

School of Humanities and Social Sciences / Psychology (English)

2024 - 2025 Academic Year

INFORMATION TECHNOLOGIES and TOOLS I

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
INFORMATION TECHNOLOGIES and TOOLS I	PSY1112100	Fall Semester	2+0	2	2
Prerequisites Courses					
Recommended Elective Courses	Presentation Techniques, Political Science				
Language of Instruction	English				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Required				
Course Coordinator	Assoc.Prof. Özge DOĞUÇ				
Name of Lecturer(s)	Assoc.Prof. Özge DOĞUÇ				
Assistant(s)					
Aim	To teach basic computing software, operating system, internet, office and peripheral hardware to the students.				
Course Content	This course contains; History of computer,Hardware and peripheral units,Number systems,Computer operating systems,Computer networks and internet,Social networks,Web design,E-commerce,MS Word 2010,MS Excel 2010,MS PowerPoint 2010,MS OneNote - MS Publisher 2010,Databases and MS Access 2010.				
Course Learning Outcomes		Teaching Methods	Assessment Methods		
Recognizes and uses information technology tools effectively		6	A		
Prepares presentations using office programs, uses word processors		6	A		
Uses library database programs accessible to international literature		6	A		
Has general knowledge of information technologies that will enable them to be a contemporary individual and a professional member		9	A		
Expresses himself / herself in writing and orally by creating calculation, table and data graphs		6	A		
Teaching Methods	6: Experiential Learning, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	History of computer	Review the pages 2-20			
2	Hardware and peripheral units	Review the pages 1-25			
3	Number systems	Review the pages 2-28			
4	Computer operating systems	Review the pages 43-301			
5	Computer networks and internet	Review the pages 303-322			
6	Social networks	Review the pages 138-161			
7	Web design	Review the pages 30-50			
8	E-commerce	Review the pages 140-163			
9	MS Word 2010	Review the pages 323-483and pages 37-75			
10	MS Excel 2010	Review the pages 485-636 and pages 119-147			
11	MS Excel 2010	Review the pages 485-636 and pages 119-147			
12	MS PowerPoint 2010	Review the pages 767-797 and pages 79-117			
13	MS OneNote - MS Publisher 2010	Review the pages 155-182			
14	Databases and MS Access 2010	Review the pages 637-764			
Evaluation Methods		Weight(%)			
Midterm Exam		20			
General Exam		80			

Resources

Powerpoint notes will be given to students.Jelen, B. (2021). Microsoft Excel Inside Out (Office 2021 and Microsoft 365). Microsoft Press. Pearson MyLab Platform