

General Info

Objectives of the Course

The aim of this course is to provide students with fundamental concepts of computer technologies, hardware and software components, functions of operating systems, and the basic use of office software, especially Microsoft Word. Students will also acquire file management, desktop environment, and text editing skills, enabling them to use computer technologies effectively in daily, academic, and professional life.

Course Contents

Computer description, basic features, types and history, Capacity units, hardware and software concepts in a computer, Windows operating system, Desktop and Windows, Working with desktop icons, files and folders, Control panel, Starting and knowing Microsoft Word programme, Working on texts and documents, Table operations, Editing pages, Writing mathematical equations by using Microsoft Word, Making word files with mathematical texts

Recommended or Required Reading

Ünal, C. (Ed.). (2024). Basic Information Technologies 1-2. Nobel Academic Publishing. Karabey, B., Çağıltay, K., Karakuş, T., Kurşun, E., Baykal, N., Tekin, N., & Şen, E. T. (2012). Temel Bilgi Teknolojileri-I. Eskişehir: Anadolu University Press. ISBN: 978-975-06-1256-5 Course notes and online materials provided by the instructor. Up-to-date online help guides for Microsoft Office (Word, Excel, PowerPoint).

Planned Learning Activities and Teaching Methods

Synchronous lectures (live online instruction and Q&A) Asynchronous course materials (video recordings, PDF notes) Practical computer laboratory studies (Word, Excel, PowerPoint) Individual and group assignments Online forums and discussion sessions.

Recommended Optional Programme Components

Students are expected to regularly follow the online platform of the course. Computer and internet access are required for the practical parts of the course. Timely submission of assignments and active participation in online forums are essential. Basic computer literacy is recommended for effectively following the course.

Presentation Of Course

The course will be delivered through synchronous online sessions and asynchronous materials (videos, PDF notes). Theoretical parts will be taught in real-time, while practical parts will be supported through screen sharing and online lab work. Students will be expected to complete individual assignments and group projects during the semester.

Dersi Veren Öğretim Elemanları

Assoc. Prof. Dr. Musa Kar

Program Outcomes

1. Identifies computer hardware and software components and distinguishes fundamental concepts.
2. Applies operating systems, file management, and office applications.
3. Uses internet, e-mail, and online communication tools securely and efficiently.
4. Explains and applies appropriate methods regarding information security, encryption, virus protection, and copyright.
5. Effectively applies information technologies in daily life, education, and professional processes.

Weekly Contents

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical	Practise
1	Textbook Chapter 1 PDF + short video. Karabey, B. (2012). Introduction to computers. In Ö. Yılmazel (Ed.), Basic Information Technologies-I (pp. 2–15). Anadolu University Press.	Video-based hardware recognition	Synchronous lecture + Video instruction	Computer Hardware and Software	Online hardware simulation
2	Basic Windows commands list. Çağıltay, K., Karakuş, T., & Kurşun, E. (2012). Operating systems. In Ö. Yılmazel (Ed.), Basic Information Technologies-I (pp. 16–49). Anadolu University Press.	Virtual Windows session	Live screen sharing + Assignment	Introduction to Operating Systems	Login practices
3	Sample video and PDF. Çağıltay, K., Karakuş, T., & Kurşun, E. (2012). File and folder management. In Ö. Yılmazel (Ed.), Basic Information Technologies-I (pp. 22–29). Anadolu University Press.	Online file management demo	Synchronous lecture + Practical screen sharing	File Management	Cloud/USB file editing assignment
4	Word introduction video. Baykal, N., & Tekin, N. (2012). Word processors. In Ö. Yılmazel (Ed.), Basic Information Technologies-I (pp. 50–74). Anadolu University Press.	Online Word exercise	Screen sharing + Assignment	Microsoft Word: Basic Operations	Document creation & formatting assignment
5	Word tables PDF guide. Baykal, N., & Tekin, N. (2012). Table operations in Word. In Ö. Yılmazel (Ed.), Basic Information Technologies-I (pp. 54–70). Anadolu University Press.	Table creation demo	Online workshop	Microsoft Word: Formatting and Tables	Table editing assignment

L.O. 4 : Bilgi güvenliđi, Őifreleme, virüslerden korunma ve telif hakları konusunda dođru yöntemleri açıklar ve uygular.

L.O. 5 : BiliŐim teknolojilerini günlük yaŐam, eđitim ve mesleki süreçlerde etkin biçimde uygular.