AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Information And Communication Technology						
Course Code	BPR182		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	4	Workload	100 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	this course is designed to teach students basic concepts about information systems.						
Course Content	Internet and web browsers, managing e-mails, newsgroups and forums, web-based learning, Designing personal web cites, e-commerce, Preparing CV in word processor programme, Internet and career, Preparing for a bussiness meeting, Electronic tables, Formulas and functions, Graphics, Preparing presentations, preparing flyers						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study, Problem Solving						
Name of Lecturer(s)	Lec. Berkay ÇAKIR, Lec. Çağlar ALTAY						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Bilgisayar ve İnternet Kullanımı -Dr. Hasan Çebi BAL

Week	Weekly Detailed Course Contents	
1	Theoretical	Internet and web browser
2	Theoretical	managing e-mails
3	Theoretical	.Newsgroups and forums
4	Theoretical	Web-based learning
5	Theoretical	Designing personal web cites
6	Theoretical	E-commerce
7	Theoretical	Preparing CV in word processor programme
8	Theoretical	Midterm exam
9	Theoretical	Getting ready for bussiness meetings
10	Theoretical	Internet and career
11	Theoretical	Electronic tables
12	Theoretical	Graphics
13	Theoretical	Formulas and functions
14	Theoretical	Preparing presentations
15	Theoretical	Preparing flyers

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	3	30
Reading	10	0	3	30
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	Students can use different functions of word processors, electronic tables and presentation softwares.

2	Recognize computer and hardware.
3	Uses the operating system effectively.
4	Uses the Internet and its applications effectively.
5	Prepares functional presentations by using the presentation programme.
6	Recognize informatics security policies.
7	Identify basic information technology problems that arise in working life and provide constructive and analytical suggestions at basic level.