

ECTS COURSE DESCRIPTION FORM

PART I (Senate Approval)

Offering School	Antalya Bilim University - Faculty of Health Sciences		Offering Department	Department of Nutrition and Dietetics	
Program(s) Offered to	Department of Nutrition and Dietetics				
Course Name	Use of Basic Information and Communication Technologies		Course Code	BES 115	
Level of Course	Undergraduate		Type of Course	Elective	
Language of Instruction	Turkish		ECTS Credits	3	
Hours per Week	Lecture: 2	Practical: -	Studio: -		
	Laboratory: -	Recitation: -	Other: -		
Pre-requisites			Co-requisites	None	
Registration Restriction	None		Grading Mode	Letter Grade	
Educational Objective	To provide students with knowledge and practicality about basic hardware, operating system and office applications, especially excel, so that they can use computer programs				
Course Description	This course; Computer Operating Systems, Computer History, Hardware and Peripherals, Number System I, Computer Net-works and Internet, Use of Social Sharing Systems, Web Design, E-Commerce, MS Word 2010, MS Excel 2010, MS Excel 2010, MS PowerPoint 2010, MS OneNote - MS Publisher 2010, Databases and MS Access 2010; includes topics.				
Learning Outcomes	LO1	Knows computer components. Knows Operating Systems, uses some of them.			
	LO2	Recognizes Microsoft Office Products. Learns and applies the capabilities of Office Word.			
	LO3	Learns and applies the techniques of preparing presentations with Microsoft Office Power point.			
	LO4	Learns and practices e-mailing and calendar management with Microsoft Office Outlook.			
	LO5	Searches the Internet, knows file extensions, learns to compress files and convert documents to PDF.			
	LO6				
	LO7				

PART II (Faculty Board Approval)

		Program Outcomes						
		LO1	LO2	LO3	LO4	LO5	LO6	LO7
Basic Outcomes (University-wide)	PO1	Ability to communicate effectively with oral, written and visual methods, report writing and presentation.	✓	✓	✓	✓		
	PO2	Ability to work effectively both individually and in disciplinary and multi-disciplinary teams.	✓	✓	✓	✓		
	PO3	Awareness of the necessity of lifelong learning and the ability to access information, to follow developments in science and technology, and to constantly renew itself.	✓	✓	✓	✓		
	PO4	Information about project management, risk management, innovation and change management, entrepreneurship, and sustainable development.	✓	✓	✓			
	PO5	Awareness about sectors and ability to prepare business plans.			✓	✓		
	PO6	Awareness of professional and ethical responsibility and acting in accordance with ethical principles.	✓	✓	✓	✓		
Faculty Specific Outcomes	PO7	To have universal thoughts and values	✓			✓		
	PO8	To be committed to academic and ethical values,	✓	✓	✓	✓		
	PO9	To provide qualified education, research and consultancy services at universal information and technology standards		✓		✓		
Program Specific Outcomes	PO10	To be open to new goals, strategies and action plans that will take undergraduate and graduate education / training programs and scientific studies further	✓	✓	✓	✓		
	PO11	To support, maintain and increase interdisciplinary / multidisciplinary studies in the services provided.	✓			✓		
	PO12	To contribute and develop health policies for the benefit of the country.			✓			
	PO13	Explains the theoretical knowledge about basic medicine and clinical sciences with the main lines and relates them to Nutrition and Dietetics.	✓		✓	✓		
	PO14	Applies Nutrition and Dietetics assessment methods, analyzes and interprets theoretical knowledge by associating	✓	✓	✓	✓		
	PO15	Plans and implements the individual Nutrition and Dietetics program	✓		✓	✓		
	PO16	Records and archives assessment and treatment data			✓	✓		
	PO17	Plans, conducts and presents a scientific research	✓			✓		
	PO18	Has effective communication skills	✓	✓	✓	✓		
	PO19	Defines professional duties and responsibilities legally and applies them within the framework of ethical principles.	✓	✓	✓	✓		
	PO20	Has lifelong learning skills related to the profession	✓	✓	✓	✓		
	PO21	Can use foreign language effectively to follow professional developments	✓		✓	✓		
	PO22	Knows and applies quality, occupational health and safety issues related to the profession	✓		✓	✓		

PART III (Department Board Approval)

	Subject	Week	Details of Course Contents				LO1	LO2	LO3	LO4	LO5	LO6	LO7
	Course Contents, Contribution of Course Contents to Learning Outcomes, and Methods for Assessing Learning of Course Contents	S1	1	Introduction to Computer: Computer History, Computer and Operating systems: Today's operating systems, windows				D1-D4	D1-D4	D1-D4	D1-D4		
S2		2	Word processing and communications applications: Windows Working with Pictures: Using Paint, Drawing Lines (Pen)				D1-D4	D1-D4	D1-D4	D1-D4			
S3		3	Microsoft Word: introducing the word processing program, and its features: Introducing the Word Document, Font, Margin and Paragraph				D1-D4	D1-D4	D1-D4	D1-D4			
S4		4	Changing the Font; Paragraph Settings (Paragraph Alignment, Bulleted List)				D1-D4	D1-D4	D1-D4	D1-D4			
S5		5	Insert Image, Clip Art, Shape, Smart art, Word art, Equation, Office Word: Add Header Footer, Add Footnote, Table of Contents				D1-D4	D1-D4	D1-D4	D1-D4			
S6		6	Midterm				D1-D4	D1-D4	D1-D4	D1-D4			
S7		7	Microsoft Powerpoint : Presentation preparation techniques, Applying Themes, adding				D1-D4	D1-D4	D1-D4	D1-D4			
S8		8	Listening to student projects				D1-D4	D1-D4	D1-D4	D1-D4			
S9		9	Listening to student projects				D1-D4	D1-D4	D1-D4	D1-D4			
S10		10	Mail management and Calendar management with Office				D1-D4	D1-D4	D1-D4	D1-D4			
S11		11	Turkish cuisine during Ramadan, individual suggestions				D1-D4	D1-D4	D1-D4	D1-D4			
S12		12											
S13		13											
S14		14											
Assessment Methods, Weights in Grading Scheme, Implementation and Make-Up Rules	No	Type		Weight	Implementation Rule		Make-Up Rule						
	A1	Exam-Final Jury, Final Project		60%	The exam, which will be applied as the Final Exam, will cover all the topics and resources covered during the semester.		Students who cannot take the final exam due to an excuse and whose excuse is accepted by the Unit Board take the make-up exam on the date determined by the Unit.						
	A2	Quiz											
	A3	Homework											
	A4	Midterm		40%	The Midterm Exam will be administered in the middle of the semester and will cover the topics and resources covered until the exam date.		Students who cannot take the exam due to an excuse and whose excuse is accepted by the Unit Board take the make-up exam on the date determined by the Unit.						
	A5	Project											
A6	Presentation												

	A7	Attendance/Interaction				
	A8	Class/Lab./				
	A9	Others				
	TOTAL		100%			
Evidence of Achievement of Learning Outcomes	At least one question from each subject is asked during the exams. A weighted average is calculated for each student based on the percentage of each assessment method. Students are required to collect a minimum score over 100, which is announced by the instructor, to pass the course. This score is determined based on class average.					
Method for Determining Letter Grade	Direct Conversion System ("DDS" in the regulation.)		<input checked="" type="checkbox"/>	Relative Evaluation ("BDS" in the regulation.)		
	A different method/system, not listed above, determined by the Faculty Member / Instructor (This method is explained below)					
	Success Grade Range	Letter Success Note	Success Coefficient	Success Assessment		
	95-100	A+	4	Successful		
	85-94	A-	4	Successful		
	80-84	B+	3,7	Successful		
	75-79	B	3,3	Successful		
	65-74	B-	3	Successful		
	60-64	C+	2,7	Successful		
	55-59	C	2	Successful		
50-54	C-	1,7	Pass			
45-49	D+	1,3	Unsuccessful			
40-44	D	1	Unsuccessful			
0-39	F	0	Unsuccessful			
Teaching Methods, Student Work Load	No	Method	Explanation	Total Hours		
	Time expected to be allocated by instructor					
	1	Lecture	Course topics are explained by writing on the board or by computerized presentation. Sample questions are solved during the lesson.			
	2	Interactive Lecture				
	3	Recitation				
	4	Laboratory				
	5	Practical		28		
	6	Field Work				
	Time expected to be allocated by student					
	7	Project				
	8	Homework		28		
	9	Pre-class Learning of Course Material	New topics are learned before they are taught in the classroom.	14		
	10	Review of Course Material	Topics are repeated to prepare for exams and assignments.	14		
	11	Studio				
12	Office Hour	One-on-one meeting with the lecturer				
Calculated ECTS Credit(s)		Max. 3	Min. 2	Grand Total 84		
IV. PART						
Instructor	Name Surname					
	E-mail					
	Phone Number		+90 242 245 00 00			
	Office Number					
Course Materials	Mandatory					
	Recommended					
Other	Scholastic Honesty		Violations of scholastic honesty include, but are not limited to cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Any form of scholastic dishonesty is a serious academic violation and will result in a disciplinary action. It is explained in Article 25 of the Directive on Associate and Undergraduate Programs of Antalya Bilim University.			
	Students with Disabilities		Reasonable accommodations will be made for students with verifiable disabilities.			
	Safety Issues					
	Flexibility		Circumstances may arise during the course that prevents the instructor from fulfilling each and every component of this syllabus; therefore, the syllabus is subject to change. Students will be notified prior to any changes.			