



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title	Basic Information Technologies								
Course Code	ENF155		Course 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 EPIK								

### 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	Spreadsheet
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 (Sports Management)

1	1. To be able to explain the elements of management and organization and to apply the functions of management in sports organizations
2	2. To be able to understand the interdisciplinary and the multidisciplinary nature of the field of sport management.
3	3. To be able to comprehend the knowledge, skills and values related to the management of the general business areas in addition to sports industry at the top-level.
4	4. To be able to define and explain internal and external factors that shape and influence the sports in our country and the World.
5	5. To be able to comprehend and interpret the technical strategies and the managerial skills of the branch of sports chosen.
6	The skill of creating, applying and interpreting the plans of project and program
7	7. To be able to develop strategies financially for the sports organizations, to evaluate the budgets, the sources of income and the expenses
8	8. To be able to comprehend and interpret how the ethical principles influence the process of financial, marketing and administrative decision-making at the sports organizations
9	9. To be able to know the basic principles and methods of the sports marketing at the national and international level
10	10. To be able to understand the qualitative and quantitative analysis and be able to use them effectively

