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| dau_logo_BW | **EASTERN MEDITERRANEAN UNIVERSITY**  **SCHOOL OF COMPUTING AND TECHNOLOGY**  **DEPARTMENT OF INFORMATION TECHNOLOGY**  **COURSE POLICY SHEET** |  |

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| **Course Title** | Information Technology Fundamentals |
| **Course Code** | ITEC103 |
| **Type** | Full Time |
| **Semester** | Fall/Spring |
| **Category** | AC (Area Core) |
| **Workload** | 180 Hours |
| **EMU Credit** | (2,2,0) 3 |
| **Prerequisite** | - |
| **Language** | English |
| **Level** | First Year |
| **Teaching Format** | 2 Hours Lecture and 2 Hour Lab per week |
| **ECTS Credit** | 6 |
| **Course Web Site** | http:// staff.emu.edu.tr/halidesaricizmeli |

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| **E-mail** | halide.saricizmeli@emu.edu.tr | **Office No** | CT111 |

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| **Course Description** |
| This course is an introduction to the world of Computing and Information Technology (IT). Today, we are all part of an exploding Information Society and in this dynamic new society people at homes, schools, institutions and businesses are engaged in an ever- growing partnership with computers. Computers and Information Technology are part of just about everything we do at work and at home. And the fact is that, computers will play an even greater role in our lives in the years to come.  The course presents the basic description of information technology concepts, basic computer system hardware and software components, common terminology in information technology, application areas, and integration of computer system components. |

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| **General Learning Outcomes** |
| On successful completion of this course students should:   Define History of Computing (IT)   Interpret the Components of a Computer System   Calculate binary numbering systems   Define pervasive themes in information technology   Identify Information Technology Concept   Identify importance of Computer Network   Identify Computer Crimes, Security and Computer Ethics   Operate computers effectively   Practice Microsoft Office Tools such as Word, Excel, Power Point and Access as well as Internet |

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| **Teaching Methodology / Classroom Procedures** |
| * The course has 2 hours of lectures in a week mainly held in the form of a seminar. * The practical aspect of the course is made-up of 2 hours/pw in order to provide the students with an experience of keyboarding, use of popular Microsoft Office tools such as Word and Excel as well as the use of Internet. * Lecture notes and lab exercises are posted on the course web site. * There are two written quizzes which are held one week before the midterm and final exam periods. * There is a practical exam from Microsoft Office tools. * There is a written midterm exam. * There is a written final exam. * There is no term project. * Class attendance is compulsory. * The student is responsible to check the course web site regularly and view the latest announcements. |

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| **Course Materials / Main References** |
| ***Text Book:***  LaBerta, Catherine. Computers are your future. 12th ed. Boston, MA: Prentice Hall, 2012. Print. ISBN NO: 0-13-254518-7  ***Lecture Notes:***  All course materials are also available online in PPT format on course web site. |

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| **Weekly Schedule / Summary of Topics** | |
| **Week 1** | Introduction to the course procedures, introduction to the computing facilities used in the  department |
| **Week 2** | **History of computing technology:** Social history of computing impacts, Development of user interaction**,** History of the Internet |
| **Week 3** | **Computers and You :** Understanding the computer basic Definitions, Input Processing, Output, Storage, Communications and the information processing cycle in Action |
| **Week 4** | **Binary numbering System**: what is numbering system? converting binary to decimal and decimal to binary, calculations(additions). |
| **Week 5** | **System Unit:** How computers represent data, introducing the system unit, inside the system unit, what’s on the motherboard, what’s on the outside of the box |
| **Week 6** | **Input, output and storage:** Input devices, output devices, storage devices |
| **Week 7** | **System Software:** The operating system, exploring popular operating system, system utilities. |
| **Week 8-9** | **MIDTERM** |
| **Week 10** | **Application software:** General purpose application, Tailor made application, standalone programs , Integrated programs and software suites, system requirements and software versions, software license and registration, installing and managing application software |
| **Week 11** | **The Internet & The World Wide Web:** Web How the internet works, Accessing the internet, the internet and the web, finding information on the web, Exploring internet services |
| **Week 12** | **Networks:** Network fundamentals, advantages and disadvantages of networking, local area networks , Wide area networks.  **Wired & Wireless Communication:** Moving Data, Wired and wireless transmission media, Wired transmission via the public switched Telephone, Convergence, wired and wireless applications. |
| **Week 13** | **Privacy, Crime and Security:** Ethics, Privacy in cyberspace, computer crime and cybercrime, security, the encryption debate. |
| **Week 14** | **Pervasive Computing:** History of pervasive computing, Advantages of pervasive computing, Application of pervasive computing, Use of pervasive computing, problems and challenges |
| **Week 15** | **Ethics:** Computer ethics of computer user, ethical principles, computer ethics for organizations, software privacy,  **Cloud Computing:** characteristics of cloud computing, cloud computing service categories, cloud deployment method, advantages and disadvantages of cloud computing, the future of cloud computing. |
| **Week 16-18** | Fınal |
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| **Requirements** |
| * Each student can have only one make-up exam. * One who misses an exam should provide a medical report or a valid excuse within 3 days after the missed exam. * The make-up exam is done at the end of the term and covers all the topics. * No make-up exam is given for the quizzes. * Students who fail to attend the lectures regularly may be given NG grade. * Once the grades are announced, the students have only one week to do objection about their grades. * It is the students’ responsibility to follow the announcement in the course web site. |

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| **Method of Assessment** | | | | | |
| Evaluation and Grading | **Assignments** | **Class Quizzes** | **Lab Quizes** | **Midterm Exam** | **Final Exam** |
| Percentage | 5 % | 15 % | 20% | 25 % | 35 % |

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| **Grading Criteria \*** | | | | | | | | | | | |
| **A** | **A-** | **B+** | **B** | **B-** | **C+** | **C** | **C-** | **D+** | **D** | **D-** | **F** |
| 90 -100 | 85 - 89 | 80 - 84 | 75 - 79 | 70 - 74 | 65 - 69 | 60 - 64 | 56 - 59 | 53 - 55 | 50 - 52 | 40 - 49 | 0 – 39 |

\* Letter grades will be decided upon after calculating the averages at the end of the semester and distribution of the averages will play a significant role in the evaluation of the letter grades.