Course Name	Code	Semester	T+A	Credits	ACTS
The Basic Information Technology	0804313	1	2+2	3	4

Pre-condition	-

Course Language	Turkish
Course Type	Required
Course Coordinator	
Course Instructor	Lecturers at Informatics Department
Course Assistants	-
Course Purpose	The main purpose of this course is giving information to students about basic information Technologies such as operation systems, Office applications and internet uses.
Learning Outcomes	- explore different operational systems - able to use MS Office Word processor - able to use MS Office Excel spreadsheet - able to use MS Office PowerPoint and make simple presentations - learn real life application of Office programs - able to navigate in the Internet - understand the structure of web
Course Content	Operational systems, Windows operational system and Windows 7, MS Office package

Weeks	Course Topics
1	Exploring old computers and comparing with the new technologies
2	Technology terminology, storage, operational systems
3	Windows 7-opening use account, installing and uninstalling a software, hardware management
4	MS Paint image editing software and class exercise
5	MS Word -opening, saving, and closing a word document
6	MS Word -formatting a text, inserting images and shapes
7	Mid-Term Exam
8	MS Word -advanced features
9	MS Excel –Understanding Excel structure and cell properties
10	MS Excel-adding formulas and calculations, grafics
11	MS PowerPoint –Understanding the use of PPT-adding animations
12	MS PowerPoint-Preparing a adequate presentation and tips for a presentation
13	The Internet and Web
14	Email Account and Final Exam

After understanding the concept of the listed technologies, the students should be able to apply what they learned on a computer.

Sources
1.   Temel Bilgisayar Teknolojileri Ders Kitabı, Harran Üniversitesi Yayınları,2003.
2.   Bütün Yönleriyle Bilgisayar - Office XP. Ömer Akgöbek. Beta Basım Yayın. 2003.
3.   Başlangıçtan ileri seviyeye Bilgisayar. Hasan Çebi BAL. Akademi Yayınları. 2004.

Assessments
Mid-Term: 1 (%40) **Final:**   1 (%60) **Projects:** Optional **Homework:** Optional