Akdeniz University

Rektörlük Servis
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ENF 102	Information and Communication Technology			
Semester	**Course Unit Code**	**Course Unit Title**	**L+P**	**Credit**	**Number of ECTS Credits**
1	ENF 102	Information and Communication Technology	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-requisities:

Course Coordinator:
Instructor Ramazan UYAR
Name of Lecturers:

Assistants:

Recommended or Required Reading	
Resources	Lecture Notes

Course Category				
Mathmatics 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 a		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), Informa		Lecture notes
5	Internet and Network (Internet and Its History, Concepts Used on the Internet, Internet and Domain Nan		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 hazırlama (Slayt Oluşturma), Sunu Ayarları (Sayfa Ayarları, Sayfa Numarası Ekleme, Üst ve Alt Bilç		Lecture notes
10	Presentation Preparation (Object Operations, Picture, Graphic, Table, Audio, Video, Animation Layouts, Pı		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 Filt		Lecture notes
14	New Developments in Information and Communication Technology (New Web Technologies (Web 3.0), Iı		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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