

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
INTRODUCTION to INFORMATION	YMİ1274080	Spring Semester	3+0	3	6
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Required				
Course Coordinator	Assoc.Prof. Başak GEZMEN				
Name of Lecturer(s)	Assist.Prof. Alaattin ASLAN				
Assistant(s)	Prof.Dr. Gökhan Silahtaroğlu				
Aim	is 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,Hardware and peripheral units,Operating systems,Computer networks and internet,Word Program (office),Word Program (office),Presentation Program (Office),Presentation Program (Office),Web Design,Spreadsheet program,Spreadsheet program,Spreadsheet program,Data Security,Internet Security.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Will be able to evaluate Information Technologies.			16, 9		
1.1 Explains where to use information technologies			9	E	
1.2. Compares the advantages and disadvantages of information technologies. on technologies.			10, 9		
1.3. Debates about the substructure of computer systems.			10, 9		
2. Will be able to evaluate the information technology processes			13, 16, 9		
2.1. Distinguishes the operating systems in the computer.			9	D	
2.2. Resolves the errors of the operating systems.			16, 9		
3. Will be able to evaluate information technologies			10, 9		
3.1. Uses Word, spreadsheet and presentation programs			16, 9		
3.2. Manages their own social media accounts.			16, 6, 9		
3.3. Manages spreadsheet programs.			16, 9	E	
4. Will be able to summarize the fundamental concepts in information systems, software development process and security of information systems.			10, 9		
4.1. Uses the basic concepts in programming.			10, 8, 9		
4.2. Understands security vulnerabilities in information systems.			10, 6, 9		
4.3. Has general information about web design.			6, 9		
5. Will be able to evaluate information systems in Turkey, privacy of health informations and challenges of information systems.			16, 9		
5.1. Debates data security.			10, 16, 9		
5.2. Tells about the Cybersafety.			10, 16, 9		
Teaching Methods	10: Discussion Method, 13: Case Study Method, 16: Question - Answer Technique, 6: Experiential Learning, 8: Flipped Classroom Learning, 9: Lecture Method				
Assessment Methods	D: Oral Exam, E: Homework				
Lecture Schedule					
Sequenc e	Topics	Preliminary Preparation			
1	History of computer	Chapter 1			
2	Hardware and peripheral units	Chapter 2			
3	Operating systems	Chapter 3			
4	Computer networks and internet	Chapter 4			
5	Word Program (office)	Chapter 5			
6	Word Program (office)	Chapter 6			
7	Presentation Program (Office)	Chapter 7			
8	Presentation Program (Office)	Chapter 8			
9	Web Design	Chapter 9			
10	Spreadsheet program	Chapter 10			
11	Spreadsheet program	Chapter 11			
12	Spreadsheet program	Chapter 12			
13	Data Security	Chapter 13			
14	Internet Security	Chapter 14			
Evaluation Methods			Weight(%)		
Midterm Exam			40		
General Exam			60		

Resources
Windows 8.1 , by Pert Mason; Excel 2010 Advanced by Stephen Moffat; Temel Bilgi Teknolojileri, Nobel Yayıncılık, Yazar: İbrahim Halil Sugözü