



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

|                                                  |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |                                                                                  |   |                                  |   |            |   |
|--------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------|---|----------------------------------|---|------------|---|
| Course Title                                     |   | Basic Information Technologies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                                                                                  |   |                                  |   |            |   |
| Course Code                                      |   | ENF105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      | Course Level                                                                     |   | Short Cycle (Associate's Degree) |   |            |   |
| ECTS Credit                                      | 4 | Workload                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 100 ( <i>Hours</i> ) | 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 (Quality Control in Production)

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | To be able to be bounded to the Atatürk nationalism, adopted to the national, ethic, spiritual and cultural value of the Turkish Nation, opened to the universal and modern development, adopted the richness, deep seated and productive properties of the Turkish language, having language sympathy and awareness, having reading pleasure and habit and having sufficient foreign language for their vocational necessities, In the directions of the Atatürk Principles and Revolutions, |
| 2  | To be able to comprehend social, cultural and societal responsibility and keep up with national and international up contemporary issues and developments.                                                                                                                                                                                                                                                                                                                                    |
| 3  | Utilizes together mathematics, science and theoretical and applied knowledge in their field for engineering solutions.                                                                                                                                                                                                                                                                                                                                                                        |
| 4  | Determines, identifies formulizes and solves the problems. For this purpose selects and applies analytical methods and modeling techniques.                                                                                                                                                                                                                                                                                                                                                   |
| 5  | Selects and utilizes the necessary modern techniques and equipment for industrial applications.                                                                                                                                                                                                                                                                                                                                                                                               |
| 6  | Designs and performs experiments, collects data and analyzes and elaborates results.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7  | Works effectively as an individual or in multidisciplinary teams.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8  | Collects information and makes literature survey for this purpose, utilizes databases and other information sources.                                                                                                                                                                                                                                                                                                                                                                          |
| 9  | Be aware of lifelong learning; follows the developments in science and technology and continuously renews himself.                                                                                                                                                                                                                                                                                                                                                                            |
| 10 | Analyzes and designs under realistic constraints a system, a system component or a process for meeting the required needs, for this purpose applies modern design methods.                                                                                                                                                                                                                                                                                                                    |
| 11 | Acquires professionalism and ethical responsibility in the profession.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 12 | Communicates by using technical drawing and manufacturing knowledge.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 13 | Be aware of the universal and social effects of industrial solutions and applications; is aware of entrepreneurship and innovation and has idea about the problems of the era.                                                                                                                                                                                                                                                                                                                |
| 14 | Has knowledge about quality assurance and standardization and possess skills of execution of operations. In the same time, has the professional and ethical responsibility.                                                                                                                                                                                                                                                                                                                   |
| 15 | Is conscious of project management, business administration, health of the workers, environment and work safety; is aware of the legal consequences of industrial applications.                                                                                                                                                                                                                                                                                                               |

### 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 |
|----|----|----|----|----|----|----|----|----|
| P6 |    |    |    |    | 4  | 4  | 4  | 4  |
| P7 | 3  | 3  | 2  | 2  | 3  | 3  | 3  | 3  |
| P8 | 2  | 2  |    |    | 4  | 4  | 4  | 4  |
| P9 | 3  | 3  |    |    | 3  | 3  | 3  | 3  |

