



Course Description Form					
Course Name		Usage of Information Technologies			
Course Language		English			
Course Level		Associate Degree ( )	First Cycle (x)	Second Cycle ( )	Third Cycle ( )
Learning System					
Formal (x)		Distance e-Earning ( )		Other( )	
Course Type		Course Field Code		Course Code	
Required (x)	Elective ( )	ENF		141	
Theory	Application	Total Hour	Semester	National Credit	ECTS
3	1	4	Fall/Spring/Summer	4	4
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 basic concepts about internet, information ethics, web based learning, word processing, spreadsheet, presentation maker, , new developments in information and communication technology			
Pre-requisites					
Recommended Elective Courses					
Course Learning Outcomes		Students should be able to: 1. Determining the means of information technology hardware and software features 2. Communicating on the internet 3. Using the web based learning applications 4. Editing text 5. Editing and analyzing numeric data 6. Preparing presentation materials 7. Following new developments in information and communication technology			
Course Coordinator		Dr. Ugur ERCAN			
Course Lecturer (s)		Department Academic Members			
Dersin Yardımcı Öğretim Elemanı					
Teaching Methods					
(x) Oral Presentation		( ) Case Study		(x) Computer assisted	
( ) Discussion		( ) Drama		(x) Laboratory	
(x) Problem Solving		( ) Invention		(x) Demonstration & Motivations	
( ) Experiment		(x) Project		( ) .....	
Course Notebooks / Textbooks		Instructor's lecture notes			
Evaluation System					
(x) Direct Conversion System				( ) Relative Assessment	
Assessment and Evaluation		Requirements		Number	Proportion
		Attendance			
		Quizzes			
		Midterm Exam(s)		1	30%
		Homework(s) / Seminar(s)			
		Term Assignment(s) / Project		1	10%
		Application (Laboratory, Atelier , Field Work, Problem Based Learning- PBL Reports)			
		Others (.....)			
Final Exam		1	60%		
Total		3	100%		



Distribution of Course Topics By Weeks		
Weeks	Topics	Preparatory Week
1	<p><b>Introduction to Information Technologies</b></p> <ul style="list-style-type: none"> <li>- Basic Concepts of Information Technology Informatics</li> <li>Computer and Basic Structure</li> <li>History of Computer</li> <li>Computer Types</li> <li>- Information Technology Tools</li> <li>- Computer and Health</li> </ul>	
2	<p><b>Hardware Components</b></p> <ul style="list-style-type: none"> <li>- Hardware and Software Concepts</li> <li>- Data Capacity Units</li> <li>- Hardware Units               <ul style="list-style-type: none"> <li>Motherboard</li> <li>Processor (Microprocessor, CPU)</li> <li>Memory</li> <li>Hard Drive</li> <li>Optical Disc Drives, CD / DVD Burning Operations</li> <li>Graphics Card, Resolution</li> <li>Monitor</li> <li>Sound card</li> <li>Modem</li> <li>Ethernet Card</li> <li>USB and Variety</li> <li>Keyboard</li> <li>Mouse</li> </ul> </li> <li>- Determining Hardware Features of the Computer</li> </ul>	Preparation of training materials related to computer hardware
3	<p><b>Software and Operating System</b></p> <ul style="list-style-type: none"> <li>- Software and Operating System concepts, Operating System Types</li> <li>- Installation of the operating system</li> </ul> <p><b>Basic Concepts in Operating System</b></p> <ul style="list-style-type: none"> <li>- Taskbar</li> <li>- Work with windows</li> <li>- Basic File and Folder Operations</li> <li>- Desktop</li> <li>- Start Menu</li> <li>- Basic Programs (Calculator, Wordpad, Paint, etc.)</li> <li>- File Extensions</li> <li>- File and Folder Search</li> </ul>	
4	<p><b>Operating System Usage and File Management</b></p> <ul style="list-style-type: none"> <li>- Control Panel</li> <li>- System Restore</li> <li>- Data Recovery</li> </ul> <p><b>Information Security</b></p> <ul style="list-style-type: none"> <li>- Harmful Software</li> <li>- Anti Virus Software</li> <li>- Cyber Crimes</li> </ul>	
5	<p><b>Internet and Network</b></p> <ul style="list-style-type: none"> <li>- Internet and history</li> <li>- Concepts used in internet</li> <li>Internet and domain names</li> <li>Terms used on the Internet (IP, Domain and DNS concepts)</li> <li>- Domain Name Extensions</li> <li>- Internet browsers</li> </ul>	



	<ul style="list-style-type: none"><li>- Using search engines     Search Methods</li><li>- Attached e-mail</li><li>- Scientific literature search</li><li>- Computer and Ethics     Plagiarism     Plagiarism Software</li><li>- Cloud Computing</li><li>- Social Networks, Benefits and Disadvantages</li></ul>	
6	<b>Word Processor</b> <ul style="list-style-type: none"><li>- File operations</li><li>- Page structure</li><li>- Text processing     Text formatting     Text placement     Bullets and numbering     Paragraph</li><li>- Styles</li></ul>	
7	<ul style="list-style-type: none"><li>- Visual objects     Image processing     Drawing objects     Text box     Adding Word Art     Adding Videos     Adding graphics     Equation and Icon</li><li>- Links</li><li>- Header and Footer</li><li>- Table operations</li><li>- Margins</li><li>- Column Separation</li><li>- Page Color and Borders</li><li>- Cuttings</li></ul>	
8	<ul style="list-style-type: none"><li>- Page Background</li><li>- Document printing</li><li>- Footnote, Table of Contents and Index</li><li>- CV Preparation Methods</li></ul> <b>Midterm Exam</b>	
9	<b>Preparing a Presentation</b> <ul style="list-style-type: none"><li>- Presentation structure</li><li>Page settings     Adding a page number     Adding parent / child information</li><li>- Visual design of the exhibitor</li><li>- Background design</li><li>- Slide layout</li><li>- Color options</li><li>- Text formatting</li></ul>	Installation of presentation preparation software
10	<ul style="list-style-type: none"><li>- Object Operations     Picture     Graphic     Table     Sound     Video</li><li>- Animation Layouts     Presentation Show Settings</li><li>- Printing of Presentation</li></ul>	
11	<b>Electronic Spreadsheet</b> <ul style="list-style-type: none"><li>- Working with Electronic Tables</li><li>- Data Formats</li><li>- Editing Spreadsheet</li></ul>	



	Row / Column Widths Border Settings Color / Fill Settings Text Formatting - Printing Operations	Installation of electronic spreadsheet software
12	Formulas and Functions - Formulas Numerical Formulas Logical Formulas Formula Use - Functions Sum Average Max Min Countif	
13	- Functions Logical Text Date and Time Search and Application Mathematics and Trigonometry - Sorting and Filtering Operations - Conditional Formatting - Data Verification Graphics - Chart Type Data Range Graphic Tags Graphics Placement - Graphics Area	
14	<b>New Developments in Information and Communication Technology</b> - Developments in Next Generation Web Technologies - Artificial Intelligence and Robotics - Internet of Things Intelligent Systems - Other Developments in Information and Communication Technology	