



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Computer Applications in Biosystem Engineering							
Course Code		BSM107		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	2	Workload	54 (Hours)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		To ensure of students to recognize the basic computer hardware unit and the operating system, to have information about the use of internet and to prepare document, spreadsheets and presentations by using computer office programs.							
Course Content		General features, hardware, software, operating systems of personal computers; basic concepts of MS Windows operating system; MS Word, Excel and Powerpoint.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study, Individual Study					
Name of Lecturer(s)		Prof. Ercan YEŞİLIRMAK							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Sagman, S., 1999. Microsoft Office 2000 for Windows. Berkeley, Calif.: Peachpit Pres. Microsoft Windows XP, Microsoft Office XP
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Week	Weekly Detailed Course Contents	
1	Theoretical	Basic knowledges of computer hardware, software and their components, operating systems, files and their features, Windows operating system, desktops and components, desktop, start menu, task bar, working with files and folders, starting of programs.
2	Theoretical	Computer customization, control panel, network connections, accessories.
3	Theoretical	MS Word: Presentation, appearance, and customize, creating new file, save, save as, file open, page setup, find, replace, text copy / cut, paste, undo, repeat, basic typing rules, and application with the MS Word, getting help.
4	Theoretical	MS Word: Changing the format of the text (font, paragraph, etc.), bullets and numbering, borders and shading, styles and formatting, find and replace
5	Theoretical	MS Word: Page, to add section breaks, page numbers, pictures, symbols, footnotes and endnotes, text boxes, drawings, graphics, add footers and headers.
6	Theoretical	MS Word: Equation editor, spelling and grammar, language, track changes.
7	Theoretical	MS Word: Working with tables (Insert, table auto format, auto fit etc.), print preview, and printing.
8	Intermediate Exam	Midterm exam
9	Theoretical	MS Excel: Introduction, Excel window, and customize, creating new worksheet, save, save as, page setup, cells, rows and columns, working with data entry, edit, move, copy, paste special, adding worksheet, moving, copying, print and print preview, getting help.
10	Theoretical	MS Excel: Format properties (font, color, borders, etc.), and changing, cell formatting (according to the content; number, text, date, etc.), automatic formatting, conditional formatting.
11	Theoretical	MS Excel: Working with MS Excel formulas, calculation, creating formula.
12	Theoretical	MS Excel: MS Excel: Insert functions and their use, getting help about functions, data sorting, filtering
13	Theoretical	MS Excel: Drawing graph, graph types and their applications, changing graphic properties.
14	Theoretical	MS PowerPoint: MS PowerPoint: Presentation, view and customize, create a new presentation, save, insert slide, delete, move, copy, format properties, print preview, and getting help, creating design templates using slide master, changing design templates available. Internet: Using internet search engines, searching databases
15	Theoretical	Internet: Internet search engine usage, ability to make detailed searches.
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	1.8	25.2



Lecture - Practice	14	0	1.8	25.2
Midterm Examination	1	1	1	2
Final Examination	1	1	1	2
Total Workload (Hours)				54
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Recognizes the basic concepts of information technology
2	Recognizes a basic level of computer hardware
3	Uses at least one operating system
4	Uses Word program
5	Uses Excel program
6	Uses PowerPoint presentation program
7	Uses internet

