AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Basic Information Technologies							
Course Code		ENF155		Couse Level		First Cycle (Bachelor's Degree)			
ECTS Credit	4	Workload	100 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The aim of the course is to provide basic computer skills for university students.							
Course Content		The main components of the computer system: Processor, input-output units, storage and other peripherals; Operating systems: Ability to work effectively in the operating system, system customization and management, Introduction of utility softwares: Archiving programs, audio / video player programs, screen recording programs etc. Word processing programs: Text and page editing, working with tables, images and graphics, creating forms, letters and labels. Customizing menu and toolbars. Macros and advanced applications. Electronic spreadsheet programs: Electronic Spreadsheets, creating template with data such as figures, words, and dates, chart drawing, performing mathematical, logical and text based operations, macros, standard and user-defined functions. Data presentation programs: Creating and editing presentation. Inserting objects like sounds, images, movies etc. Animation and special effects. Computer and internet security. Computers and Ethics.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Project Based Study, Individual Study					
Name of Lecturer(s)		Ins. İlknur GANIZ, Res. Assist. Fatih EPİK							

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading	
1	Raymond, F.B., Ginsberg, L. and Gohagan, D. (1998). Information technologies, Routledge.

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to information systems and computer
2	Theoretical	Bilgisayar Sistemini oluşturan parçalar (Donanım)
3	Theoretical	Windows Operating System
4	Theoretical	Windows Operating System
5	Theoretical	Word processor
6	Theoretical	Word processor
7	Practice	Word processor
8	Intermediate Exam	Midterm
9	Theoretical	Spreadsheet
10	Practice	Spreadsheeet
11	Practice	Spreadsheet
12	Practice	Presentation software
13	Theoretical	Presentation software
14	Theoretical	Utility software (Compression, photo editor, pdf)
15	Theoretical	Computer security and ethics.
16	Final Exam	Final Exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	3	56
Project	1	5	1	6
Studio Work	14	1	1	28
Midterm Examination	1	4	1	5

Final Examination	1	4	1	5
			Total Workload (Hours)	100
			[Total Workload (Hours) / 25*] = **ECTS**	4
**25 hour workload is accepted as 1 ECTS*				

Learning Outcomes	
1	Can define the basic components of the computer system (Processor, input-output units, storage and other peripherals).
2	Can work effectively with operating systems.
3	Can create texts in various formats in the word processing program.
4	Can make advanced applications with word processing programs.
5	Can make applications with "form control" in the electronic spreadsheet program.
6	Can work with macros in the electronic spreadsheet program.
7	Can make advanced applications with electronic spreadsheet programs.
8	Can make advanced applications with data presentation programs.

Programme Outcomes *(Recreation)*	
1	Students have comprehensive and systematic information about concepts, principles, theories, facts in disciplines related to Recreation in Recreation field and use and interpret these information in workplace
2	By specialising in certain studies of profession related to Recreation, students carry out planning and control functions in the field.
3	By using the knowledge about Recreation, students fullfil responsibilities in league with other occupational groups
4	Students carry out the recommendation and coordination functions, and plan activities related to Recreation
5	Students behave in accordance with the codes of ethics and laws and regulations related to right and liability of Recreation field.
6	Students analyse by using the known techniques related to Recreation
7	Students fullfil scientific information responsibility related to Recreation and research
8	Students develop positive behaviour and attitude towards healthy life-long sport
9	Students set an example as a model to society and colleagues with theirprofessional identity related to Recreation field
10	Students must communicate written or verbal in some foreign languages