



## 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)		Çihan SAĞBAŞ, Ins. Didar SÖMEN BALCI, Ins. İlknur GANIZ, Ins. Özgür SARI, Ins. Sinan BAYIK, Ins. Tolga EVREN, Lec. Ahmet Cumhuri ÖZTÜRK, Lec. Ali ERKUL, Lec. Şebnem Nalan AKAROĞLU							

### Assessment Methods and Criteria

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

### 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	Practice	Word processor
8	Intermediate Exam	Mid-term exam
9	Theoretical	Spreadsheet
10	Theoretical	Spreadsheet
11	Practice	Spreadsheet
12	Practice	Internet Applications on Education
13	Theoretical	Presentation software
14	Practice	Utility programs (Compression, image editing, pdf)
15	Theoretical	Computer security and ethics
16	Final Exam	Final Exam

### 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 (Hair Care and Beauty Services)

1	Ability to evaluate, to apply, to access to scientific knowledge by using theoretical and practical knowledge in basic level knowledge gained in the field of hair care and beauty services
2	Having knowledge of using effectively all kinds of tool and equipment using in the field of hair care and beauty services
3	Ability to study in a basic level project, to take responsibility for individual or team, to solve problems facing relation with the field of hair care and beauty services
4	Ability to develop oneself as the personal and professional, updating them with the awareness of lifelong learning, knowledge skills and competencies regarding in the field of hair care and beauty services.
5	Ability to communicate at least one foreign language at a basic level
6	Ability to use effectively information and communications technologies
7	Ability to communicate and to be social effectively
8	Ability to evaluate and to interpret data relation with them, to solve and to identify potential problems regarding in the field of hair care and beauty services
9	Having knowledge of legal regulations and professional standards and regarding in the field of hair care and beauty services
10	Ability to behave suitable and to attend for quality management and processes
11	Ability to be an example to the community by external appearance, personal care, manner, attitude and behavior
12	Ability to develop and to evaluate and to satisfy towards demand and needs of consumer of service processes regarding in the field of hair care and beauty services
13	Ability to consider human health, social and natural environment towards ethical principles of professional, while carrying out things regarding in the field of hair care and beauty services
14	Ability to evaluate health, safety and risk as regular regarding in the field of hair care and beauty services
15	Ability to transfer the acquired knowledge and skills, if necessary, using to appropriate learning environments

### 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
P6	5	5	5	5	5	5	5	5

