, to analyze and reason, to defend their opinions.

## IV. GENERAL SUBJECTS

### 4.1. ESTONIAN LANGUAGE

**Code:** 5EK08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** to support students to in the acquiring of correct oral and written self-expression skills. Students can compose different documentation; they can put together and report their written works. The following subjects are treated within the course: Estonian orthography, foreign words, speciality language, development of speech and report, writing essay and article.

**Assessment:** graded. Estonian language skills (oral and written) are assessed.

### 4.2. RUSSIAN LANGUAGE

**Code:** 5VK08

**Volume:** 80 hours, 2 CP/3 ECTS

**Period:** 1<sup>st</sup> and 2<sup>nd</sup> year

**Purpose of the course:** acquiring occupational therapy terminology, conversation with patients his/her medical case history, daily activities, lifestyle, types of disability, free-time activities and work, medical devices, pharmacy, first aid, rehabilitation, occupational therapy for children, adolescents and elderly people.

**Assessment:** graded. Students will know speciality terminology, understand speciality Russian text, can speak with patient about his/her life and medical case history.

### 4.3. ENGLISH LANGUAGE

**Code:** 5IK08

**Volume:** 80 hours, 2CP/3 ECTS

**Period:** 1<sup>st</sup> and 2<sup>nd</sup> year

**Purpose of the course:** acquiring of occupational therapy terminology, conversation with patients his/her medical case history, daily activities, lifestyle, types of disability, free-time activities and work, medical devices, pharmacy, first aid, rehabilitation, occupational therapy for children, adolescents and elderly people.

**Assessment:** graded. Students will know speciality terminology, understand speciality English text, can speak with patient about his/her life and medical case history.

### 4.4. LATIN LANGUAGE

**Code:** 5LK08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the subject:** to achieve the level in Latin language necessary for the profession; acquire the basics of pronunciation, know the language morphology, know and use speciality terminology.

**Assessment:** graded.

#### **4.5. COMPUTER EDUCATION**

**Code:** 5AÖ08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 1<sup>st</sup> year

**Purpose of the course:** to give a survey about contemporary data processing possibilities in study process and daily life, computer hardware, conceptions and programs, word processing, computer graphics, table processing, slide presentation, databases, internet and communication.

**Assessment:** preliminary. Student orientates in different applied programs and can find and use the correct program for completing the task.

#### **4.6. MANAGEMENT**

**Code:** 5JÖ08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 3<sup>rd</sup> year

**Purpose of the subject:** students will have knowledge about management problems occurring in practical work, an overview will be provided about organization and its structure, about the managing of changes and information, the principles of staff selection and quality management principles.

**Assessment:** graded.

#### **4.7. CUSTOMER SERVICE**

**Code:** 5KLT08

**Volume:** 40 hours, 1 CP/1,5 ECTS

**Period:** 3<sup>rd</sup> year

**Purpose of the subject:** student will acquire knowledge about the concept and basics of customer service, service philosophy and psychology, service types, argumentation, conflict management, behaving styles of service provider.

**Assessment:** graded.

### **V. OPTIONAL SUBJECTS**

**Volume:** 240 hours, 6 CP/9 ECTS

**Period:** 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year

The student has the possibility to select optional subjects from health care field offered in college, or to participate in project work (in international or local projects). Studies and assessment is conducted according to subject programme.

## **VI. COURSE PAPER**

**Code: 5KU08**

**Volume: 80 hours, 2 CP/3 ECTS**

**Period: 3<sup>rd</sup> year**

Course paper is a written student work that is related to fields of activities of occupational therapy. Course paper is a survey of literature on one concrete subject. A guide of development of a course work is put together. Development process of a course paper is supported by thematic seminars (how to develop a project).

**Assessment:** graded.

## **VII. PRACTICAL TRAINING IN WORK ENVIRONMENT**

### **7.1. PRACTICAL TRAINING Observational practice**

**Code: 5VPR08**

**Volume: 240 hours, 6 CP/9 ECTS**

**Period: 1<sup>st</sup> year**

**Purpose of the practical training:** to fix the knowledge acquired in theory about healthy human; by considering the life-cycle - to understand and observe the main occupations: self-care, productive and leisure-time activities during different ages (children, elderly people).

**Assessment:** Written assessment by practice mentor on practice assessment list. The student finalizes written works, submits practice map. Passed/Not passed.

### **7.2. PRACTICAL TRAINING Occupational therapy for children and adolescents**

**Code: 5LPR08**

**Volume: 320 hours, 8 CP/12 ECTS**

**Period: 2<sup>nd</sup> year**

**Purpose of the practical training:** to integrate knowledge acquired in theory studies and skills acquired in previous practical training, and to complement oneself with speciality literature as well as in consultations with practice mentors; it is necessary to integrate knowledge acquired in different subjects in practice. Students become familiar with the cognitive, socio-emotional and neuro-motoric development of children with special needs, and also with their development of play-activities in different age; participates in the occupational therapy process of child with special needs together with mentor; analyzes activities, learns the use of assisting instruments, their adjustment and habilitation.

**Assessment:** the student composes a practical training map, containing his/her written report about practice and also occupational therapy related documents. Passed/Not passed.

### **7.3. PRACTICAL TRAINING Occupational therapy for adults**

**Code: 5TPR08**

**Volume: 480 hours, 12 CP/18 ECTS**

**Period: 3<sup>rd</sup> year**

**Purpose of the study practice:** to integrate knowledge acquired from theory studies and also the experiences and practical skills acquired in earlier practice for raising one's professional

quality. During the practice, the student observes and familiarizes with neurological, rheumatologic, orthopaedic and psychiatric problems of adult patients in hospital, learns to use different occupational therapy models in practice, can give an evaluation on patient's occupational performance, is able to analyze activities and find solutions, carries out occupational therapy related interventions; carries out and analyzes the set goals of practice, learns to work independently as well as in team.

**Assessment:** the student composes a practical training map, containing his/her written report about practice and also occupational therapy related documents. Passed/Not passed.

#### **7.4. PRACTICAL TRAINING Occupational therapy for elderly people**

**Code: 5EPR08**

**Volume: 480 hours, 8 CP/12 ECTS**

**Period: 4<sup>th</sup> year**

**Purpose of the practical training:** to integrate knowledge acquired in theory, and also the skills and experiences acquired during previous practical training. Practical training takes place in health centres, nursing homes and day centres for elderly people. Students study, analyze and intervene to every-day tasks that are influenced by changes caused by aging and different diseases. Students assess the managing of an elderly person in society, adopt the environment, and adjust, teach and instruct with assistance instruments.

**Assessment:** Students put together a practice map that includes the planning, description and analysis of his/her activities during practice. Passed/Not passed.

#### **7.5. PRE-DIPLOMA PRACTICE**

**Code: 5DPR08**

**Volume: 400 hours, 10 CP/15 ECTS**

**Period: 4<sup>th</sup> year**

**Purpose of the practical training:** to integrate knowledge acquired in theory studies during the whole study-period and also the skills and work methods acquired during previous practical training. Students have possibility to choose practice location in health care, social or educational institutions under the supervision of occupational therapist.

**Assessment:** Student present practice map with compulsory practice works. Graded.

### **VIII. DIPLOMA PAPER**

**Code: 5DT/LT08**

**Volume: 400 hours, 10 CP/15 ECTS**

**Period: 3<sup>rd</sup> and 4<sup>th</sup> year**

Preparing for a diploma paper starts on the 2nd year (occupational therapy for children and adolescents) and continues on the 3rd year (occupational therapy for adults) with development of diploma paper project, searching for information, data processing, analysis of speciality articles and working out methodology for research work. Diploma paper is instructed by an occupational therapist. Defending of diploma paper is public.

**Assessment:** graded.