AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Basic Information Technologies								
Course Code	ENF105		Couse Level		Short Cycle (Associate's Degree)				
ECTS Credit	4	Workload	100 *(Hours)*	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

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 *(Automotive Technology)*	
1	Using the basic knowledge and skills acquired in his/her field of study, to have the ability to evaluate and interpret the data, to define and analyze the problems, to make solution suggestions based on evidence and proofs.
2	To choose and use efficiently contemporary techniques and means as well as information technologies required for the applications related to the field of study.
3	The ability to apply the processes related to industrial and service sector by examining.
4	To gain the ability to produce solutions to unforeseen situations, take responsibility in teams and to have the skill to conduct individual works.
5	To achieve an awareness of the necessity of lifelong learning and consistently self-improving besides of following the developments in science and technology.
6	To become skillful at using computer hardware and software in a baseline level required by the field of study.
7	To be aware of Business Law, Job Security, environmental protection and quality concepts.
8	To have a command of communication skills and foreign language in order to communicate efficiently and follow the latest developments in his/her field of study.
9	Acquiring enough conceptual and applied knowledge in Mathematics, Science and Basic Engineering issues related to his/her field.
10	To plan the processes in automotive technology field to meet the expectations of the sector.
11	To become skillful at making designs by means of technical and computer-aided drawings and simulation programs, and by using various software programs to be able to choose systems and components required in by the field apart from making the basic sizing computations and drawing the architectural and static projects and details.
12	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.
13	To provide them with knowledge about substance use and addiction problem and prevention methods.

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

	L1	L2	L3	L4	L5	L6	L7	L8
P1	4							
P2		4						
P3			4					
P4				4				
P5					4			
P6						5		
P7							2	
P8								3