

COURSE INFORMATION						
Course Title	Code	Year	Semester	T+P+L (Hour/Week)	Credits	ECTS
Basic Information Technology Usage	0204205	1 st Year	Fall	1+2+0	2	3

Department	Electrical and Electronics Engineering
Course Level	Undergraduate
Language of Instruction	Turkish
Course Type	Compulsory
Mode of Delivery	Face-To-Face
Prerequisites and co-requisites	None
Recommended Optional Programme Components	None
Name of Lecturer	Assoc. Prof. Dr. Necaattin BARIŞCI
Co-Lecturer	None
Work Placement	None
Teaching Methods	Lecture with Discussion, Problem Solving, Homework, Laboratory
Objectives of the Course	Student obtains basic information about basic software programs of the computer and hardware units. Student obtains basic level usage skills of the M.S. Operation Systems. Student learns how to use M.S. Office Word, Excel and Power Point programs.
Learning Outcomes	<ol style="list-style-type: none"> 1. Student Understands the importance of computers in daily life, 2. Students senses the terms and concepts of the computer, 3. Student obtains knowledge about computer hardware units, 4. Student obtains basic knowledge about basic operation systems, 5. Student obtains basic knowledge about office softwares.
Course Content	Teaching basic technological concepts, hardware, software, PC, Server, CPU, RAM, Hard Disc, VGA, Main Board etc. Operation Systems, M.S. Windows operation systems and File management systems, Windows Desktop and File Management Systems. File Compression (Zipping), Virus and Cleaning, MS Office Word usage, MS Office Excel usage, MS Office Power Point usage, Internet usage.

COURSE CONTENT (SYLLABUS)

Week	Topics	Study Materials
1	Basic Information Technology concepts: Hardware, software, PC, Server etc.	None
2	Computer hardware: PC, Server, CPU, RAM, Hard Disc, VGA, MainBoard, CD-ROM etc.	None
3	Operation systems and MS Windows operation systems and File management systems	None
4	Windows desktop and file management systems	None
5	Windows management systems	None
6	Virus and Virus cleaning	None
7	MS Office Word and basic usage information	None
8	Mid term	None
9	MS Office Word and basic usage information	None
10	MS Office Excel and basic usage information	None
11	MS Office Excel and basic usage information	None
12	Introduction to MS Office Power Point	None
13	MS Office Power Point and basic usage information	None
14	Basic Internet info, introduction to internet browsers and sample applications	None

RECOMMENDED SOURCES

Textbook	Temel Bilgi Teknolojisi Kullanımı, Ö. Faruk BAY, O. Ayhan ERDEM, Ankara, 2006
Additional Resources	Temel Bilgi Teknolojisi Kullanımı , Öğr. Gör. İsmail Sarı, Ömer Bağcı, Ocak 2008

MATERIAL SHARING

Documents	-
Assignments	Lab. Apps.
Exams	Fall Semester - Midterm Fall Semester – Final

ASSESSMENT

EXAMS	QUANTITY	PERCENTAGE
Contribution of Mid -Term Examination to Overall Grade	1	40
Contribution of Final Examination to Overall Grade	1	60
TOTAL	2	100

COURSE'S CONTRIBUTION TO PROGRAMME						
Nr.	Programme Learning Outcomes	Contribution				
		1	2	3	4	5
1	Gaining the necessary theoretical and applied knowledge on engineering, mathematics, and science, gaining the ability for determining, defining, formulating electrical and electronics engineering problems.		X			
2	Gaining the ability to choose and apply appropriate analysis, modeling and design methods in electrical-electronics engineering problems.	X				
3	Gaining the ability to design a system, process, instrument, or product related to electrical-electronics engineering for a specific given purpose, gaining the ability to apply modern design tools.	X				
4	Gaining the ability to evaluate the issues of security, robustness, adaptability, economy, ecological problems, sustainability in engineering solutions under realistic constraints and conditions.	X				
5	Gaining the ability of simulation, experimenting, design, interpreting results.		X			
6	Gaining the ability to use contemporary techniques and tools, information technologies for engineering applications.				X	
7	Gaining the ability to work alone or in a group efficiently in electrical-electronics engineering discipline or in interdisciplinary studies. Gaining the ability to act independently, to use initiative when needed, and to be creative.			X		
8	Gaining the ability to communicate efficiently by expressing his/her opinions in Turkish verbally or in written form in a concise manner. Gaining ability to communicate with international colleagues..		X			
9	Gaining the ability to be aware of career and ethical responsibility, legal consequences of engineering processes, project management, risk management, entrepreneurship, innovation, sustainable development, quality control.	X				
10.	Gaining the ability to reach new information by life-long learning; gaining the ability for self-improvement by following scientific and technological innovations.					X

ECTS ALLOCATED BASED ON STUDENT WORKLOAD BY THE COURSE DESCRIPTION			
Activities	Quantity	Duration (Hour)	Total Workload (Hour)
Course Duration (Including the exam week: 16x Total course hours)	16	3	48
Hours for off-the-classroom study (Pre-study, practice)	14	2	28
Assignments	4	3	12
Presentation / Preparing Seminar	0	0	0
Mid-term	1	1	1
Final examination	1	1	1
Total Work Load	36	10	90
Total Work Load / 30 (h)			3
ECTS Credit of the Course			3