

# TOROS ÜNİVERSİTESİ

Vocational School  
First Aid And Emergency

## Course Information

INFORMATION AND COMMUNICATION TECHNOLOGY					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
IAY109	Fall	3	0	3	3

Prerequisites and co-requisites	Nope
Language of instruction	Turkish
Type	Required
Level of Course	Associate
Lecturer	Asst. Prof. Furkan GÖZÜKARA
Mode of Delivery	Face to Face
Suggested Subject	
Professional practise ( internship )	None
Objectives of the Course	
Contents of the Course	

## Learning Outcomes of Course

#	Learning Outcomes
1	Students know the basic concepts of a computer system.
2	Students will have information about computer hardware and software.
3	Students will know Windows Operating System and use it efficiently.
4	Students will know the Internet, make research using Internet and use common internet services.

## Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Introduction to Computer, basic concepts, history of computer.	Presentation
2	The working principle of computers, binary number system, the concept of bit-byte, computer hardware, components, tasks, and definitions.	Presentation
3	Types of software, operating systems, application software, programming languages.	Presentation
4	General information about the Windows Operating System.	Presentation
5	File, directory, driver concepts, windows explorer, desktop settings.	Presentation
6	Start menu, control panel, system tools, antivirus programs, compression programs.	Presentation
7	Microsoft Word - Word Processor, First Steps and Basic Operations	Presentation
8	Midterm exam	Written Exam
9	Microsoft Word - Formatting (text, paragraph, document)	Presentation
10	Microsoft Word - Objects (Table, Figure. Images, Graphics), and Printing	Presentation
11	Microsoft Excel - Introduction, Cells and Worksheets	Presentation
12	Microsoft Excel - Formatting, Formulas and Functions	Presentation

13	Microsoft Excel - Charts, Page Setup and Preparation of deliverables	Presentation
14	Microsoft PowerPoint - Basic Settings, Creating Presentations, Text, Images, and Table	Presentation
15	Microsoft PowerPoint - Graphics and Drawing Objects, Display Show Effects, Slide Show, and Output Processing	Presentation
16	Final Exam	Written Exam

## Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	bilgi ve iletişim teknolojileri ders kitabı		

## Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

## Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	Students know the basic concepts of a computer system.	4,9	1,2
2	Students will have information about computer hardware and software.	4,6,8,11	1
3	Students will know Windows Operating System and use it efficiently.	5,7,8,10,12	1,2
4	Students will know the Internet, make research using Internet and use common internet services.	6,8,10,13	1,2

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

## Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	3	42
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	8	2	16
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	1	1
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	1	1
16	Final Exam	1	1	1
				<b>90</b>

