EASTERN MEDITERRANEAN UNIVERSITY
SCHOOL OF COMPUTING TECHNOLOGY
COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS
COURSE FOLLOWING SCHEDULE

Lecture Code	ITEC102	Course Title	Information Technology
Semester	2020-2021 FALL	Language	English
Category	University Core (UC)	Level	First Year
Workload	180 Hours	Teaching Format	2 hrs lecture, 2 hrs laboratory
EMU Credit	(2,2,0) 3	ECTS Credit	5
Prerequisit(s)	--	Course Web	https://staff.emu.edu.tr/sensevpay anilkan/en/teaching/itec102

Instructors			
Instructor(s)		**Ofis No.**	**e-mail**
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Course Definition
This course covers the basic concepts of information technologies, the definition of information and computational thinking, problem solving approaches, use of internet in education, safe internet usage, the concept of ethics in information technology, effects of internet usage, computer hardware, operating systems, application software and third party software analysis and flow chart design, usage of word processing programs, usage of transaction table programs, use of presentation programs, use of database programs, use of desktop publishing programs, definition of web design and use of code editor.

General Learning Outcomes
Students who have successfully completed the course:

- To be able to use the basic concepts of information technology,
- Having the ability of cognitive thinking and using problem solving approaches,
- Having information about the use of internet in education, safe internet usage, information ethics and copyrights and the effect of internet usage on children and young people, internet kullanımının,
- Having knowledge about computer hardware in basic level,
- Having knowledge about operating systems and application software,
- Having knowledge about algorithms and flow charts and applying logical flow chart with flow chart drawing program,
- Creating a document with the help of a word processing program,
- Creating a spreadsheet with the help of a spreadsheet program,
- Creating a presentation document with the help of a presentation program,
- Creating Database and table with the help of database program,
- Creating a document with the help of desktop publishing program,
- Having knowledge about program languages and web page creation with the help of code editor program,

they will be qualified.

Teaching Methodology / Classroom Procedures
The theoretical part of the course is covered within 2 hours/pw and class attendance is important and compulsory. Slide handouts are used for lecture notes. 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. Also lab attendance is important in order to follow applications.

Course Materials
Reference Book: UNDERSTANDING COMPUTERS IN A CHANGING SOCIETY 5th EDITION ISBN: 978-1-133-19111-7 **Lecture Notes:** All course materials are also available online in PDF format on course web site. (https://staff.emu.edu.tr/sensevpayanilkan/en/teaching/itec102)

Weekly Lecture Plan	
1. Week (12-16 Oct)	**Course Content, Web Page and Course Tracking Application Presentation:** The Students are informed about the lesson planning, the web page is introduced and the learning materials are distributed. The applications to be used for follow-up of theoretical courses are introduced and distributed to the students.
2. Week (19-23 Oct)	**Cognitive Thinking and Information Technologies:** Students will have knowledge about basic concepts of computer applications and developing technologies used in programming learning, knowledge of computer-aided thinking, use of tools in problem solving, logical data analysis and organization, efficient use of digital resources, definition and importance of programming.
3. Week (26-30 Oct)	**Internet in Education:** Types of computer networks, web browsers, search engines, electronic mail service and Internet working principle, importance of internet in education, distance education models, distance education history, technologies used in distance education, restrictions in distance education models, electronic learning, safe internet usage, ethics in information technologies and information about copyright, computer-health relationship issues.
4. Week (2-6 Nov)	**Computer Hardware:** Have information the system unit, basic units in the system unit, storage units, memories, communication units, input and output units
5. Week (9-13 Nov)	**Operating systems and application software:** Have information about the operating systems, types of operating systems, application programs and third party software.
6. Week (16-20 Nov)	**Algorithm and Flow charts:** Have information about definition of algorithm, operation sequences in algorithm, Logical analysis and design in algorithm, definition of flowchart, flowchart symbols and application of algorithms to the flowcharts.
7. Week (23-27 Nov)	**Word Processors:** Have information about definition of word processor, word processor examples, file operations, text formating, paragraf formating, operating with tables, addition to a document, page structure editing and document printing.
8.-9. Week	**Midterm Exams**
10. Week (14-18 Dec)	**Transaction Tables:** Having information about the definition of transaction table, transaction table examples, file operations, data entry, calculation with formula, usage of functions, cell formatting, page structure editing, working with lists, making subtotal

	calculations and creating graphics.
11. Week **(21-25 Dec)**	**Presentation Programs:** Have information about definition of presentanion programs, examples of presentation programs, file operations, creating slide, theme application, applying transition effect, applying animation, , making add-on, using master slide and slide show.
12. Week **(28-1 Jan)**	**Database Programs:** Have knowledge about database definition, database examples, file operations, database creation, working with tables in database, editing data types, working with queries.
13. Week **(4-8 Jan)**	**Desktop Publishing Programs:** Have information about desktop publishing program definition, desktop publishing program examples, publishing creation, file operations, page structure editing, adding and formatting text, working with tables, adding and editing documents.
13. Week **(4-8 Jan)**	**Web Designing:** Familiarity with the definition of web design, examples of basic software languages used in web programming, examples of web design program, file operations, creating documents, adding and formatting text, working with tables, adding documents, creating hyperlinks between documents and viewing documents in a web browser
14. Week **(11-15 Jan)**	**Final Review Week**
15-17. Week **(23-5 Feb)**	**Final Exams**

Requirements
ATTENDANCE ▪ Attendance is mandatory and less than 60% attendance may result in "NG" Grade **MAKE-UP EXAMINATION POLICY** ▪ Make-up Examination will be offered to those students who missed out Mid-term or Final Examination providing that: a) Student has a genuine reason approved by the Instructor (i.e. A Medical Report submitted within 3 working days or other reasons within the prior knowledge and approval of the Instructor); b) Student has more than 60% Attendance record;   ▪ Make-up Examination will cover entire Course content of the semester.   ▪ Make-up Examination will be held immediately after the Final Examinations. Exam date, time and place will be announced by the department ▪ No make-up examination is offered for class or lab exercise(s) and quize(s)

Evaluation Method					
Evaluation & Grading	**Lab's**	**Quizes**	**Attendance**	**Midterm**	**Final**
Percentage	30%	30%	10%	--	30%

Grade System											
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