



Akdeniz University

Rektörlük Servis
Rektörlük Servis

ENF 101 Usage of Information Technologies					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	ENF 101	Usage of Information Technologies	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Bachelor's Degree

Work Placement(s):

No

Department / Program:

Rektörlük Servis

Type of Course Unit:

Required

Objectives of the Course:

The aim of this course is comprehend the importance of basic information technologies to students.

Content of the Course:

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.

Prerequisites and co-requisites:**Course Coordinator:**

Instructor Ramazan UYAR

Name of Lecturers:**Assistants:****Recommended or Required Reading**

Resources Lecture Notes

Course Category

Mathematics and Basic Sciences	: 10	Education	: 10
Engineering	: 10	Science	: 10
Engineering Design	: 10	Health	: 10
Social Sciences	: 10	Field	: 30

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Computer Hardware (Computer basics, Computer basic components), Computer and Health- Computer at		Lecture notes
2	Hardware Components (Hardware Units, Definition and Basic Structure of Computers, Hardware and Softw		Lecture notes
3	Software and Operating System (Software and Operating system concepts, Operating System Types), Ba		Lecture notes
4	Operating System Usage and File Management (Control Panel, System Restore, Data Recovery), Informal		Lecture notes
5	Internet and Network (Internet and Its History, Concepts Used on the Internet, Internet and Domain Nar		Lecture notes
6	Word Processor (File Operations, Page Setup, Text Operations, Text Formatting, Placement of Text, Bulle		Lecture notes
7	Word Processing Software (Visual Objects, Picture Operations, Drawing Objects, Text Box, Insert WordAr		Lecture notes
8	Word Processing Software (Page Background, Document Printing, Footnote, Table of Contents and Index		Lecture notes
9	Sunum hazirlama (Slayt Olusturma), Sunu Ayarlari (Sayfa Ayarlari, Sayfa Numarası Ekleme, Üst ve Alt Bilç		Lecture notes
10	Presentation Preparation (Object Operations, Picture, Graphic, Table, Audio, Video, Animation Layouts, Pi		Lecture notes
11	Spreadsheets (Working with Spreadsheets, Data Formats, Editing a Spreadsheet, Row and Column Width		Lecture notes
12	FFormulas and Functions, Formulas (Numerical Formulas, Logical Formulas), Functions (SUM, AVERAGE,		Lecture notes
13	Functions (Logical, Text, Date and Time, Search and Reference, Math and Trigonometry), Sorting and Fill		Lecture notes
14	New Developments in Information and Communication Technology (New Web Technologies (Web 3.0), Ii		Lecture notes

Course Learning Outcomes

No	Learning Outcomes
C01	Identifying hardware and software features of information technology tools
C02	Communicating on the internet
C03	Using the Internet correctly and effectively
C04	Editing text
C05	Editing numeric data
C06	Preparing presentation materials
C07	Following new developments in information technologies

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%30
Quizzes	0	%0
Assignment	0	%0
Attendance	1	%10
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	2	28
Assignments	1	10	10
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	16	16
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
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