AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Use of Basic Information Technologies						
Course Code	ÇMH208		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	Experience in spreading the use of Information Technologies, Increasing computer literacy, Operating System, Word Processing, Electronic Calculator, Presentation and Internet usage.						
Course Content	Basic concepts related to software and hardware, operating systems in general, word processing programs, electronic spreadsheet programs, data presentation, use of internet in education, the effects of information technology on social structure and its place in education, security systems of information systems and related ethical concepts.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Demonstration, Individual Study				
Name of Lecturer(s)							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Basic Information Technologies, İbrahim Halil Sugözü, Nobel Publishing House.

Week	Weekly Detailed Course Contents	
1	Theoretical	Detailed knowledge of the basic concepts of information technology, basic hardware and software components of a computer system, and a detailed understanding of its functions.
2	Theoretical	Providing basic information about the purposes and usage of operating systems
3	Theoretical	Giving information about operating system settings
4	Theoretical	Organization of files and folders in the operating system
5	Theoretical	Giving basic information about introduction and usage of a word processor program
6	Theoretical	Data input and formatting operations in word processor program
7	Theoretical	Document editing in the word processing program, adding image tables etc. components.
8	Intermediate Exam	Midterm
9	Theoretical	Data entry and formatting operations in spreadsheet application
10	Theoretical	Data entry and formatting operations in spreadsheet application
11	Theoretical	Use of formulas, functions and graphics in the spreadsheet application
12	Theoretical	Giving basic information about the introduction and use of a presentation application
13	Theoretical	Examination of presentation application program
14	Theoretical	Slide design in presentation application and preparation of custom animations
15	Theoretical	Semester final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Assignment	10	0	2	20
Term Project	6	0	1	6
Individual Work	10	0	2	20
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
			Total Workload (Hours)	100
			[Total Workload (Hours) / 25*] = **ECTS**	4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Know the basic concepts of information technologies in detail
2	Understand the basic hardware and software components and functions of a computer system in detail
3	Will be competent at the basic level of the purposes and use of operating systems
4	Use a word processing software to meet professional needs
5	To make tables, files and documents by doing mathematical and logical operations.

Programme Outcomes *(Office Mangement and Executive Assistantship)*

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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

	L1	L2	L3	L4	L5
P1	5	5	5	5	5
P2	5	5	5	5	5
P3		5	5	5	5
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	5	5	5	5	5
P7	5	5	5	5	5
P8	5	5	5	5	5
P9	5	5	5	5	5
P10	5	5	5	5	5