AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Basic Information Technologies						
Course Code	ENF105		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	4	Workload	100 *(Hours)*	Theory	3	Practice	0	Laboratory	0

Objectives of the Course	To comprehend the basic components of the computer, to have knowledge about computer functions, to make advanced applications for education with various software, to enhance their knowledge on computer and communication technologies.
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)	Cihan SAĞBAŞ, Ins. Didar SÖMEN BALCI, Ins. İlknur GANIZ, Ins. Özgür SARI, Ins. Sinan BAYIK, Ins. Tolga EVREN, Lec. Ahmet Cumhur ÖZTÜRK, Lec. Ali ERKUL, Lec. Şebnem Nalan AKAROĞLU

Assessment Methods and Criteria

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

Recommended or Required Reading

1	BİLGİSAYAR OKURYAZARLIĞI I-II (2012), Pegem A Yayıncılık :Ankara

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to information systems and computer
2	Theoretical	Components of the computer system (Hardware)
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	Mid-term exam
9	Theoretical	Spreadsheet
10	Theoretical	Spreadsheet
11	Practice	Spreadsheet
12	Practice	Internet Applications on Education
13	Theoretical	Presentation software
14	Practice	Utility programs (Compression, image editing, 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 *(Agricultural Machinery)*

1	To be able to comprehend social, cultural and societal responsibility and keep up with national and international up contemporary issues and developments.
2	To be able to be bounded to the Atatürk nationalism, adopted to the national, ethic, spiritual and cultural value of the Turkish Nation, opened to the universal and modern development, adopted the richness, deep seated and productive properties of the Turkish language, having language sympathy and awareness, having reading pleasure and habit and having sufficient foreign language for their vocational necessities, In the directions of the Atatürk Principles and Revolutions,
3	To be able to recognize the basic computer hardware and operating systems , knowledge of internet usage being able to prepare documents, electronic tables and presentation by using office programs.
4	To be able to be aware of ethic responsibility and vocational profession and to have consciousness of a lifelong learning concept
5	To be able to know current vocational issues and to have skill to define and interpret them.
6	To be able to be aware of the universal and social dimensional effects in engineering solutions, and to be able to have knowledge about entrepreneurship and newfangleness.
7	To recognize the materials which used for preparation of agricultural machinery and have skill for the choosing the appropriate material.
8	To be able to acquire the skill of using the necessary tools and equipments which are used in the production and maintenance of agricultural machinery.
9	To be able to prepare the agricultural tools and machineries, to determine the breakdowns and to do periodic maintenance and repairs.
10	To be able to comprehend the picture of the agricultural tools and machinery and their fabrication , and have the skill to draw them via computer.
11	To be aable to assemble and to combine machinery pieces by using demountable and nondetachable junction methods.
12	To be able to have the skill of resistance calculations of the agricultural tool and machinery on computer.
13	To be able to test and control the suitability of new machines and mechanic equipment to the definite standarts and technical properties.
14	To be able to have general knowledge of agricultural production.
15	To be able to have knowledge of basic sciences.