Course Syllabus

Code - Course Title	**BİL103 - Fundamentals of Information Technology**
Course Type	I. SEMESTER
Laboratory + Practice	2+2
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. PERİHAN ÖNDEŞ

Mode of Delivery	It is conducted exclusively through face-to-face instruction in a classroom setting.
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There are no prerequisites or corequisites for this course.
Courses Recomended	There are no prerequisite courses recommended for this course.
Recommended Resources	1. Visual-aided course notes and application files prepared by the instructor. 2. Anadolu University Open Education Faculty, Basic Information Technologies (e-book), Anadolu University Publications. 3. Official help documentation and training videos (with subtitles) for the word processor, spreadsheet, drawing, and presentation software used in the course.
Work Placement	There is no internship for this course. Practical work is conducted in the computer laboratory for 2 hours per week under the supervision of the instructor.
Aims of the Course	The aim of this course is to introduce students to the fundamental concepts of information technologies, the hardware and software structure of computers, and operating systems; to provide them with the skills to use file management, word processors, spreadsheets, image-drawing, and presentation programs while considering accessibility features; and to teach the basic concepts of computer networks and the internet along with the principles of secure usage.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1** **LO-2**	Basic concepts of information technologies.	Lecture, Question & Answer
Week - 2	**LO-1**	Computer hardware and the general architecture of the computer.	Lecture, Question & Answer
Week - 3	**LO-1**	Input and output units of the computer.	Lecture, Question & Answer
Week - 4	**LO-3** **LO-4**	Operating systems and their basic use.	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 5	LO-3 LO-4	Operating systems and basic usage.	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 6	LO-5	Word Processing Software and the use of Microsoft Word.	Demonstration and Practice, Practice/Practical Work/Workshop
Week - 7	LO-5	Spreadsheets, basic concepts, and the use of spreadsheets.	Demonstration and Practice, Practice/Practical Work/Workshop
Week - 8	LO-5	Spreadsheets, basic concepts, and the use of spreadsheets.	Demonstration and Practice, Practice/Practical Work/Workshop
Week - 9	LO-5	Painting and drawing software, and the use of such programs.	Demonstration and Practice, Practice/Practical Work/Workshop
Week - 10	LO-5	Presentation software, the fundamental features and use of presentation software.	Demonstration and Practice, Practice/Practical Work/Workshop
Week - 11	LO-5	Presentation software, the fundamental features and use of presentation software.	Demonstration and Practice, Practice/Practical Work/Workshop
Week - 12	LO-6	Data communications and computer networks.	Lecture, Question & Answer
Week - 13	LO-6	Use of the internet, basic concepts.	Lecture, Demonstration and Practice
Week - 14	LO-6	Internet usage problems.	Lecture, Discussion

Learning Outcomes

#	Learning Outcome
1	The student can explain the concepts of data, information, and information processing, as well as the fundamental hardware and software components of a computer system.
2	Can organize files and folders within the operating system.
3	The student can use the formatting, table, and page layout tools of word processing software.
4	Can calculate data in a spreadsheet using basic formulas and functions.
5	The student can create a simple visual using the basic tools of a painting and drawing program.
6	The student can design a presentation containing text, images, and graphics using presentation software.
7	Can explain the fundamental concepts of computer networks and internet services.

Learning Outcomes

#	Learning Outcome
8	The student will be able to take responsibility for implementing security measures to protect their personal data and accounts while using the internet.

Sustainable Development Goals

✓ Quality Education ✓ Reducing Inequalities

Course Theme

✓ Software, Cloud and Blockchain

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	1.50	14	14
Ödevler	2.00	10	20
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	12.00	1	12
Final Sınavı Hazırlığı (sınav süresi dahil)	16.00	1	16
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	2.00	14	28
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**5.0**

Assessment Method and Passing Requirements

✓ Multiple Choice Test ✓ Short-Answer Test ✓ True-False Test ✓ Homework