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	60

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 Laboratory Techniques)*

1	Understands the basic operation, organization, and safety rules of the medical laboratory; takes personal safety precautions and ensures a safe laboratory environment.
2	Accepts samples in the medical laboratory, performs pre-analysis preparation, ensures proper transfer conditions, and delivers results.
3	Performs basic tests in various fields of the medical laboratory, prepares analytical solutions, and effectively uses devices and techniques involved in the analysis process.
4	Applies disinfection and sterilization techniques, ensures laboratory hygiene, and complies with waste management procedures.
5	Evaluates and interprets the results of analyses and prepares laboratory reports in accordance with professional ethical principles.
6	Possesses fundamental knowledge of health sciences and effectively uses medical terminology in professional applications.
7	Communicates effectively in healthcare services, works well in teams, and uses Turkish proficiently; has a basic level of foreign language proficiency in professional applications. Embraces Atatürk's principles and reforms, adopts national, moral, spiritual, and cultural values, and maintains an open perspective toward universal and contemporary developments.
8	Keeps up with advancements in science and technology, continuously updates professional knowledge and skills, and engages in self-improvement.
9	Is aware of individual and public health, environmental protection, and occupational safety issues and fulfills responsibilities in these areas.
10	Possesses awareness of career management and lifelong learning within an academic context.