

Vocational School / Medical Documentation and Secretariat

2022 - 2023 Academic Year

TECHNIQUES of BASIC COMPUTER

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
TECHNIQUES of BASIC COMPUTER	TDS2110898	Fall Semester	0+2	1	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Aslıhan DEMİRCAN				
Name of Lecturer(s)	Assoc.Prof. Serkan ETİ				
Assistant(s)					
Aim	The aim of this course is; to provide students with sufficient equipment to know and use basic informatics software, operating system, office, and peripheral equipment. It is aimed for them to be able to easily do the information subjects that may encounter in the lessons or in the business environment.				
Course Content	This course contains; Humanity, Science, Informatics and History of Computing,Hardware and environmental science,Operating systems,Computer networks and the Internet,E-mail, Use of social networking sites,MS Office Package Program (WORD),MS Office Package Program (WORD),MS Office Package Program (EXCEL),MS Office Package Program (EXCEL),MS Office Package Program (Powerpoint),MS Office Package Program (Powerpoint),Databases,e-commerce,Web design.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Will be able to interpret information technologies				A	
Will be able to tell the history of informatics				A	
Will be able to use Microsoft Windows 8				A	
Will be able to use all Microsoft office programs				A	
Will be able to use e-mail, internet, social media, e-commerce				A	
Teaching Methods					
Assessment Methods			A: Written Exam		
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Humanity, Science, Informatics and History of Computing				
2	Hardware and environmental science				
3	Operating systems				
4	Computer networks and the Internet				
5	E-mail, Use of social networking sites				
6	MS Office Package Program (WORD)				
7	MS Office Package Program (WORD)				
8	MS Office Package Program (EXCEL)				
9	MS Office Package Program (EXCEL)				
10	MS Office Package Program (Powerpoint)				
11	MS Office Package Program (Powerpoint)				
12	Databases				
13	e-commerce				
14	Web design				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Windows 8 for Dummies. Andy Rathbone Office 2013 for Dummies. Wallace Wang Office 2013 All In One For Dummies. Peter Weverka