



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Information and Communication Technologies							
Course Code		YYÖN164		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		Gain basic information about Information Technology, to use office software.							
Course Content		Internet access and Internet Browser E-mail Management Newsgroups / Forums Web-Based Learning Personal Web Site Preparation Electronic Commerce Word Processor Program Resume Internet And Careers Job interview preparation Job interview preparation Trading Statement Formulas and Functions Graphics Presentation Preparation Introductory Material Preparation							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)		Lec. Durcan Özgün SARIOĞLU							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Bilgi ve İletişim Teknolojisi Kitabı
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Week	Weekly Detailed Course Contents	
1	Theoretical	Internet access and Internet Browser
2	Theoretical	E-mail Management
3	Theoretical	Newsgroups / Forums
4	Theoretical	Web-Based Learning
5	Theoretical	Personal Web Site Preparation
6	Theoretical	Electronic Commerce
7	Theoretical	Word Processor Program Resume
8	Intermediate Exam	Midterm
9	Theoretical	Internet And Careers
10	Theoretical	Job interview preparation
11	Theoretical	Job interview preparation
12	Theoretical	Trading Statement
13	Theoretical	Formulas and Functions
14	Theoretical	Graphics
15	Theoretical	GENERAL REPETITION
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	0	28
Lecture - Practice	14	2	0	28
Assignment	1	0	13	13
Midterm Examination	1	1	1	2
Final Examination	1	3	1	4
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	1. Knowledge about ICT.
2	2. To use office software
3	Recognize computer and hardware.
4	Recognize information security policies.
5	Uses the Internet and its applications effectively.

Programme Outcomes (Logistics)

1	Understanding of the basics needed for the mobility of production and consumption of goods.
2	Provide warehouse and inventory management decisions.
3	To decide on the mode of transport and handling equipment to be used.
4	Logistics information systems benefit from the process of the realization of the activities.
5	To dominate the national and international legislation regulating the field of logistics.
6	Administration, management and marketing ideas and conducting.
7	Sensitivity to the requirements of professional ethics move
8	Idea about the conduct of national and international transport policies.
9	Having written and oral communication skills.
10	Current society and understand the world.

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

	L1	L2	L3	L4	L5
P4	3	3	3	3	3
P6	3	3	3	3	3
P10	3	3	3	3	3

