AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Access to Information Tools						
Course Code		TS306		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	3	Workload	75 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Use of office equipment is gained. Gains the ability to use internet and internet databases search engines. Gain skills and experience about technology and its use. Database and search engines are gained through the use of crawling and information transportation systems.						
Course Content		Sources of information arising from technological developments. (Wiki, Blog, Social networks) Types and history of information centers. Databases, Web, Search engines.						
Work Placement		N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)								

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Ders kitapları ve diğer kaynaklar

Week	Weekly Detailed Course Contents	
1	Theoretical	Technology and information systems
2	Theoretical	What is Internet ? Internet search engines and accessing information through them
3	Theoretical	Hospital information systems
4	Theoretical	Computer and its hardware
5	Theoretical	Keyboard usage
6	Theoretical	Letters in keyboard
7	Theoretical	Keyboard shortcuts
8	Theoretical	Keyboard shortcuts
9	Theoretical	Error-free five-minute prose studies of Examination
10	Theoretical	Studies of error-free writing – prose studies
11	Theoretical	Standart letters – block letters – average letters
12	Theoretical	Database examples
13	Theoretical	Usage of databases
14	Theoretical	Databases in turkey and around the world

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	1	1	2
Final Examination	1	1	1	2
			Total Workload (Hours)	75
			[Total Workload (Hours) / 25*] = **ECTS**	3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To be able to use communication techniques,rules and forms of correspondence with the help of up-to-date technology

2	To be able to submit the data collected in health care institutions and analyze them using scientific and bio-statistic techniques. And also to be able to calculate and interpret basic rates data used in health care institutions, which give first step service and bed service.
3	To be able to archive the records, documents and forms in health care institutions by using up-to-date techniques
4	To be able to follow the information sources arising from technological developments.
5	Information services, Information access policies and Using information access models.

Programme Outcomes *(Medical Documentation and Secretarial Practices)*

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients? rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

Contribution of Learning Outcomes to Programme Outcomes *1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High*

	L1	L2	L3
P3	5		
P5		4	
P6			2