



# Çanakkale Onsekiz Mart University

Education Information System

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## Course Information

### COURSE INFORMATION

Course Title	Code	Semester	L+U Hour	Credits	ECTS
Basic information technology usage	FZK177	1. Semester	2 + 2	0	3.0

<b>Prerequisites</b>	None
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<b>Language of Instruction</b>	Turkish
<b>Course Level</b>	Bachelor's Degree (First Cycle)
<b>Course Type</b>	Compulsory
<b>Mode of delivery</b>	Face to face
<b>Course Coordinator</b>	Lecturer Levent ÖZÇAĞ
<b>Instructors</b>	Lecturer Levent ÖZÇAĞ
<b>Assistants</b>	
<b>Course Objectives</b>	Students will acquire basic literacy skills by the use of information technology, computer hardware, operating systems, word processing program, the calculation program and the presentation is to gain knowledge and skills to use the program effectively.
<b>Course Content</b>	information technology, computer recognition, identification of hardware and software components, to obtain information about the operating system, the recognition and use of the Internet as a structured skills development, Word Processors, Spreadsheet Programs and Presentations Programs.
<b>Course Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1) Explore information technologies.</li> <li>2) Express working principles of computer hardware.</li> <li>3) Use Windows operating system.</li> <li>4) Identify internet resources and services.</li> <li>5) Use appropriate keywords to reach information</li> <li>6) Use Microsoft Word application.</li> <li>7) Use Microsoft Excel application.</li> <li>8) Use Microsoft Powerpoint application.</li> </ol>

### Quick Access

### Physics

- Qualification Awarded
- Level of Qualification
- Qualification Requirements and Regulations
- Specific Admission Requirements
- Recognition of Prior Learning
- Profile of the Program
- Program Key Learning Outcomes
- Occupational Profile of Graduates
- Access to Further Studies
- Course Structure & Credits
- Exam Regulations & Assessment & Grading
- Graduation Requirements
- Mode of Study
- Programme Director(or Equivalent)
- Evaluation Questionnaire
- TYYÇ

### Course Information

- Course Information
- Weekly Course Content
- Resources
- Assessment
- Course Category
- CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAMME OUTCOMES
- ECTS credits and course workload

### WEEKLY COURSE CONTENT

Week	Topics	Teaching and Learning Methods and Techniques	Study Materials
1. Week	Computer components.	Describe the content of the subject with visual elements	
2. Week	Working principle of computer hardware and using keyboard.	Theoretical and applied instruction	

3. Week	Operating Systems, file and folder concepts.	Theoretical and applied instruction	
4. Week	Windows Operating System	Theoretical and applied instruction	
5. Week	Internet resources and services.	Theoretical and applied instruction	
6. Week	E-mail and information search process	Theoretical and applied instruction	
7. Week	Introduce Microsoft Word – Word Processor Program	Theoretical and applied instruction	
8. Week	Midterm Exam	Written Exam	
9. Week	Using Microsoft Word – Word Processor Program	Theoretical and applied instruction	
10. Week	Using Microsoft Word – Word Processor Program	Theoretical and applied instruction	
11. Week	Introduce Microsoft Excel – Electronic Spreadsheet Program	Theoretical and applied instruction	
12. Week	Using Microsoft Excel – Electronic Spreadsheet Program	Theoretical and applied instruction	
13. Week	Using Microsoft Excel – Electronic Spreadsheet Program	Theoretical and applied instruction	
14. Week	Introduce Microsoft Powerpoint – Data Presentation Program	Theoretical and applied instruction	
15. Week	Using Microsoft Powerpoint – Data Presentation Program	Theoretical and applied instruction	
16. Week	Final Exam	Written Exam	

## RESOURCES

Recommended Sources
Temel Bilgi Teknolojileri Kullanımı, Kriter Yayınevi, 2012
Temel Bilgi Teknolojileri Kullanımı (Bilgisayara Giriş), Kadir TUNÇER, Kriter Yayınevi

## ASSESSMENT

Measurement and Evaluation Methods and Techniques		
Midterm Exam and Final Exam		
In-Term Studies	Quantity	Percentage
Mid Term Exam 1	1	40
<b>Total</b>	1	40
End-Term Studies	Quantity	Percentage
Final Exam	1	60
<b>Total</b>	1	60
<b>Contribution Of In-Term Studies To Overall Grade</b>		40
<b>End-Term Studies</b>		60
<b>Total</b>		100

## COURSE CATEGORY

Course Category	Percentage

Support Courses	% 50
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## CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAMME OUTCOMES

Programme Outcomes	Contribution Level	DK1	DK2	DK3	DK4	DK5	DK6	DK7	DK8
PY1	0	0	0	0	0	0	0	0	0
PY2	0	0	0	0	0	0	0	0	0
PY3	0	0	0	0	0	0	0	0	0
PY4	1	1	1	2	3	2	2	1	
PY5	0	0	0	0	0	0	0	0	0
PY6	3	2	1	2	4	5	1	1	1
PY7	0	0	0	0	0	0	0	0	0
PY8	0	0	0	0	0	0	0	0	0
PY9	5	5	1	3	5	5	2	2	1
PY10	0	0	0	0	0	0	0	0	0
PY11	0	0	0	0	0	0	0	0	0
PY12	3	1	1	1	3	3	3	3	1
PY13	0	0	0	0	0	0	0	0	0
PY14	3	3	1	1	2	3	1	1	1
PY15	0	0	0	0	0	0	0	0	0

\*DK = Course's Contribution.

	0	1	2	3	4	5
Level of contribution	None	Very Low	Low	Fair	High	Very High

## ECTS CREDITS AND COURSE WORKLOAD

Event	Quantity	Duration (Hour)	Total Workload (Hour)
Final Exam	1	1	1
Mid Term Exam 1	1	1	1
Class Hours (14 weeks)	14	4	56
Final Exam Preparation	5	1	5
Mid Term Exam Preparation	1	1	1
Assignment 1	7	1	7
Assignment 2	4	1	4
<b>Total Workload</b>			75
<b>Total Workload / 25.5 (s)</b>			2.94
<b>ECTS Credit of the Course</b>			3