



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Information and Communication Technologies							
Course Code		TAP223		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	73 (Hours)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		To grasp information technologies, basic knowledge about hardware and software. To use personal computers and operating systems and to manage files. The other aim is to create a file and file formation via word processor.							
Course Content		Information technologies, operating systems, word processor programme, schedule and calculation programmes, database programmes							
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	Lecture notes
2	Temel Bilgisayar Eğitimi, T Arat, N Ergül, Eğitim Kitabevi, 2014

Week	Weekly Detailed Course Contents	
1	Theoretical	Using electronic calculation and schedule programme
2	Theoretical	Operating systems, desktop features, features of file and folder
3	Theoretical	Using word processor programme
4	Theoretical	Using word processor programme
5	Theoretical	Using word processor programme
6	Theoretical	Using word processor programme
7	Theoretical	Using word processor programme
8	Intermediate Exam	Mid term exam
9	Theoretical	Using electronic calculation and schedule programme
10	Theoretical	Using electronic calculation and schedule programme
11	Theoretical	Using electronic calculation and schedule programme
12	Theoretical	Using electronic calculation and schedule programme
13	Theoretical	Using database programme
14	Theoretical	Using database programme
15	Theoretical	Using database programme
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	1	28
Lecture - Practice	14	1	1	28
Individual Work	5	2	1	15
Midterm Examination	1	0	1	1
Final Examination	1	0	1	1
Total Workload (Hours)				73
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	To explain basic concepts of information technologies
2	To explain hardware and software concepts
3	To use operating systems efficiently
4	To learn basics of office programs
5	To learn basics of internet technology

Programme Outcomes (*Medical and Aromatic Plants*)

1	Understands the importance of medicinal and aromatic plants in the World and Turkey
2	Learn about the general characteristics of medicinal and aromatic plants. Learn the important issues in cultivation and can apply.
3	Learn about usage technologies about medicinal and aromatic plants and can apply.
4	Inform of producers of medicinal and aromatic plant species in offering, material supply, production process, marketing matter.
5	Know and follow the laws and regulations pertaining to the profession.
6	Learns morphological and anatomical structures of plants.
7	Learns to identify medicinal and aromatic plants.
8	To be able to behave sensitively towards environmental issues at national and global levels and to be able to interpret solution-oriented information; to be able to be an environmentally conscious and entrepreneurial individual
9	To be able to follow, evaluate and implement new developments and applications in the cultivation of medicinal and aromatic plants independently or as a team.

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

	L1	L2	L3	L4	L5
P4	4	4	5	4	5
P5	4	5	4	5	4
P9	4	4	5	5	5

