

Vocational School / Medical Documentation and Secretariat

2023 - 2024 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
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Elective				
Course Coordinator	Lect. Serpil AYDIN				
Name of Lecturer(s)	Lect. Serpil AYDIN				
Assistant(s)	-Digital Resources (Lecture Video, digital contents (.pptx, .pdf, etc.))				
Aim	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.				
Course Content	This course contains; Information Technologies Basic Concepts, Computer History, Hardware and Peripherals, Information Technologies, number systems and number systems organization, Computer Networks and Internet, Word Processing Program (Office Programs Word), Information and Document Management in Word Processors, Presentation Technologies, Presentation and content management, Spreadsheets, Spreadsheets, Internet Technologies, Social networks, Technology, Society and Human.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Evaluates information technologies.			10, 11, 16, 23, 4, 8, 9	A	
1.1 Explains where to use information technologies			10, 11, 14, 16, 8, 9	A	
1.2. Compares the advantages and disadvantages information technologies. on technologies.			10, 11, 14, 16, 8, 9	A	
1.3. Debates about the substructure of computer systems.			10, 11, 12, 14, 8, 9	A	
2. Evaluates the information technology process.			12, 14, 16, 23, 9	A	
2.1. Distinguishes the operating systems in the computer.			11, 13, 14, 8, 9	A	
2.2. Solves the errors of the operating systems.			11, 14, 16, 8, 9	A	
3. Evaluates information technologies.			11, 14, 20, 8, 9	A	
3.1. Uses Word, spreadsheet and presentation programs			10, 11, 12, 13, 8, 9	A	
3.2. Manages their own social media accounts.			10, 11, 14, 16, 8, 9	A	
3.3. Manages spreadsheet programs.			11, 12, 13, 14, 8, 9	A	
4. Summarizes the basic concepts in software programming, the software development process and security in information systems			10, 13, 16, 4, 9	A	
5. Evaluates information systems in Turkey, the privacy of data there and the difficulties encountered.			10, 11, 12, 13, 16, 17, 23, 9	A	
Teaching Methods	10: Discussion Method, 11: Demonstration Method, 12: Problem Solving Method, 13: Case Study Method, 14: Self Study Method, 16: Question - Answer Technique, 17: Experimental Technique, 20: Reverse Brainstorming Technique, 23: Concept Map Technique, 4: Inquiry-Based Learning, 8: Flipped Classroom Learning, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Information Technologies Basic Concepts,	Digital Resource Lecture notes (pptx, pdf, ders video) will be provided.			
2	Computer History	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
3	Hardware and Peripherals	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
4	Information Technologies, number systems and number systems organization	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
5	Computer Networks and Internet	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
6	Word Processing Program (Office Programs Word)	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
7	Information and Document Management in Word Processors	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
8	Presentation Technologies	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
9	Presentation and content management	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
10	Spreadsheets	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
11	Spreadsheets	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
12	Internet Technologies	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
13	Social networks	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
14	Technology, Society and Human	Digital Resource Lecture notes (pptx, pdf, lecture video) will be provided.			
Evaluation Methods		Weight(%)			
Midterm Exam		20			
General Exam		80			

Resources	
Temel Bilgi Teknolojileri, Nobel Yayıncılık, Yazar: İbrahim Halil Sugözü Digital Resources, Publications, Sample Computer Applications	