



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Computer Skills For Economists							
Course Code		İKT458		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	5	Workload	125 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to provide effective use of computer skills by students. Ensuring effective use of the internet, increasing the ability to conduct research. To prepare articles, reports and similar works in electronic environment.							
Course Content		Basic Computer Concepts, Data scanning and internet researches							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Microsoft Office'i Keşfetme 2010, by Robert Grauer, Mary Anne Poatsy, Michelle Hulett and Cynthia Krebs (Jan 21, 2012)
2	Microsoft® Office Word 2007 Step by Step (Step By Step (Microsoft)) by Joyce Cox and Joan Preppernau (Jan 31, 2007)
3	Microsoft Word 2010: Comprehensive (Shelly Cashman) by Gary B. Shelly and Misty E. Vermaat (Jan 18, 2011)

Week	Weekly Detailed Course Contents	
1	Theoretical	Basic Computer Concepts
2	Theoretical	Data browsing and internet
3	Theoretical	Data scanning and internet research
4	Theoretical	Introduction to Microsoft Word
5	Theoretical	Document Properties
6	Theoretical	Tips for Microsoft Word
7	Theoretical	Document Development
8	Theoretical	frames
9	Intermediate Exam	mid-term exam
10	Theoretical	equations
11	Theoretical	Table of Contents and Index
12	Theoretical	MovieMaker applications
13	Theoretical	Film preparation
14	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	3	70
Lecture - Practice	3	5	6	33
Midterm Examination	1	9	1	10
Final Examination	1	11	1	12
Total Workload (Hours)				125
[Total Workload (Hours) / 25*] = ECTS				5

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To learn computer general culture and effective internet usage
2	Learn the main logic of word processor and film design programs



3	Have general idea about books, articles, desktop publishing
4	Learn the main logic of word processor and film design programs
5	Have general idea about books, articles, desktop publishing

Programme Outcomes (Economics)

1	To be able to understand and interpret the concepts, theories and methods of basic economics
2	To be able to apply mathematical, statistical and econometric analysis tools to economic problems
3	To be able to interpret the structure and characteristics of the markets in the economy by understanding the current economic events
4	To be able to define the role of innovation, creativity and technology concepts in the dynamic global economy.
5	To be able to prepare projects and to gain creativity skills
6	To be able to analyze macro and micro economic activities.
7	To be able to adapt the philosophy of lifelong learning

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	3	4	3	3	3
P2	3	3	4	3	3
P3	3	4	3	3	3
P4	3	4	5	3	3
P5	3	4	5	5	3
P6	3	4	4	4	3
P7	3	4	4	4	3

