



## 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 (Office Management and Executive Assistantship)**

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

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

	L1	L2	L3	L4	L5	L6	L7
P1	4						
P5				4			
P6		4					
P8					4		
P9			4				
P15						4	4

