

Ders Bilgi Formu (İngilizce)									
Course Name: Introduction to Information & Communication Technologies					Course Code: ENF1805			Level of Course: Associate degree	
Program:									
ECTS Credit: 3			Year-Semester: 1st Year / Autumn		Required/Elective: Required			Language: Turkish	
Hours/Local Credit: 3			Instructor(s):						
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Teaching Method(s): Lecture, hands-on practicals in computer laboratory, homework and tasks including preparation of documents, spread sheets, databases and presentations.									
Course Objectives: To provide students with basic ICT concepts and computer skills that they can benefit both in their personal and professional lives.									
Course Content:									
I. Week		Basic Concepts in Information and Communication Technologies Hardware, Software, Networking, Health, Environmental and Legal Issues							
II. Week		Computer Use Operating Systems, Control Panel							
III. Week		File/Folder Management File/Folder Management, Printing							
IV. Week		Internet Basic Terms and Concepts, Browsers, Surfing, Safe Internet, File Sharing Systems, E-Mail Use, Social Networking							
V. Week		Word Processing Introduction to Word Processing, Creating a Document , Text and Paragraph Formatting, Bullets and Numbering							
VI. Week		Word Processing Page Setup, Symbols, Columns, Tables & Graphics							
VII. Week		Word Processing Table of Contents, References, Document Organisation, Mail Merge, Printing							
VIII. Week		Midterm							
IX. Week		Presentation Introduction to Presentations, Slide Views, Slide Designs, Working with Text/Graphics/Objects, Key Issues in Design, Multimedia Features, Managing Presentations							
X. Week		Spreadsheet Introduction to Workbook/Worksheet, Concepts of Cell/Column/Row, Data Input, Adding/Selecting/Copying/Moving Cells/Columns/Rows, Freeze/Hide/Unhide, Book/Sheet Protection							
XI. Week		Spreadsheet Basic Formulas and Functions, Formatting, Graphics, Printing							
XII. Week		Spreadsheet Advanced Formulas and Functions, Sorting/Querying/Filtering							
XIII. Week		Database General Tasks (Tables, Query, open/Close/Save Reports), Tables, Main Operations, Queries, Objects and Reporting							
XIV. Week		Practice							
Anticipated Learning Outcomes: In parallel with the outcomes of ECDL Advanced Level (Expert) programme, the students will be able to: <ul style="list-style-type: none"> - understand basic structure and operation of a computer, and follow up any developments thereof. - understand operating systems and what they do, and work in latest versions of Windows operating system. - effectively use latest version of office packages by <ul style="list-style-type: none"> - using a word processing software to produce a document on an advanced level. - using a spreadsheet software to produce a spreadsheet on an advanced level. - organising, transferring and viewing a database document on an advanced level. - understanding basic design principles and using a presentation software to produce a multimedia presentation on an advanced level. - use Internet tools and other information access techniques efficiently. 									
Assessment Method(s):		Midterm		- %30		Homework/Tasks		- %20	
		Final Exam		- %50					
Textbook: To be determined.									
Recommended Reading: To be determined.									
Pre/co-requisites: N/A									