



**AYDIN ADNAN MENDERES UNIVERSITY**  
**FACULTY OF TOURISM**  
**TOURISM GUIDING**  
**TOURISM GUIDING**  
**COURSE INFORMATION FORM**

Course Title	Basic Information Technologies								
Course Code	REH100	Course Level			First Cycle (Bachelor's Degree)				
ECTS Credit	3	Workload	76 (Hours)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course	The purpose of course is to use basic computer skills and basic functions of the computer, word processor, spreadsheet, and presentation programs, and gain the basic skills needed to use Internet browsers.								
Course Content	For the purpose of the course; information will be given about computer components, Office software, computer Networks and development of computer literacy.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study								
Name of Lecturer(s)	Res. Assist. Fatih EPİK, Assoc. Prof. Aziz BOSTAN								

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading	
1	Durukan, T.; Erbil, E. (2007). Uygulamalı Bilgisayar Kullanma Klavuzu
2	Güneş, Ali (2008). Temel Bilgi Teknolojileri, Anadolu Üniversitesi, Eskişehir
3	Bal, Hasan C. (2008). Bilgisayar ve İnternet Kullanımı Laboratuvar Uygulamaları. Murathan Yayınevi.

Week	Weekly Detailed Course Contents	
1	Theoretical	BASIC INFORMATION: acquisition and identification of information about the Knowledge, information technology, computer and systems, history, computer hardware units, computer software
2	Theoretical	OPERATING SYSTEM: The introduction of the operating system interface (desktop, windows, etc.). File manager, file and directory concepts, windows explorer, start menu and items, file and directory operations, taskbar, control panel...
3	Practice	OPERATING SYSTEM: Giving information about the file types and directory file. Application on file directory and file types
4	Practice	WORD PROCESSOR: General information, text formatting, copying and moving text, filing procedures, paragraph settings, preparing tables, data sorting...
5	Practice	WORD PROCESSOR: filing processing, writing and formatting operations. Changing type script, copying and moving text, paragraph settings [APPLICATION]
6	Practice	WORD PROCESSOR: Top-down information into a document, page number, day, date added, partition information, preparing tables [APPLICATION]
7	Practice	ACCOUNT, PREPARE TABLE AND GRAPHICS PROGRAMS: General information, selection procedures, data entry, working on the data, filing procedures
8	Practice	ACCOUNT - TABLE AND GRAPHIC: formatting cells, number formatting, preparing graphic
9	Intermediate Exam	Mid-Term Exam
10	Practice	ACCOUNT - TABLE AND GRAPHIC: giving information about general Office programs ( database, e-mail, image editing...), explaining properties and show the use of two office programs together.
11	Theoretical	PRESENTATION PROGRAM: General information, slide preparation, use of templates, filing procedures, the use of intelligent content wizard
12	Practice	Presentation preparation, presentation Outlook, animation effects, slide show
13	Preparation Work	INTERNET: Computer networks and the internet (general information and history, etc.).. network topology, the Internet address structure and protocols, web services (www, ftp, IRC. etc.).
14	Practice	INTERNET: Internet services (e-mail.) Security. Search for information on the Internet
15	Theoretical	General Review
16	Final Exam	Final Exam



**Workload Calculation**

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	2	28
Assignment	2	0	2	4
Individual Work	4	0	1	4
Midterm Examination	1	4	2	6
Final Examination	1	4	2	6
Total Workload (Hours)				76
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

**Learning Outcomes**

1	Recognizes the hardware and software components.
2	Understands the logic of technological materials in digital communications.
3	By using word processing program, the student will have the information of writing and formulating the texts.
4	Has the information on entering data with account and table program, making transactions and calculations on the data and creating a graph of the data.
5	Knows the technical concepts associated with the Internet. Understands the structure of the network, obtain information on issues like viruses and security and characteristics of the information found on the Internet.
6	Has the information on the importance of information, the reliability of information on the Internet, information pollution, the use of information and about copyright and ethic.

**Programme Outcomes (Tourism Guiding)**

1	To have scientific and professional ethical values
2	To gain the ability of analytical and critical thinking
3	To have an awareness of requirement of gaining lifelong new knowledge and skills
4	To know the basic concepts about tourism sector
5	To comprehend relationship between tourism and natural, cultural and social environment
6	To have enough foreign language knowledge to follow trends and studies in his/her field and to be able to communicate
7	to be able to use the second foreign language at medium level.
8	to have the ability of doing team work.
9	To gain the ability to use information technologies in his/her field at a good level.
10	To gain administrative knowledge and ability in his/her field.
11	To be competent on the subject of human relations and behaviours which are required in tourism industry
12	To be able to track the trends in his/her field.
13	To have knowledge and ability on the subjects required for his/her profession.
14	To have comprehensive knowledge required for his/ her profession about other tourism services
15	To have enough knowledge about culture and customs of his/her own country.
16	To have enough knowledge about different cultures and customs.

**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
P1	1	2	2	2	2	4
P2	1	4	2	3	3	3
P3	3	5	4	4	4	5
P4	1	2	2	2	2	4
P5	1	4	2	3	3	3
P6	2	2	2	2	2	2
P7	1	1	1	1	1	2
P8	1	3	2	2	2	2
P9	5	5	5	5	5	5
P10	3	4	4	4	4	4
P11	3	3	3	3	3	3
P12	3	4	4	4	4	4



P13	1	4	4	4	4	4
P14	1	4	4	4	4	4
P15	1	3	2	2	2	4
P16	3	4	3	3	3	4

