Course Code | ITEC105
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Course Title | Computer I
Semester | 2018-2019 SPRING
Language | English
Category | UC (University Core)
Level | First Year
Workload | 180 Hours
Teaching Format | 2 Hours Lecture, 2 Hours Laboratory
EMU Credit | (2,0,2) 3
ECTS Credit | 
Prerequisite(s) | -
Course Web | http://staff.emu.edu.tr/sensevpayanilkanc

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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.

General Learning Outcomes
On successful completion of this course students should:
- Interpret the Components of a Computer System
- 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 and Power Point as well as Internet

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 / Main References

**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 website. (http://staff.emu.edu.tr/sensevpayanielen)

## Weekly Schedule / Summary of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Lectures</th>
<th>Labs</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1. Week</td>
<td>(21-22 Feb)</td>
<td>Describing the course objective and introducing the course website – Student Portal</td>
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<tr>
<td>2. Week</td>
<td>(25 Feb - 1 Mar)</td>
<td>LECTURE1 – An Introduction to computers (part 1)</td>
<td>LAB1 – Student Portal, Email Services</td>
<td>LAB2 - Operating System</td>
</tr>
<tr>
<td>3. Week</td>
<td>(4-8 Mar)</td>
<td>LECTURE1 - An Introduction to computers (part 2)</td>
<td>LAB3 - Microsoft Word 2010</td>
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</tr>
<tr>
<td>4. Week</td>
<td>(11-15 Mar)</td>
<td>LECTURE2 - Hardware and Software (part 1)</td>
<td>LAB 4 - Microsoft Word 2010</td>
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</tr>
<tr>
<td>5. Week</td>
<td>(18-22 Mar)</td>
<td>LECTURE2 - Hardware and Software (part 2)</td>
<td>LAB 5 – Microsoft Word 2010</td>
<td></td>
</tr>
<tr>
<td>6. Week</td>
<td>(25-29 Mar)</td>
<td>LECTURE3 - The World Wide Web (part 1)</td>
<td>LAB 6 - Search Engines</td>
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</tr>
<tr>
<td>7. Week</td>
<td>(1-5 Apr)</td>
<td>LECTURE3 - The World Wide Web (part 2)</td>
<td>LAB 7 - Microsoft Excel 2010</td>
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<tr>
<td>Week 8-9</td>
<td>(11-22 Apr.)</td>
<td>MIDTERM EXAMINATION PERIOD</td>
<td></td>
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<tr>
<td>10. Week</td>
<td>(23-26 Apr)</td>
<td>LECTURE4 - Securing Your Network and Internet Connections (part 1)</td>
<td>LAB 8 – Microsoft Excel 2010</td>
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<tr>
<td>11. Week</td>
<td>(29 Apr-3 May)</td>
<td>LECTURE4 - Securing Your Network and Internet Connections (part 2)</td>
<td>LAB 9 - Microsoft Excel 2010</td>
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<tr>
<td>13. Week</td>
<td>(13-17 May)</td>
<td>LECTURE7 – Advances in Technology (part 1)</td>
<td>LAB 11 - Microsoft PowerPoint 2010</td>
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<tr>
<td>14. Week</td>
<td>(20-24 May)</td>
<td>LECTURE7 – Advances in Technology (part 2)</td>
<td>Final Review</td>
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<tr>
<td>15. Week</td>
<td>(27-31 May)</td>
<td>Final Review Week</td>
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<tr>
<td>16. Week</td>
<td>(3-7 June)</td>
<td>Ramadan Bairam</td>
<td></td>
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<tr>
<td>17-18. Week</td>
<td>(10-22 June)</td>
<td>FINAL EXAMINATION PERIOD</td>
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## 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 officially announced by the department.
- No make-up Examination is offered for Class or Lab Quiz(s)

<table>
<thead>
<tr>
<th>Evaluation and Grading</th>
<th>Lab Work</th>
<th>Attendance</th>
<th>Midterm Exam</th>
<th>Final Exam</th>
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</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>20 %</td>
<td>10 %</td>
<td>30 %</td>
<td>40 %</td>
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