

F. Course Description

Course Name						Usage of Information Technologies											
Course Language						Turkish											
Course Level						Associate Degree ()		First Cycle (x)		Second Cycle ()		Third Cycle ()					
Mode of Delivery																	
Formal (x)				Distance Learning (x)				Others (x)									
Course Type						Course Unit Code						Course Code					
Required (x)			Elective ()			ENF						101					
Theory (Hours)			Application (Hours)			Total		Semester		National Credits		ECTS					
3			1			4		Fall/Spring/Summer		4		5					
Course Objectives						The aim of this course is comprehend the importance of basic information technologies to students, gained problem solving skills and analyzing, create the infrastructure for needs of research and learning, comprehended the importance of science and technology in vocational education and learning skills to improve their lives.											
Course Content						Computer hardware, software and operating system, internet and internet browser, e-mail management, newsgroups and forums, web based learning, word processing, spreadsheet, presentation maker, internet and career, personal web site development.											
Pre-requisites																	
Recommended Elective Courses																	
Course Learning Outcomes						<p>Students should be able to:</p> <ol style="list-style-type: none"> 1. Determine the means of information technology hardware and software features 2. Communicate on the internet 3. Using the web based learning applications 4. Edit text 5. Edit numeric data 6. Prepare presentation materials 7. Design personal web site 											
Course Coordinator						Instructor Ramazan UYAR											
Course Lecturer(s)						Department Academic Members											
Teaching Methods																	
(x) Oral Presentation				() Case Study				(x) Computer assisted									
() Discussion				() Drama				(x) Laboratory									
(x) Problem Solving				() Invention				(x) Demonstration-Moviations									
() Experiment				(x) Project				()									
Course Notes / Textbooks						Computer hardware (Mehmet ÖZGÜLER), A to Z Guide to computers (Bayram YILDIZ), Computer I-II basic computer skills (Ali GÜNEŞ), Computer and internet use (Hasan Çebi BAL), Information Centre (Öğr.Gör.Abdullah AKGÜN)											
Evaluation System																	
(x) Direct Conversion System						Relative Assessment											
Mesarument and Evaluation System						Requirements		Number		Percentage of Grade							
						Attendance		15		% 10							
						Quizzes											
						Midterm Exam(s)		1		% 25							
						Homework(s) / Seminar(s)											
						Term Assignment(s) / Project		1		% 15							
						Application (Laboratory, Atelier , Field Work, Problem Based Learning- PBL Reports)											
						Others (.....)											
						Final Exam		1		% 50							
		Total		20		% 100											

Distribution of Topics By Weeks		
Weeks	Topics	Preparatory Work
1	Presentation of the course objectives and content - Computer basics - The computer's basic components	Preparation of training materials related to computer hardware
2	Computer hardware - Hardware parts - Keyboard and mouse usage	
3	Software and Operating System - Operating systems, programming languages, the concepts of the program package Basic Operating System Concepts - Taskbar - Working with Windows - Basic File and Folder Operations - Desktop - Start Menu - Basic Programs (Calculator, Wordpad, Paint, etc..) Operating System Usage and File Management - Control Panel - Troubleshooting and Exit Windows	Operating system installation
4	Internet and Internet Browser - Internet and the history - Used concepts in the internet Internet and domain names Used terms on the internet - Internet browsers Browser settings Favorites - Using search engines E-mail Management - Electronic mail via the web site - Electronic mail management program - Create an address book Newsgroups / Forums Web-based learning - Description - Advantages / Disadvantages - Sample applications - Web based learning opportunities in Turkey	
5	Word processor - File operations - Page structure - Text operations Text formatting Text placement Bullets and numbering Paragraph - Styles	
6	- Visual objects Image processing Drawing objects Text box Adding word art Adding graphics Equations and symbols - Links - Header and footer - Table operations Insert table Formatting table	Word processing software installation

	Formatting cells	
7	<ul style="list-style-type: none"> - Page background - Printing a document - E-mail - Note, Table of contents and index - Background preparation methods 	
8	Midterm	
9	Spreadsheet <ul style="list-style-type: none"> - Working with spreadsheet - Data formats - Editing spreadsheet <ul style="list-style-type: none"> Row / column widths Border settings Color / Fill settings Text formatting - Printing operations 	Installation of Spreadsheet Program
10	Formulas and Functions <ul style="list-style-type: none"> - Formulas <ul style="list-style-type: none"> Numerical formulas Logical formulas Using formulas - Functions <ul style="list-style-type: none"> Sum Average Largest Value Smallest Value Number Count Countif 	
11	<ul style="list-style-type: none"> - Functions <ul style="list-style-type: none"> Logical Text Date and time Search and reference Math and trigonometry - Sorting and filtering operations - Conditional formatting - Data validation 	
12	Graphics <ul style="list-style-type: none"> - Chart type <ul style="list-style-type: none"> Data range Graphic labels Graphic layout Graphic area 	
13	Presentation design <ul style="list-style-type: none"> - Presentation structure <ul style="list-style-type: none"> Page settings Adding page number Adding header and footer - The presentation of visual design -Background design -Slide layout -Color options -Text formatting -Object operations <ul style="list-style-type: none"> Image Graphics Table Audio Video Animation schemes <ul style="list-style-type: none"> The presentation shows the settings Printing a presentation 	Installation of Presentation Preparing Program

14	Personal web site preparation - HTML labels Site map Main page layout Making and using URLs Adding hyperlinks Updating hyperlinks Find and fix broken hyperlinks	
15	- Visual design Text operations Graphic objects Tables Multi media objects - Site publishing on WEB	

Program Outcomes	Course Learning Outcomes*									
	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9	LO10
PO 01- A basic, theoretical and practical knowledge about basic information technologies.	3	4	3	3	3	3	4			
PO 02- Information about design and development of hardware and software solutions.	5				2	2	4			
PO 03- Constructing and implementing identified problems and models at using use of information technology and applying of basic solution suggestions.	4			3	3	3	3			
PO 04- Developing software specifications defined which components.							5			
PO 05- Following current developments of information and communication technologies by awareness of lifelong learning necessity.	3	5	4			2	5			
PO 06- Communicating by published and visual materials developed information and communication technologies.		4	5				3			
PO 07- Having algorithmic though and using planning approach on their applications.					3		4			
PO 08- Carrying professional and ethical responsibility having professional ethics awareness about IT applications. Taking necessary cautions about information security	2	2	3			2	3			

* 1: Low 2: Lowest 3: Average 4: High 5: Highest

ECTS of the Course Based on Learning, Teaching and Evaluation Activities (Average Hours)				
Activities	Number	Preparatory Work	Duration	Total Workload
Theory	15	0	4	56
Applied Course	15	0	4,283333333	59,96666667
Homework(s) / Seminar(s)	1,733333	0	2,283333333	3,957777778
Term Assignment / Project	0,666667	0	1,416666667	0,944444444
Application (Laboratory, Atelier, Field, Problem Based Learning - PBL)	0,65	0	1,416666667	0,920833333
Other Learning Activities	3,7	0	1,85	6,845
Quizzes	0,983333	0	0,783333333	0,770277778
Midterm Exam(s)	1	0	2,55	2,55
Final Exam	1	0	3,391666667	3,391666667
Other Works	15	0	2	28
Total Workload (Hours)				163,3466667
Rounding [Total Workload (hours) / Weekly Workload (30)] = ECTS				5,444888889