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)	Cihan SAĞBAŞ, Ins. Didar SÖMEN BALCI, Ins. İlknur GANIZ, Ins. Özgür SARI, Ins. Sinan BAYIK, Ins. Tolga EVREN, Lec. Ahmet Cumhur 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

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 *(Home Patient Care)*

1	The protection of patients' health , it is sufficient to gain the qualification to provide development and improvement
2	To identify factors that influence the health of the elderly has the ability .
3	Patients know the basic characteristics and needs of individuals and accordingly gain the skills to meet the needs of the elderly.
4	Use basic knowledge and skills related to patient health and care, interpret and evaluate data and identify and resolve potential problems.
5	with have basic health information , as required by the profession and practice of emergency measures that need to be applied in the work environment is capable of .
6	Healthy and sick individuals structure, physiological functions , the relationship between behavior and health and physical and social environment can grasp at a basic level .
7	Task law on rights and responsibilities, comply with regulations and professional ethics.
8	with other professional groups working in this field using its accumulated knowledge about the field of home care patients to take responsibility as a member of the health team in cooperation
9	activities at the basic level can apply for social rehabilitation in patients with plan.
10	social of patients may meet the needs in this matter by understanding the physical and psychological changes.
11	issues related to patient care , safety , protection of the elderly and health care workers have the knowledge and awareness of environmental protection .
12	It can follow the development of the society about the area and is sensitive to events in the world's agenda.
13	on issues related to health services , social responsibility, ethical values ??and has the knowledge and awareness of patients' rights
14	Act in accordance with quality management and processes and participate in these processes .

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

	L4
P5	1