



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title	Basic Information Technologies								
Course Code	ENF155	Course Level			First Cycle (Bachelor's Degree)				
ECTS Credit	4	Workload	100 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	The aim of the course is to provide basic computer skills for university students.								
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)	Ins. İlknur GANIZ, Res. Assist. Batuhan ÇULLU, Res. Assist. Burcu DEMİRDÖVEN								

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

Recommended or Required Reading	
1	Raymond, F.B., Ginsberg, L. and Gohagan, D. (1998). Information technologies, Routledge.

Week	Weekly Detailed Course Contents & Teaching Methods	
1	Theoretical	Introduction to information systems and computer
2	Theoretical	Bilgisayar Sistemini oluşturan parçalar (Donanım)
3	Theoretical	Windows Operating System
4	Theoretical	Windows Operating System
5	Theoretical	Word processor
6	Theoretical	Word processor
7	Theoretical	Word processor
8	Theoretical	Spreadsheet (Midterm)
9	Theoretical	Spreadsheet
10	Theoretical	Spreadsheet
11	Theoretical	Presentation software
12	Theoretical	Presentation software
13	Theoretical	Utility software (Compression, photo editor, pdf)
14	Theoretical	Computer security and ethics.

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 (Food and Beverage Management)**

1	Having scientific and professional ethic values
2	To gain the ability of critical and analytical thinking
3	Having the consciousness of necessity of obtaining new abilities and life-long learning
4	To know the principle concepts related to tourism industry
5	Having the consciousness of tourism and natural, cultural and social environment relations
6	Having the knowledge of higher level of a foreign language to communicate and to follow the new researches and daily subjects at his/her own field
7	Being able to use another foreign language at middle level
8	Having the ability of doing teamwork
9	Being competent about information technologies
10	Having the ability of administrative knowledge buildup at his field
11	Being competent about the human behaviours and relations of tourism industry
12	Being able to follow the trends at his/her field
13	Being competent about the subjects of establishment procedures of an enterprise and entrepreneurship on the food and beverage management fields
14	Having the ability and knowledge about the subjects that are necessary at his occupation
15	Being able to use and having knowledge about the equipments and hardware systems used at food and beverage establishments
16	Having the ability of problem diagnosis, and to make decision toward problems at food and beverage establishments

**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	L7	L8
P2	3	3	3	3	3	3	3	3
P3	3	3	3	3	3	3	3	3
P6	2	2	2	2	2	2	2	2
P7	2	2	2	2	2	2	2	2
P9	5	5	5	5	5	5	5	5
P14	3	3	3	3	3	3	3	3
P15	5	5	5	5	5	5	5	5
P16	2	2	2	2	2	2	2	2

