# AYDIN ADNAN MENDERES UNIVERSITY
# COURSE INFORMATION FORM

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|---|---|---|---|---|---|---|---|---|---|
| Course Title | | Basic Information Technologies | | | | | | | |
| Course Code | | ENF105 | | Couse Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 4 | Workload | 100 *(Hours)* | Theory | 3 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | To comprehend the basic components of the computer, to have knowledge about computer functions, to make advanced applications for education with various software, to enhance their knowledge on computer and communication technologies. | | | | | | | |
| 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) | | Cihan SAĞBAŞ, Ins. Didar SÖMEN BALCI, Ins. İlknur GANIZ, Ins. Özgür SARI, Ins. Sinan BAYIK, Ins. Tolga EVREN, Lec. Ahmet Cumhur ÖZTÜRK, Lec. Ali ERKUL, Lec. Şebnem Nalan AKAROĞLU | | | | | | | |

| **Assessment Methods and Criteria** | | |
|---|---|---|
| Method | Quantity | Percentage (%) |
| Midterm Examination | 1 | 40 |
| Final Examination | 1 | 70 |

| **Recommended or Required Reading** | |
|---|---|
| 1 | BİLGİSAYAR OKURYAZARLIĞI I-II (2012), Pegem A Yayıncılık :Ankara |

| Week | Weekly Detailed Course Contents | |
|---|---|---|
| 1 | Theoretical | Introduction to information systems and computer |
| 2 | Theoretical | Components of the computer system (Hardware) |
| 3 | Theoretical | Windows Operating System |
| 4 | Theoretical | Windows Operating System |
| 5 | Theoretical | Word processor |
| 6 | Theoretical | Word processor |
| 7 | Practice | Word processor |
| 8 | Intermediate Exam | Mid-term exam |
| 9 | Theoretical | Spreadsheet |
| 10 | Theoretical | Spreadsheet |
| 11 | Practice | Spreadsheet |
| 12 | Practice | Internet Applications on Education |
| 13 | Theoretical | Presentation software |
| 14 | Practice | Utility programs (Compression, image editing, pdf) |
| 15 | Theoretical | Computer security and ethics |
| 16 | Final Exam | Final Exam |

| **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** *(Cattle and Small Animal Breeding)* | |
|---|---|
| 1 | To be able to learn the basic science subjects for cattle and ovine production. |
| 2 | To be able to learn genetics and breeding in animal husbandry. |
| 3 | To be able to learn and apply feed production, feed analysis and evaluation and ration preparation techniques. |
| 4 | To be able to learn and apply large and small animal production techniques. |
| 5 | To learn animal diseases and health protection methods in animal husbandry. |
| 6 | o have knowledge about the tools and methods to be used in adopting new agricultural technologies to the producers. |
| 7 | Animal species and breeds and to recognize the basic features. |
| 8 | To be able to care the animal in pre-operative and post-operative periods with asepsis and antisepsis |
| 9 | To be able to help the veterinarian in the studies to be done for the prevention and control of parasite infestations and infectious diseases |
| 10 | To be able to assist the Veterinarian during the examination, imaging and surgical applications and to be able to carry out all kinds of applications planned by the Veterinary Surgeon |