



Akdeniz University

Rektörlük Servis
Rektörlük Servis

ENF 151 Usage of Information Technologies					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	ENF 151	Usage of Information Technologies	2	2	2

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, 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

Content of the Course:

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

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

Instructor Ramazan UYAR

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

Office 2016, Yazar: Bayram Yıldız
Bilgisayar Donanımı, Yazar:Ebubekir YAŞAR
Lecturer's lesson's note

Sunum

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),		Lecture notes
2	Computer and Health, Computer technologies componenets		Lecture notes
3	Hardware Components (Hardware Units,Definition and Basic Structure of Computers,Hardware and Softw		Lecture notes
4	Graphics Card, Image Concepts (Resolution, dpi), Monitors, Sound Cards, Modems, Ethernet Cards, Keyb		Lecture notes
5	Software and Operating System (Software and Operating system concepts, Operating System Types), Ba		Lecture notes
6	Basic File and Folder Operations, Desktop, Start Menu, Basic Programs (Calculator, Wordpad, Paint, etc.),		Lecture notes
7	Operating System Usage and File Management (Control Panel, System Restore, Data Recovery),		Lecture notes
8	Information Security, Malware, Antivirus Software, Cybercrime		Lecture notes
9	Internet and Network (Internet and Its History, Concepts Used on the Internet, Internet and Domain Nar		Lecture notes
10	Using Search Engines, Search Methods, Attached E-Mail Sending, Scientific Literature Search, Computer		Lecture notes
11	Word Processor (File Operations, Page Setup, Text Operations, Text Formatting,)		Lecture notes
12	Placement of Text, Bullets and Numbering, Paragraph, Styles		Lecture notes
13	Word Processing Software (Visual Objects, Picture Operations, Drawing Objects, Text Box, Insert WordAr		Lecture notes
14	Links, Header and Footer, Table Operations, Margins, Split by Columns, Page Color and Borders, BreaksM		Lecture notes
15	Design presentation, presentations settings,, add page numbers, beackground design, editing of presenta		Lecture notes
16	Background Design, Color options, Test Formatting		Lecture notes
17	Graphic, Table, Audio, Video		Lecture notes
18	Animation Layouts, Presentation Display Settings, Printing Presentation		Lecture notes
19	Working with Spreadsheets, Data Formats, Editing a Spreadsheet, Row and Column Widths, Border Settir		Lecture notes
20	Editing a Spreadsheet, Row and Column Widths, Border Settings, Color / Fill Settings, Text Formatting, Pi		Lecture notes
21	Formulas (Numerical Formulas, Logical Formulas),		Lecture notes
22	Functions (SUM, AVERAGE, MAX, MIN, COUNTIF)		Lecture notes
23	Functions (Logical, Text, Date and Time)		Lecture notes
24	Functions, Search and Reference, Math and Trigonometry)		Lecture notes
25	Sorting and Filtering Operations, Conditional Formatting, Data Validation,		Lecture notes
26	Charts (Chart Type, Data Range, Chart Labels, Chart Layout, Chart Area)		Lecture notes
27	New Developments in Information and Communication Technology New Web Technologies , Artificial Int		Lecture notes
28	Internet of Things (IoT), Smart Systems, Other Developments)		Lecture notes

Course Learning Outcomes

No	Learning Outcomes
C01	Bilgi teknoloisi araçlarının donanım ve yazılım özelliklerini belirlemek
C02	İnternet ortamında iletişim kurmak
C03	Web tabanlı öğrenme uygulamalarını kullanmak
C04	Metin düzenlemesi yapmak
C05	Sayısal verileri düzenlemek
C06	Sunum materyalleri hazırlamak
C07	Bilgi ve iletişim teknolojisi alanındaki yeni gelişmeleri takip edebilmek

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%30
Quizzes	0	%0
Assignment	1	%10
Attendance	0	%0
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	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	2	11	22
Presentation	1	10	10
Mid-terms	1	2	2
Practice	14	2	28
Laboratory	0	0	0
Project	0	0	0
Final examination	1	2	2
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
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