



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		The Use Of Technology							
Course Code		BYA213		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, technological devices will be used.							
Course Content		Using office technology, automation services, web services and technological services.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)									

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Bülbül, Halil İbrahim; Gürbüz, Ramazan (2013). Bürolarda Teknoloji Kullanımı. Ankara: Seçkin Yayıncılık
2	Günüç, Selim (2014). Eğitimde Teknoloji Entegrasyonunun Kuramsal Temelleri. Ankara: Anı Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Establishing office technology
2	Theoretical	Establishing office technology
3	Theoretical	Establishing office technology
4	Theoretical	Maintenance and repair
5	Theoretical	Maintenance and repair
6	Theoretical	Communication technology
7	Theoretical	Communication technology
8	Theoretical	Computer technology
9	Intermediate Exam	Midterm
10	Theoretical	Automation technology
11	Theoretical	Automation technology
12	Theoretical	Using Internet
13	Theoretical	Web services
14	Theoretical	Various technological services
15	Theoretical	Establishing office technology
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	35	0	1	35
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Use technological tools in the office
2	Using computer and communication technology



3	To benefit from technological services
4	Teaches to master the rapid developments in technology.
5	Teaches the optimum use of technology to increase the functionality and efficiency of offices.

