

Vocational School / Medical Documentation and Secretariat

2023 - 2024 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
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	Short Cycle (Associate's Degree)				
<b>Course Type</b>	Required				
<b>Course Coordinator</b>	Lect. Aslıhan DEMİRCAN				
<b>Name of Lecturer(s)</b>	Assoc.Prof. Serkan ETİ				
<b>Assistant(s)</b>					
<b>Aim</b>	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.				
<b>Course Content</b>	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) I,MS Office Package Program (WORD) II,MS Office Package Program (EXCEL) I,MS Office Package Program (EXCEL) II,MS Office Package Program (Powerpoint) I,MS Office Package Program (Powerpoint) II,Databases,e-commerce,Web design.				
<b>Course Learning Outcomes</b>			<b>Teaching Methods</b>	<b>Assessment Methods</b>	
Interpret information technologies.			6	A	
Tell the history of informatics			6	A	
Use Microsoft Windows 11			6	A	
Use all Microsoft office programs.			6	A	
Use e-mail, internet, social media, e-commerce			6	A	
<b>Teaching Methods</b>	6: Experiential Learning				
<b>Assessment Methods</b>	A: Traditional Written Exam				
<b>Lecture Schedule</b>					
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>			
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) I				
7	MS Office Package Program (WORD) II				
8	MS Office Package Program (EXCEL) I				
9	MS Office Package Program (EXCEL) II				
10	MS Office Package Program (Powerpoint) I				
11	MS Office Package Program (Powerpoint) II				
12	Databases				
13	e-commerce				
14	Web design				
<b>Evaluation Methods</b>		<b>Weight(%)</b>			
Midterm Exam		40			
General Exam		60			
<b>Resources</b>					
Windows 8 for Dummies. Andy Rathbone Office 2013 for Dummies. Wallace Wang Office 2013 All In One For Dummies. Peter Weverka					