



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 Cumhuri 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
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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 (Plant Protection)

1	To be able to learn about systematics, morphological, biological, ecological and epidemiological information about diseases, pests and weeds that cause the loss of the crop at every stage of production,
2	To be able to become familiar with agricultural management control methods and their use in control of plant diseases, pests and weeds in cultivated agricultural crops,
3	To be able to diagnose and identify plant diseases, insect, mite or nematode pests or weeds that cause economical losses in stored crops and products,
4	To be able to use pesticides safely and effectively and informed about their hazardous non-target effects on the environment and human health.
5	To be able to learn plant protection products and their practice in organic agriculture,
6	To be able to evaluate the information obtained throughout the learning process with cause-effect relations, to be able to collect data and transfer the results to practice, and to predict where, when and why to use the information
7	To be able to comply with professional, cultural, social ethic rules in his / her field and to be entrepreneurial
8	To be able to have conscious of the universality of social rights, social justice, quality and cultural values, environment protection, occupational health and safety issues
9	To be able to use information and communication technologies together with the required computer software of his / her field
10	To be able to have the necessary background and qualifications to work in public and private agriculture sectors, to be able to conduct a study independently / as a team member and to be able to comply with the relevant legislation

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	3	2	2	2	1	2
P9	5	5	5	5	5	5	5	4
P10	3		2	2	2	2	3	2

