



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|---|----------------------|--|---|---------------------------------|---|------------|---|
| Course Title | | Basic Information Technologies | | | | | | | |
| Course Code | | ENF155 | | Course Level | | First Cycle (Bachelor's Degree) | | | |
| ECTS Credit | 4 | Workload | 100 (<i>Hours</i>) | 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

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| 1 | Raymond, F.B., Ginsberg, L. and Gohagan, D. (1998). Information technologies, Routledge. |
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| 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 |



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|---|---|---|---|-----|
| 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

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| 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)

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| 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 |

