

School of Business and Management Sciences / Business Administration (English)

2023 - 2024 Academic Year

INFORMATION TECHNOLOGY

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
INFORMATION TECHNOLOGY	BUS1124520	Fall Semester	2+0	2	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	English				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Required				
Course Coordinator	Assist.Prof. Recep ÖZSÜRÜNÇ				
Name of Lecturer(s)	Assist.Prof. Recep ÖZSÜRÜNÇ				
Assistant(s)					
Aim	To teach student fundamentals of hardware, operating systems, office programs and especially spreadsheet program (excel) in order to have them ability to use them for management and operational levels.				
Course Content	This course contains; History of Computer and Introduction to Office Programs,Creating a Worksheet and Charting Data in Excel,Creating a Worksheet and Charting Data in Excel,Creating a Worksheet and Charting Data in Excel,Using Functions, Creating Tables, and Managing Large Workbooks in Excel,Using Functions, Creating Tables, and Managing Large Workbooks in Excel,Using Functions, Creating Tables, and Managing Large Workbooks in Excel,Creating Documents with Microsoft Word,Creating Documents with Microsoft Word,Creating Cover Letters and Using Tables to Create Resumes,Creating Cover Letters and Using Tables to Create Resumes,Getting Started with Microsoft PowerPoint,Getting Started with Microsoft PowerPoint,Formatting PowerPoint Presentations.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
5.Will be able to use presentation programs.			12, 14, 16, 4, 6, 9	A, E, G	
1. will be able to explains the basic concepts of information technology.			16, 9	A, E	
1.1 Explains the general concepts.					
1.2 Displays hardware components.					
1.3 Explains the concept of software, examples of software types.					
2. Will be able to apply computer usage and file management.			16, 8, 9	A, E	
2.1 Turns on the computer device.					
2.2 Explains the concept of the desktop.					
2.3 Describes how to perform file management.					
3. Will be able to express how the word processor program is used.			12, 14, 16, 9	A, E, G	
3.1. Describes usage of the application.					
3.2. Explains Basic Operations.					
3.3. Explains formatting methods.					
4. Will be able to use a spreadsheet program.			12, 14, 16, 4, 9	A, E, G	
4.1. Describes the usage of the application.					
4.2. Explains cell concept.					
4.3. Describes the concept of the worksheet.					
4.4. Uses Formulas and Functions.					
4.5. Describes the types of formatting.					
4.6. Describes the use of graphics.					
5.1. Describes usage of the application.					
5.2. Describes creating a presentation.					
5.3. opens Text and Views .					
5.4. applies the use of Graphics and Drawing Objects (Auto Shape).					
5.5. Uses Screen Display Effects.					
Teaching Methods	12: Problem Solving Method, 14: Self Study Method, 16: Question - Answer Technique, 4: Inquiry-Based Learning, 6: Experiential Learning, 8: Flipped Classroom Learning, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam, E: Homework, G: Quiz				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	History of Computer and Introduction to Office Programs	Related chapter in the course book should be read.			
2	Creating a Worksheet and Charting Data in Excel	Related chapter in the course book should be read.			
3	Creating a Worksheet and Charting Data in Excel	Related chapter in the course book should be read.			
4	Creating a Worksheet and Charting Data in Excel	Related chapter in the course book should be read.			
5	Using Functions, Creating Tables, and Managing Large Workbooks in Excel	Related chapter in the course book should be read.			
6	Using Functions, Creating Tables, and Managing Large Workbooks in Excel	Related chapter in the course book should be read.			
7	Using Functions, Creating Tables, and Managing Large Workbooks in Excel	Related chapter in the course book should be read.			
8	Creating Documents with Microsoft Word	Related chapter in the course book should be read.			
9	Creating Documents with Microsoft Word	Related chapter in the course book should be read.			
10	Creating Cover Letters and Using Tables to Create Resumes	Related chapter in the course book should be read.			
11	Creating Cover Letters and Using Tables to Create Resumes	Related chapter in the course book should be read.			
12	Getting Started with Microsoft PowerPoint	Related chapter in the course book should be read.			
13	Getting Started with Microsoft PowerPoint	Related chapter in the course book should be read.			
14	Formatting PowerPoint Presentations	Related chapter in the course book should be read.			
Evaluation Methods			Weight(%)		

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(Midterm Exam) Homework	%50
(Midterm Exam) Quiz	%50
Midterm Exam	40
(General Exam) Homework	%50
(General Exam) Quiz	%30
General Exam	60

Resources
Evans, A., Martin, K., & Poatsy, M. A. (2018). Technology in Action Introductory. Pearson.Jelen, B. (2021). Microsoft Excel Inside Out (Office 2021 and Microsoft 365). Microsoft Press.
Pearson MyLab Platform