AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Information and Communication Technologies						
Course Code		YYÖN164		Couse 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

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 REPETİTİON
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 *(Local Authorities)*

1	Theoretical knowledge in the field of public administration and local governments to use in working life and lifelong learning to be conscious.
2	To have the ability to use the functions of local government, public administration to adapt to contemporary approaches
3	Problems encountered in professional practice to identify, analyze and propose solutions to have the ability to bring.
4	Professional legal regulations to be equipped, and keep track of changes, use the.
5	Local and collective needs, expectations, and to have knowledge about efficient service delivery.
6	urkish political life, political orientations, political power, political culture and to have competence in matters of contemporary political ideologies.
7	Understanding of contemporary urbanism, urban planning, urban land management, housing and environmental issues and policies to be competent.
8	Decentralization, local democracy and civil society to gain competence on a case.
9	Having the necessary values in the field of professional ethics; written-verbal communication and correspondence with the field of information-communication technologies and be able to use.
10	Land use plans, zoning laws and regulations to have knowledge of subjects covered.
11	The process of globalization and the country's internal dynamics, to analyze the process of democratization.
12	The Constitution, fundamental rights and freedoms, civil servants, law and public law legislation have sufficient knowledge about professional ethics.

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

	L1	L2
P1	3	3
P3	2	2
P4	2	2
P5	3	3
P8	2	2
P9	2	