

**YUKSEK IHTISAS UNIVERSITY**

**VOCATIONAL SCHOOL OF HEALTH SERVICES**

Course Title	Course Code	Program	Course Level
Basic Information Technologies	TBT 109		Associate

Term		Teaching /Demonstration methods and Credits							
		Theoretical	Practical	Lab.	Project /Homework/ Field Work	Seminar/ Work Shop	Other	Local Credits	ECTS Credits
Fall (x)	Spring ( )	x	x	x				2	2

<b>Lecturer</b>	Assistant Professor Alişan BALTACI
<b>Language of the Course</b>	Turkish
<b>Type of Course</b>	Compulsory (X) Elective ( )
<b>Prerequisites of the Course</b>	No
<b>Aim of the Course</b>	Teaching Fundamentals and using the basic information technologies which the students will need in their professional life.
<b>Content of the Course</b>	Basic computer using; MS Office Word, Excel, Power Point
<b>Learning Outcomes (LO)</b>	At the end of the course the students: <ul style="list-style-type: none"> <li>• Can use PC at the base line level,</li> <li>• Can prepare written documents,</li> <li>• Can prepare tables and formulate them,</li> <li>• Can prepare digital presentations,</li> <li>• Can use internet technologies at the base line level.</li> </ul>
<b>Course format</b>	Face to face
<b>Recommended Reading / Resources</b>	-
<b>Practice / Training</b>	-

	<b>Week</b>	<b>Topics</b>
<b>Course Curriculum</b>	<b>Week-1</b>	Basic concepts
	<b>Week-2</b>	MS Office Word
	<b>Week-3</b>	MS Office Word
	<b>Week-4</b>	MS Office Word
	<b>Week-5</b>	MS Office Word
	<b>Week-6</b>	E-Mail
	<b>Week-7</b>	Mid-Term Exam
	<b>Week-8</b>	MS Office Power Point
	<b>Week-9</b>	MS Office Power Point
	<b>Week-10</b>	MS Office Power Point
	<b>Week-11</b>	Principles of Presenting Subject with Power Point
	<b>Week-12</b>	MS Office Excel
	<b>Week-13</b>	MS Office Excel
	<b>Week-14</b>	MS Office Excel; Working with Formulas and Graphics
	<b>Week-15</b>	Final Exam

	Percentage (%)
Mid-Term Exam	40
Quizes	
Homeworks/Term Papers	
Practical training	
Labs	
Projects/Field Works	
Seminars/Workshops	
Final Exam	60
Other	-
Total (%)	100

Program competencies (P) / Course Learning Outcomes (LO) Matrix								
	LO-1	LO-2	LO-3	LO-4	LO-5	LO-6	LO-7	LO-8
P1								
P2								
P3								
P4								
P5								
P6								
P7								
P8								
P9								
P10								
P11								
P12								
P13								
P14								

