



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Basic Information Technologies							
Course Code		ENF105		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	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)		Ins. Didar SÖMEN BALCI, Ins. İlknur GANIZ, Ins. Mehmet ŞEN, Ins. Özgür SARI, Ins. Tolga EVREN, Lec. Ali ERKUL							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	BİLGİSAYAR OKURYAZARLIĞI I-II (2012), Pegem A Yayıncılık :Ankara
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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	Theoretical	Word processor
8	Theoretical	Spreadsheet (Mid-term exam)
9	Theoretical	Spreadsheet
10	Theoretical	Spreadsheet
11	Theoretical	Internet Applications on Education
12	Theoretical	Presentation software
13	Theoretical	Utility programs (Compression, image editing, pdf)
14	Theoretical	Computer security and ethics

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 (Geriatric Care)

1	He/she will have fundamental, up-to-date, and practical knowledge related to the profession.
2	He/she will have knowledge about occupational health and safety, environmental awareness, and quality processes.
3	He/she follows the latest developments and practices in the profession and uses them effectively.
4	He/she effectively uses information technologies (software, programs, animation, etc.) related to the profession.
5	He/she has the ability to independently evaluate professional problems and issues with an analytical and critical approach and propose solutions.
6	He/she can effectively present their thoughts in writing and verbally at the level of knowledge and skills, expressing them in an understandable manner.
7	He/she takes responsibility as a team member to solve complex, unforeseen problems encountered in practices related to the field.
8	He/she is aware of career management and lifelong learning.
9	He/she possesses social, scientific, cultural, and ethical values in the stages of data collection, application, and dissemination of results related to the field.
10	He/she follows the developments in their field using a foreign language and communicates with colleagues.
11	He/she defines the physiology of aging and old age.
12	He/she defines and applies the processes of supporting the physical, psychological, and social aspects of elderly individuals, as well as planning and implementing basic rehabilitation programs.
13	He/she explains the legal practices and support systems related to elderly care (such as nursing homes, day care centers, etc.).

