



**ÇANKAYA UNIVERSITY**  
**BASIC AND ELECTIVE COURSES**  
**INFORMATICS UNIT**  
**Course Definition Form**

**Part I. Course Information**

Department Name <i>Use capital letters only</i>	BASIC AND ELECTIVE COURSES / INFORMATICS UNIT	Dept. Numeric Code	<input type="text"/>	<input type="text"/>			
Course Code	Code+Course No <b>I N F 2 3 3</b>	Number of Lecture Hours per Week	<b>1</b>	Number of Lab./Tutorial Hours per Week	<b>2</b>	Number of Credit Hours	<b>2</b>
Course Web Site <i>Use capital letters only</i>	INF233.CANKAYA.EDU.TR	ECTS Credit	0	4			

**Course Name**

*Fill in one capital letter in each box. This information will appear in the printed catalogs and on the web online catalog.*

English Name *maximum 80 characters*

**INTRODUCTION TO COMPUTERS**

Abbreviated English Name *maximum 20 characters*

Turkish Name *maximum 80 characters*

**BİLGİSAYARA GİRİŞ**

Abbreviated Turkish Name *maximum 20 characters*

**Justification for the Proposal**

Evaluation and Improvement of the Current Curriculum

**Course Description (English)**

*Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.*

INF233 is an introductory course that provides literacy on computers, and a general overview of computer and information technology concepts.

Fundamentals and basic concepts of personal computers, data processing, hardware and software organization. Windows environment. Fundamentals of some widely used MS Office programs such as Word, Excel, and Power Point. Introduction to the Internet, sending e-mails. Hands-on experiences for the related topics.

**Course Description (Turkish)**

*Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.*

INF233 öğrencilere bilgisayar ve bilgi teknolojilerine ilişkin temel kavramları aktararak bilgisayar okur-yazarlığı kazandıran giriş düzeyinde bir derstir. Bilgisayarın temel yapısı, donanım, yazılım ve işletim sistemi kavramları verilerek günlük iş yaşamında yaygın olarak kullanılan internet, kelime işlem, elektronik hesaplama tablosu ve sunu hazırlama konuları ile ilgili bilgi ve deneyim sahibi olunması sağlanır. Konular bilgisayar laboratuvarında yapılan deneylerle pekiştirilir.

<b>Course Objectives</b> <i>Explain the aims of the course.</i> <i>Maximum 60 words.</i>
<p>Upon successful completion of the course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. understand the fundamentals of personal computers, hardware and software concepts.</li> <li>2. use the operating system and to manage files and folders;</li> <li>3. develop knowledge of the Internet</li> <li>4. use word processing (MS Word) software</li> <li>5. use spreadsheet (MS Excel) software, to process formulae and create charts</li> <li>6. use presentation (MS PowerPoint) software</li> <li>7. develop skills in the use of computers.</li> </ol>

<b>Learning Outcomes</b> <i>Explain the learning outcomes of the course. Maximum 10 items.</i>
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>• Have an overall background in the use of computers</li> <li>• Gain proficiency in computer applications such as preparation of reports , using spreadsheet tables in business applications and preparation of presentations</li> </ul>

<b>ECTS Workload</b> <i>List all the activities considered under the ECTS.</i>			
Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	14	1	14
Attending Labs/Recitations ( <i>weekly basis</i> )	14	2	28
Preparation beforehand and finalizing of notes ( <i>weekly basis</i> )	14	0.5	7
Collection and selection of relevant material ( <i>once</i> )	1	10	10
Self study of relevant material ( <i>weekly basis</i> )	14	2	28
Homework assignments			
Preparation for Quizzes	2	6	12
Preparation for Midterm Exams ( <i>including the duration of the exams</i> )	1	12	12
Preparation of Term Paper/Case Study Report ( <i>including oral presentation</i> )			
Preparation for Final Exam ( <i>including the duration of the exam</i> )	1	12	12
<b>TOTAL WORKLOAD / 30</b>			<b>123/30</b>
<b>ECTS Credit</b>			<b>4</b>

### Program Qualifications vs. Course's Learning Outcomes

Consider the below program qualifications determined in terms of learning outcomes of all the courses in the curriculum and capabilities. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right..

No	Program Qualifications (Specific to each program)	Contribution				
		0	1	2	3	4
FTP-1	Be able to monitor and analyze the dynamics of international markets.	x				
FTP-2	Be able to utilize the basic knowledge that obtained with an interdisciplinary approach to business, economics, etc. in creating expertise in the fields of foreign trade in accordance with the requirements of the globalized business environment.	x				
FTP-3	Be able to identify and analyze the validity of theories related to the foreign trade and their relationships regarding current conditions.	x				
FTP-4	Have a good knowledge of the regulations and legislation underpinning the international markets and institutions.	x				
FTP-5	Have the ability to efficiently perform all responsibilities of foreign trade within a corporation.	x				
FTP-6	Be able to use quantitative techniques and methods that are predominantly used in foreign trade.	x				
FTP-7	Be able to use the theoretical and practical knowledge obtained in his/her field in analyzing and evaluating data.	x				
FTP-8	Be aware of elements of the international competitiveness of the foreign trade environment and marketing techniques.	x				
FTP-9	Be able to understand and evaluate the problems in foreign trade and to discuss and express his/her opinions clearly.			x		
FTP-10	Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.			x		
FTP-11	Be able to understand and evaluate the legal framework for foreign trade law, rules and regulations.		x			
FTP-12	Have the ability to analyze and perform risk assessment of foreign trade companies and multinational companies.	x				

Contribution Scale to a Qualification: 0-None, 1-Little, 2-Medium, 3-Considerable, 4-Largest

Course Outline List the topics covered within each week.	
Week	Topic(s)
1	Introduction to the course and course requirements
2	COMPUTER SYSTEM <ul style="list-style-type: none"> <li>• Components of a computer system: hardware, software</li> </ul> WINDOWS ESSENTIALS <ul style="list-style-type: none"> <li>• Desktop. Files and folders, file operations (copy, move).</li> <li>• Menus, dialog boxes.</li> <li>• Creating a directory tree, using Windows Explorer.</li> <li>• Creating a shortcut.</li> <li>• Search.</li> </ul>
3	INTRODUCTION TO WORD PROCESSING AND MS WORD I <ul style="list-style-type: none"> <li>• Window elements, toolbars, wrapping, page breaks.</li> <li>• File-Edit-View-Insert, Tools menus, insert/overwrite modes.</li> <li>• Spell check, Autocorrect</li> <li>• Editing a document, character formatting. Move, copy, find and replace, drag and drop.</li> </ul>
4	MS WORD II <ul style="list-style-type: none"> <li>• Character formatting (format painter).</li> <li>• Paragraphs Formatting (Indents, borders, shading, columns), section break.</li> </ul>
5	MS WORD III <ul style="list-style-type: none"> <li>• Creating a compound document (Inserting Clip Art, Wordart, Symbol, Autoshape)</li> <li>• Wizards and templates.</li> </ul> Bulleted-numbered lists, outlines.
6	MS WORD IV <ul style="list-style-type: none"> <li>• Setting Tab Stops.</li> <li>• Tables: Page setup.</li> </ul>

7	<ul style="list-style-type: none"> <li>• Styles. Autoformat, outline view.</li> <li>• Working with long documents. Table of contents.</li> </ul> <b>QUIZ 1 + LAB EXAM 1</b>
8	<b>INTRODUCTION TO SPREADSHEETS AND MS EXCEL I</b> <ul style="list-style-type: none"> <li>• Toolbars and menus in spreadsheets.</li> <li>• Cell reference, formulas, and constants.</li> <li>• Entering data, move, copy data, formula, Autofill.</li> </ul>
9	<b>M I D T E R M</b>
10	<b>MS EXCEL II</b> <ul style="list-style-type: none"> <li>• Absolute cell reference, functions, formatting a worksheet.</li> </ul>
11	<b>MS EXCEL III</b> <ul style="list-style-type: none"> <li>• The PMT function. Goal seek.</li> <li>• The IF, VLOOKUP functions.</li> </ul>
12	<b>MS EXCEL IV</b> <ul style="list-style-type: none"> <li>• Graphics and charts. Chart wizard, multiple data series.</li> </ul>
13	<b>INTRODUCTION TO POWER POINT I</b> <ul style="list-style-type: none"> <li>• Main functions, tool bars and menus. Creating a presentation, content and formatting and color scheme.</li> </ul> <b>QUIZ 2 + LAB EXAM 2</b>
14	<b>POWER POINT I I</b> <ul style="list-style-type: none"> <li>• Animating the presentation.</li> </ul>

Textbook(s) <i>List the textbook(s), if any, and other related course documents to be used as the main course material.</i>				
Author(s)	Title	Publisher	Publication Year	ISBN
T. Grauer, Maryann Barber	The Exploring Office 2003 Series	Prentice Hall	2006	0132187019
Kris Townsend, Robert Ferrett, Catherine Hain, Alicia Vargas, Shelley Gaskin	Skills for Success with Microsoft Office 2010, Vol. 1	Prentice Hall	2010	0137032579

Teaching Policy <i>Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)</i>
<p>The course is given by the instructor in the computer lab accompanied by interactive study guide (lecture notes) that provides a brief review of concepts and techniques discussed in the tutorials. Case studies and hands-on exercises related to each topic help students to develop skills in utilizing widely used Microsoft application software.</p>

Laboratory/Studio Work <i>Give the number of laboratory/studio hours required every week, if any, to do supervised laboratory/studio work, and list the names of the laboratories/studios in which these sessions will be conducted.</i>
<p>The course is given by the instructor in the computer lab accompanied by interactive study guide (lecture notes) that provides a brief review of concepts and techniques discussed in the tutorials. 2 hour of lab practice is required weekly. Lab sessions are conducted in the student-labs of the university.</p>

Computer Usage <i>Briefly describe the computer usage and the hardware/software requirements in the course.</i>
<p>The lab sessions are held in the computer lab where each student works individually. Office 2010 is provided for students.</p>

Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
<b>Quiz</b>	<b>2</b>	<b>15%</b>			
<b>Lab Exam</b>	<b>2</b>	<b>25%</b>			
<b>Midterm Exam</b>	<b>1</b>	<b>25%</b>			
<b>Final Exam</b>	<b>1</b>	<b>35%</b>			