AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Information and Communication Technologies					
Course Code		LOJ151		Couse Level		Short Cycle (Associate's Degree)	
ECTS Credit	4	Workload	100 *(Hours)*	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		This course aims to teach basic information technologies and usage of package softwares					
Course Content		To teach basic information technologies and usage of package softwares					
Work Placement		N/A					
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Demonstration, Discussion, Case Study, Problem Solving					
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 Teknolojisi Kitabı

Week	Weekly Detailed Course Contents	
1	Theoretical & Practice	Computer systems and Introduction to Computers
2	Theoretical & Practice	Parts that make up a computer system
3	Theoretical & Practice	Windows Operating System
4	Theoretical & Practice	Windows Operating System
5	Theoretical & Practice	Word processor
6	Theoretical & Practice	Word processor
7	Theoretical & Practice	Word processor
8	Theoretical & Practice	spreadsheet
9	Theoretical & Practice	spreadsheet
10	Theoretical & Practice	spreadsheet
11	Theoretical & Practice	spreadsheet
12	Theoretical & Practice	Preparing a Presentation
13	Theoretical & Practice	Preparing a Presentation
14	Theoretical & Practice	Utilities

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	1	14
Assignment	1	0	14	14
Reading	1	0	10	10
Midterm Examination	1	14	0	14
Final Examination	1	20	0	20
			Total Workload (Hours)	100
			[Total Workload (Hours) / 25*] = **ECTS**	4

25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Gain knowledge about basic information technologies
2	Use package softwares
3	Using the Word software program

4	Using the Excel software program
5	Using the Powerpointl software program

Programme Outcomes *(Logistics)*

1	Understanding of the basics needed for the mobility of production and consumption ware
2	Give storage and inventory management decisions
3	To decide about types of transportation and handling equipment to be used to decide
4	Logistics information systems take advantage of the process of realization of activities
5	Be the judge national and international legislation regulating the field of logistics
6	Administration, management and marketing topic about give an idea
7	To be sensitive to the requirements of professional ethics
8	Provide an idea about the the national and international transport policies
9	To have written and spoken communication skills
10	Living in society and to understand the world

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

	L1	L2
P4	5	5
P10	2	