



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Information And Communication Technology							
Course Code		BPR182		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 ( <i>Hours</i> )	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		this course is designed to teach students basic concepts about information systems.							
Course Content		Internet and web browsers, managing e-mails, newsgroups and forums, web-based learning, Designing personal web cites, e-commerce, Preparing CV in word processor programme, Internet and career, Preparing for a bussiness meeting, Electronic tables, Formulas and functions, Graphics, Preparing presentations, preparing flyers							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)		Lec. Berkay ÇAKIR, Lec. Çağlar ALTAY							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Bilgisayar ve İnternet Kullanımı -Dr. Hasan Çebi BAL
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Week	Weekly Detailed Course Contents	
1	Theoretical	Internet and web browser
2	Theoretical	managing e-mails
3	Theoretical	.Newsgroups and forums
4	Theoretical	Web-based learning
5	Theoretical	Designing personal web cites
6	Theoretical	E-commerce
7	Theoretical	Preparing CV in word processor programme
8	Theoretical	Midterm exam
9	Theoretical	Getting ready for bussiness meetings
10	Theoretical	Internet and career
11	Theoretical	Electronic tables
12	Theoretical	Graphics
13	Theoretical	Formulas and functions
14	Theoretical	Preparing presentations
15	Theoretical	Preparing flyers

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	3	30
Reading	10	0	3	30
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Students can use different functions of word processors, electronic tables and presentation softwares.
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2	Recognize computer and hardware.
3	Uses the operating system effectively.
4	Uses the Internet and its applications effectively.
5	Prepares functional presentations by using the presentation programme.
6	Recognize informatics security policies.
7	Identify basic information technology problems that arise in working life and provide constructive and analytical suggestions at basic level.

**Programme Outcomes (Business Administration Management)**

1	To be able to use the theoretical knowledge in business management in working life
2	Having the ability to use the management functions of the business and following new management techniques
3	To be able to fulfill the legal responsibilities of the operator, to have the knowledge and equipment to follow and implement the relevant legislation
4	To be able to use the information and communication technologies at the level required by the field, to adapt the new technologies to the operating systems by following the technological changes
5	To identify, analyze and bring solutions to problems encountered in professional practice
6	Managing business financing; bringing a solution to the financial problems by making the financial analysis of the business
7	Gaining the ability to manage the business by ensuring that the human resources operate and develop efficiently in line with business objectives
8	To be able to comprehend the basic functions of production and marketing as a whole and to be able to apply new production and marketing techniques
9	To be able to perform cost calculations in enterprises, to hold accounting records, to prepare financial statements and to be able to interpret
10	Having professional ethical values ??sought in the qualified personnel required by the market, and able to use Turkish language effectively in written and oral communication; To be able to have professional foreign language knowledge that can make international correspondences related to the field
11	Having analytical analysis, interpretation, evaluation and solution skills of field related information
12	To be able to follow and apply current and economic developments in national and international framework related to his / her profession

**Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High**

	L2
P4	4

