



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Information and Communication Technologies							
Course Code		İDT257		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		In this course, opportunities to develop themselves using information technology aimed to gain qualifications.							
Course Content		Communication on the Internet, applying for jobs on the internet, digital data, editing, design templates ready for							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study					
Name of Lecturer(s)		Ins. Osman DORU							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Bilgi ve İletişim Teknolojileri, Hasan Tane
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Week	Weekly Detailed Course Contents	
1	Theoretical	Internet and Internet Browser
	Practice	Internet and Internet Browser
2	Theoretical	Electronic mail management
	Practice	Electronic mail management
3	Theoretical	Newsgroups / Forums
	Practice	Newsgroups / Forums
4	Theoretical	Web-Based Learning
	Practice	Web-Based Learning
5	Theoretical	Prepare for Your Website
	Practice	Prepare for Your Website
6	Theoretical	Electronics Trading
	Practice	Electronics Trading
7	Theoretical	Word Processor Program Curriculum Vitae
	Practice	Word Processor Program Curriculum Vitae
8	Theoretical	Internet And Career
	Practice	Internet And Career
9	Theoretical	Job Interview Preparation
	Practice	Job Interview Preparation
10	Theoretical	Transaction Table
	Practice	Transaction Table
11	Theoretical	Formulas and Functions
	Practice	Formulas and Functions
12	Theoretical	graphics
	Practice	graphics
13	Theoretical	Preparing Presentation
	Practice	Preparing Presentation
14	Theoretical	Introductory Material Preparation
	Practice	Introductory Material Preparation



Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	0	30	30
Laboratory	1	0	36	36
Midterm Examination	1	0	2	2
Final Examination	1	0	4	4
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Communicate on the Internet
2	To apply for a job on the Internet
3	Edit numeric data
4	Ready prepare promotional material with a template
5	Preparing presentation

Programme Outcomes (Foreign Trade)

1	Economics, business law, labor and social security law, business, accounting, and describe the basic concepts of international trade
2	Of delivery and payment to foreign trade, foreign trade transactions and edit documents used
3	Mathematical operations to commercial
4	Grasp of the Turkish bank-exchange regulations, to prepare documents that are used in these processes, business correspondence, make
5	Turkey customs legislation to the foundation, to prepare the documents and customs procedures to follow
6	Turkey export import regulations, the basic concepts of logistics, know the rules of international transport and prepare the documents necessary, carry out e-commerce transactions
7	Foreign trade operations in computer and be able to use a foreign language, foreign trade transactions
8	Grasp and analyze methods of financing foreign trade, foreign trade transactions in free zones to
9	To international marketing strategies, recognizing the risks of international trade, international monetary and capital markets to analyze the relationships
10	Understand the importance of quality and standardization in foreign trade, foreign trade transactions and tax practices to insure
11	Account for foreign trade and foreign exchange transactions
12	Turkey's economy and economic crisis of the world economy and to understand the developments in the EU - Turkey relations to follow, to recognize the international economic and financial organizations
13	Win the adequacy of research, professional ethics, to grasp, to know the methods of commercial correspondence
14	Atatürk's principles and reforms
15	Accordance with the rules To know writing and speaking of the Turkish language, to know the types literary texts, and spoken expression

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

	L1	L2	L3	L4
P6	4	4	2	2
P7	4	2	5	5

