



F. Course Description

Course Name		Information and Communication Technology			
Course Language		Turkish			
Course Level		Associate Degree (x)	First Cycle ()	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		102	
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.			
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, e-commerce and making a identifier material.			
Pre-requisites					
Recommended Elective Courses					
Course Learning Outcomes		Students should be able to: 1. Determine the means of information technology hardware and software features 2. Communicate on the internet 3. Make a job application on the Internet 4. Edit text 5. Edit numeric data 6. Prepare presentation materials 7. Prepare promotion materials with templates			
Course Coordinator		Instructor Ramazan UYAR			
Course Lecturer(s)		Department Academic Members			
Course Assistants					
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 Formatting cells	Word processing software installation

	<ul style="list-style-type: none"> - Page background - Printing a document - E-mail - Note, Table of contents and index - Background preparation methods 	
7	<p>Spreadsheet</p> <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
8	Midterm	
9	<p>Formulas and Functions</p> <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 	
10	<p>Graphics</p> <ul style="list-style-type: none"> - Chart type <ul style="list-style-type: none"> Data range Graphic labels Graphic layout Graphic area <p>Sorting and filtering operations</p> <p>Conditional formatting</p>	
11	<p>Presentation design</p> <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
12	<p>Internet and Career</p> <p>Making up a job application</p> <p>Personal web site preparation</p> <ul style="list-style-type: none"> - Basic Information <ul style="list-style-type: none"> Site map Main page layout Making and using URLs Adding hyperlinks 	

	Updating hyperlinks Find and fix broken hyperlinks	
13	- Visual design Text operations Graphic objects Tables Multi media objects - Site publishing on WEB	
14	Electronic Commerce -E Commerce The logic of E-commerce Shopping on the internet Advertising on the internet -Methods of providing earnings on the internet PTC("Paid to Click") PTS("Paid to Signup") PTR("Paid to Read") PTSu("Paid to Surf") PTP("Paid to Promote") -Advertising personal web site	
15	Preparing a Promotion Material -Working area -Ready templates Select a template Personalization template Printing the template	Installation of Promotion Material software

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	3			
PO 02- Information about design and development of hardware and software solutions.	5				2	2	2			
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.										
PO 05- Following current developments of information and communication technologies by awareness of lifelong learning necessity.	3	5	2			2	2			
PO 06- Communicating by published and visual materials developed information and communication technologies.		4	5							
PO 07- Having algorithmic though and using planning approach on their applications.					3					
PO 08- Carrying professional and ethical responsibility having professional ethics awareness about IT applications. Taking necessary cautions about information security	2	2	3			2	2			

* 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