

Vocational School / Medical Documentation and Secretariat

2022 - 2023 Academic Year

INFORMATION TECHNOLOGIES and TOOLS I

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
INFORMATION TECHNOLOGIES and TOOLS I	TDS1211800	Spring Semester	2+0	2	2
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>	NO				
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	First Cycle (Bachelor's Degree)				
<b>Course Type</b>	Elective				
<b>Course Coordinator</b>	Lect. Serpil AYDIN				
<b>Name of Lecturer(s)</b>	Lect. Serpil AYDIN				
<b>Assistant(s)</b>					
<b>Aim</b>	is to teach student fundamentals of hardware, operating systems, office programs and especially spreadsheet program (excel) in order to have them ability to use them for management and operational levels.				
<b>Course Content</b>	This course contains; Computer Operating Systems,Computer History,Hardware and Peripherals,Number System I,Computer Networks and Internet,Use of Social Sharing Systems,Web design,E-Commerce,MS Word 2010,MS Excel 2010,MS Excel 2010,MS PowerPoint 2010,MS OneNote - MS Publisher 2010,Databases and MS Access 2010.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Will be able to evaluate Information Technologies.			1, 18, 19, 2, 3, 5, 6	A, C	
1.1 Explain where to use information technologies			1, 14, 2, 3, 5, 6	A, C	
1.2. Compare the advantages and disadvantages information technologies. on technologies.			1, 14, 2, 3, 5, 6	C	
1.3. Debate about the substructure of computer systems.			1, 14, 15, 3, 5, 6	A, C	
2. Will be able to evaluate the information technology processes			1, 14, 15, 19, 2	A, C	
2.1. Distinguish the operating systems in the computer.			1, 12, 14, 5, 6	A, B	
2.2. Solve the errors of the operating systems.			1, 14, 2, 5	A, C	
3. Will be able to evaluate information technologies			1, 14, 17, 5, 6	A, C	
3.1. Use Word, spreadsheet and presentation programs			1, 12, 15, 3, 5, 6	A, C	
3.2. Manage their own social media accounts.			1, 14, 2, 3, 5, 6	A, C	
3.3. Manage spreadsheet programs.			1, 12, 14, 15, 5, 6	A, C	
4. Will be able to summarize the fundamental concepts in information systems, software development process and security of information systems.			1, 12, 18, 2, 3	A, C	
5. Will be able to evaluate information systems in Turkey, privacy of health informations and challenges of information systems.			1, 12, 13, 15, 19, 2, 3, 5	A, B, C	
<b>Teaching Methods</b>	1: Lecture, 12: Case study, 13: Experiment / Laboratory, 14: Self-Study, 15: Problem solving, 17: Reflective Thinking, 18: Case Study, 19: Concept map, 2: Question - Answer, 3: Discussion, 5: Demonstration, 6: Role Model, Making an example				
<b>Assessment Methods</b>	A: Written Exam, B: Oral Exam, C: Homework				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Computer Operating Systems	Course notes will be given.			
2	Computer History	Course notes will be given.			
3	Hardware and Peripherals	Course notes will be given.			
4	Number System I	Course notes will be given.			
5	Computer Networks and Internet	Course notes will be given.			
6	Use of Social Sharing Systems	Course notes will be given.			
7	Web design	Course notes will be given.			
8	E-Commerce	Course notes will be given.			
9	MS Word 2010	Course notes will be given.			
10	MS Excel 2010	Course notes will be given.			
11	MS Excel 2010	Course notes will be given.			
12	MS PowerPoint 2010	Course notes will be given.			
13	MS OneNote - MS Publisher 2010	Course notes will be given.			
14	Databases and MS Access 2010	Course notes will be given.			
Evaluation Methods			Weight(%)		
Midterm Exam			20		
General Exam			80		
Resources					
Powerpoint notes will be given to students.Temel Bilgi Teknolojileri, Nobel Yayıncılık, Yazar: İbrahim Halil Sugözü					