

Objectives of the Course

The aim of this course is to develop the information technology literacy that students will need in their professional lives, to enable them to use office programs effectively, and to support them in mastering academic/administrative processes through NEVÜ information systems.

Course Contents

This course aims to understand the role of digitalization in the business world and develop students' professional and academic skills through the effective use of office programs. The course introduces skills in preparing reports and formal papers with Word, data analysis and graphic creation with Excel, and effective presentation design with PowerPoint. Students will also learn to manage their academic processes by familiarizing themselves with institutional digital tools such as NEVÜ student information systems and library automation. Students are encouraged to develop projects specific to healthcare and marketing through the use of collaborative digital tools.

Recommended or Required Reading

1. Lecture notes, practice files, and sample case studies prepared by the instructor within the scope of the course. 2. Online Resources and Materials. 3. NEVÜ Student Information System User Guide. 4. <https://bilimgenc.tubitak.gov.tr/makale/chatgpt-nedir-nasil-kullanilir>

Planned Learning Activities and Teaching Methods

The course introduces the role of digitalization and artificial intelligence in the business world through lecture and discussion. Demonstration and hands-on practice techniques help students effectively use Word, Excel, PowerPoint, Outlook, and NEVÜ information systems. Case studies explore current digitalization practices in the healthcare and marketing sectors, and group work develops students' AI-powered content creation and collaboration skills.

Recommended Optional Programme Components

Before coming to class, students must make the necessary preparations according to the preparation section of the relevant week.

Instructor's Assistants

There is no assistant instructor teaching the course.

Presentation Of Course

Face to Face / Formal Education

Dersi Veren Öğretim Elemanları

Inst. Dr. Gülçin Çalışkan Seyfeli

Program Outcomes

1. Uses office programs (Word, Excel, PowerPoint, Outlook) effectively.
2. Knows and uses tools such as NEVÜ student information system, e-mail system, library automation.
3. Recognize computer components
4. They can understand the importance of digital transformation in the business world and evaluate the impact of artificial intelligence in the healthcare field.

Weekly Contents

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical	Practise
1	Please review the course information package.		Lecture, Question and Answer	Course Introduction, Introduction to Computers and Operating Systems, Basic Computer Use and Internet	
2	Research 1 example of the use of artificial intelligence in the healthcare sector.		*Lecture, Discussion	Introduction to Digital Transformation and Artificial Intelligence: Digitalization in the business world, the importance of IT, the impact of artificial intelligence in the healthcare field	Discussion of current examples, brief case analysis
3	Update your Student Information System profile.		*Explanation, Application	NEVÜ Information Systems I: Student Information System operation and modules, SHMYO Web Page Usage	Reviewing the course/assignment screen via UBYS, reviewing the SHMYO website
4	Sending by writing a sample email		*Explanation, Application	Email Usage	Creating email accounts (Gmail example) Writing and sending emails (subject, recipient, content) Responding to and forwarding emails; security (spam, fraud)

Order	PreparationInfo	Laboratory TeachingMethods	Theoretical	Practise
5	Correcting sample text in Word	*Explanation, Application	Microsoft Word - Basics	Introducing the Word Interface • Identifying the menu bar, toolbar, and ribbon Creating a New Document • Opening a blank document and using a template Text Writing and Formatting • Font, size, color, bold, italic, and underline settings • Paragraph settings (alignment, line spacing)
6	Correcting sample text in Word	Creating and Editing Tables • Inserting a table, merging cells, adding/deleting rows and columns Page Layout Settings • Margins, page size, and orientation Adding Titles and Page Numbers • Adding page numbers and using title styles *Explanation, Application	Microsoft Word - Basics	
7	Correcting sample text in Word	*Explanation, Application	Microsoft Word - Advanced Information	Adding and Editing Images • Inserting, sizing, and positioning images • Using Styles and Templates Using and customizing predefined styles • Saving a Document as a PDF Saving a document in different formats (PDF, DOCX)
8			Midterm	
9	Sample work in Excel	*Explanation, Application	Microsoft Excel - Basics	Introducing the Excel Interface • Identifying cells, rows, columns, and worksheets Creating a New Workbook • Opening and saving a blank workbook Working with Cells • Data entry, cell formatting (numbers, dates, text)
10	Sample work in Excel	*Explanation, Application	Microsoft Excel - Functions	Using Basic Formulas • Addition, subtraction, multiplication, and division Cell References • Using absolute and relative cell references Filtering and Sorting Data • Methods for sorting and filtering data
11	Sample work in Excel	*Explanation, Application	Microsoft Excel - Charts and Advanced	Creating Charts • Creating line, column, and pie charts Visualizing Data • Adding data labels and titles to charts
12	Preparing a Powerpoint sample presentation	*Explanation, Application PowerPoint Interface Introduction • Identifying slides, slide views, and layouts Creating a New Presentation • Opening a blank presentation and using a template Adding and Editing Slides • Adding new slides, deleting them, and editing them	Microsoft PowerPoint - Basics	PowerPoint Interface Introduction • Identifying slides, slide views, and layouts Creating a New Presentation • Opening a blank presentation and using a template Adding and Editing Slides • Adding new slides, deleting them, and editing them
13	Preparing a Powerpoint sample presentation	*Explanation, Application	Microsoft PowerPoint - Adding Content	Adding Text and Images • Adding text boxes, images, shapes, and charts Slide Layout and Design • Using background colors and design templates Adding Slide Notes and Comments • Adding notes to use during the presentation
14	Preparing a Powerpoint sample presentation	*Explanation, Application	Microsoft PowerPoint - Transitions and Animations	Using Transition Effects • Adding and adjusting slide transition effects • Moving Content with Animations • Adding text and object animations • Saving and Sharing Presentations • Saving presentations in different formats (PPTX, PDF)

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical	Practise
15			*Explanation, Application	General Evaluation and Implementation	

Workload

Activities	Number	PLEASE SELECT TWO DISTINCT LANGUAGES
Vize	1	1,00
Final	1	1,00
Ara Sınav Hazırlık	7	2,00
Final Sınavı Hazırlık	7	2,00
Teorik Ders Anlatım	14	2,00
Ders Öncesi Bireysel Çalışma	8	1,00
Uygulama / Pratik Sonrası Bireysel Çalışma	4	2,00

Assesments

Activities	Weight (%)
Ara Sınav	40,00
Final	60,00

	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18
L.O. 1											5							
L.O. 2											5							
L.O. 3											5							
L.O. 4											5			5				

Table :

- P.O. 1 :** Sağlık alanında temel düzeyde işletmecilik bilgilerine sahiptir.
- P.O. 2 :** Karar uygulama ve davranışlarında işletmecilik ve yönetim alanına ilişkin edindiği bilgileri kullanma becerisine sahiptir.
- P.O. 3 :** Sağlık alanındaki işletmecilikle ilgili bilgileri analiz etme, yorumlama ve değerlendirme becerisine sahiptir.
- P.O. 4 :** Kendisine verilen görev ve sorumlulukları yerine getirir.
- P.O. 5 :** Uygulamada karşılaşılan ya da öngörülemeyen sorunlar için ekip üyesi olarak sorumluluk alır.
- P.O. 6 :** Edindiği bilgi ve becerileri eleştirel olarak değerlendirir.
- P.O. 7 :** Öğrenme gereksiniminin sürekliliğini kavradığını gösterir.
- P.O. 8 :** Öğrenme gereksinimlerine yönelik programlara katılıma açık olur.
- P.O. 9 :** Sağlık alanındaki işletmecilik ile edindiği bilgi ve beceriler düzeyindeki düşüncelerini ve önerilerini ilgililere yazılı ve sözlü olarak aktarır.
- P.O. 10 :** Çalışma arkadaşlarına yardıma yatkındır.
- P.O. 11 :** Avrupa Dil Portföyü A2 genel düzeyinde (en az alanındaki bilgileri takip edebilecek ve meslektaşları ile iletişim kurabilecek kadar) yabancı dil bilgisine sahiptir.
- P.O. 12 :** Sağlık alanının gerektirdiği en az Avrupa Bilgisayar Kullanım Lisansı Temel Düzeyinde Office ve bilgisayar yazılımı ile birlikte bilişim ve iletişim teknolojilerini kullanır.
- P.O. 13 :** Örgüt/Kurum, iş ve toplumsal etik değerlere uygun davranır.
- P.O. 14 :** Sosyal hakların evrenselliği, sosyal adalet, kalite ve kültürel değerler konularında yeterli bilince sahiptir.
- P.O. 15 :** Değişime ve yeniliğe açıktır.
- P.O. 16 :** Alanında birey ve halk sağlığı, çevre koruma ve iş güvenliği konularında yeterli bilince sahiptir.
- P.O. 17 :** Alanındaki etik ilkeler ve kurallarla ilgili bilgiye sahiptir.
- P.O. 18 :** Sağlık sistemi içerisinde bulunan kurum ve kuruluşları tanıır, alanında çalışan bir birey olarak görev, hak ve sorumlulukları ile ilgili yasa, yönetmelik ve mevzuata uygun hareket eder.
- L.O. 1 :** Ofis programlarını (Word, Excel, PowerPoint, Outlook) etkin bir şekilde kullanır.
- L.O. 2 :** NEVÜ öğrenci bilgi sistemi, e-posta sistemi, kütüphane otomasyonu gibi araçları tanıır ve kullanır.
- L.O. 3 :** Bilgisayar bileşenlerini tanıır
- L.O. 4 :** Dijital dönüşümün iş dünyasındaki önemini anlayabilir ve yapay zekanın sağlık alanındaki etkilerini değerlendirebilirler.