

Year

Department of Visual Communication Design / Department of Visual Communication Design /						
Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
ENF102	BASIC INFORMATION TECHNOLOGY USAGE II	2.00	2.00	0.00	3.00	5.00
Course Detail						
Course Language	: Turkish					
Qualification Degree	: Bachelor					
Course Type	: Compulsory					
Preconditions	: Not					
Objectives of the Course	: Given the basic concepts of computer systems, operating systems (Windows XP), Internet and office application programs (MS Word, Excel, Powerpoint) to use their skills to provide a basic level.					
Course Contents	: Starting and recognizing the Microsoft Excel program, cells, selection methods in Excel, moving, copying, deleting methods in Excel, adding cells-rows-columns, worksheet, adjusting row and column widths, annotating cells, quick information entry into cells, mathematical operations and formula creation, mathematical functions, comparison functions, logical functions, text functions, date and time functions, copying functions, formatting Excel sheets, create graphics, work with page layout, print worksheets, start Microsoft Powerpoint program, work with slides, presentation views and saving operations, text box operations, decorate slides, thanks to the internet and information technology, they can benefit from many opportunities in lifelong learning, be aware of tools such as online education programs, webinars, online courses and contribute to their personal development through these methods.					
Recommended or Required Reading	: Atatürk University Open Education Faculty Basic Information Technologies I Atatürk University Open Education Faculty Basic Information Technologies II https://www.udemy.com/course/adan-zye-uygulamali-ofis-programlar-egitimi-word-excel-ilerixcel/?couponCode=2021PM25					
Planned Learning Activities and Teaching Methods	: Demonstration, practical work, question and answer					
Recommended Optional Programme Components	: IT IS RECOMMENDED TO STUDY THE SUBJECT BEFORE COMING TO THE CLASS.					
Course Instructors	: Öğr. Gör. Sıddık Ünal					
Instructor's Assistants	: There is no assistant teaching staff					
Presentation Of Course	: Online					
Update Date	: 10/9/2025 4:15:22 PM					
Dosya İndirilme Tarihi	: 2/9/2026					

Course Outcomes	
Upon the completion of this course a student :	
1	Thanks to the Internet and information technology, they can benefit from many opportunities in lifelong learning, be aware of tools such as online training programs, webinars, online courses and contribute to their personal development through these methods.
2	Students will be able to create workbooks, format cells, add formulas, set properties of the program and workbooks in MS Excel application program.
3	Can create presentation slides in MS Powerpoint application program, perform formatting features such as slide layout, slide design and slide animation, adjust the properties of the program and presentation.

Pre / Side Conditions						
Course Code	Course Name	Condition	Teorical	Practice	Laboratory	ECTS

Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Getting acquainted with PowerPoint 2021, initialization, screen elements, tabs, file operations.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Powerpoint 2021 Program Window Lane Structure Tabs and Features Ataturk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, practical work, question and answer	
2.Week	*Do's and don'ts when preparing a presentation in PowerPoint 2021 and preparing a presentation.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Creating a New Presentation Ataturk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, practical work, question and answer	
3.Week	*Preparing tables, photo albums, shapes, smart art graphics and adding footer, header, date, slide number, icon, object, movie and sound to pages in PowerPoint 2021.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Add Tab Ataturk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, practical work, question and answer	

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
4.Week	*Examination of Power Point 2021 Transitions tab, Animations tab, Slide Show tab.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Transitions Tab Animations Tab Slide Show Tab Ataturk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, practical work, question and answer	
5.Week	*Getting to know Excel 2021, display elements, tabs, page setup and file operations.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Excel 2021 Program Window Row, Column and Cell Concept Workbook and Sheets Lane Structure Ataturk University Basic Information Technologies I	*Demonstration, practical work, question and answer	
6.Week	*Workbook Operations in Excel 2021, Working with Data and Data Tables.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Add Tab Data Tab Ataturk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, practical work, question and answer	
7.Week	*Working with formulas in Excel 2021.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Add Tab Data Tab Ataturk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, practical work, question and answer	
8.Week	*Midterm Exam					
9.Week	*Focusing on certain data using filters in Excel 2021, creating graphics.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Add Tab Data Tab Ataturk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, practical work, question and answer	
10.Week	*Data Validation in Excel 2021, Automate repetitive tasks with macros, Create dynamic lists with pivot tables.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Add Tab Data Tab Ataturk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, practical work, question and answer	
11.Week	*Creating mini charts, graphs in Excel 2021.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Add Tab Data Tab Ataturk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, practical work, question and answer	
12.Week	*Data validation, data filtering, sorting, operations on texts in Excel 2021.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Add Tab Data Tab Ataturk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, practical work, question and answer	
13.Week	*Lifelong learning and informatics.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Relationship between lifelong learning and informatics, MOOCs in lifelong learning, OERs in lifelong learning Ataturk University Basic Information Technologies II https://yasamboyu.hacettepe.edu.tr/ https://e-yaygin.meb.gov.tr/	*Demonstration, practical work, question and answer	
14.Week	*Internet, Internet Applications.	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Internet Internet Applications Ataturk University Basic Information Technologies II	*Demonstration, practical work, question and answer	
15.Week	*Social Media	*Making application examples related to the subject described	*Presentation by the instructor (Computer assisted)	*Development of Social Media, web 1.0, web 2.0, web 3.0, Transition from traditional media to social media, Social media platforms Social media security, marketing and advertising, advantages and disadvantages Ataturk University Basic Information Technologies II	*Demonstration, practical work, question and answer	

Assesment Methods %

1 Ara Sinav : 40.000

3 Final : 60.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Ödev	10	1.00	10.00
Final	1	1.00	1.00
Laboratuvar	15	2.00	30.00
Ara Sınav Hazırlık	15	2.00	30.00
Final Sınavı Hazırlık	15	2.00	30.00
Teorik Ders Anlatım	13	1.00	13.00
Ders Sonrası Bireysel Çalışma	10	2.00	20.00
Ders Öncesi Bireysel Çalışma	15	1.00	15.00
			Total : 150.00
			Sum of Workload / 30 (Hour) : 5
			ECTS : 5.00

Program And OutcomeRelation																									
	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13	P.O.14	P.O.15	P.O.16	P.O.17	P.O.18	P.O.19	P.O.20	P.O.21	P.O.22	P.O.23	P.O.24	
	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19	P.O. 20	P.O. 21	P.O. 22	P.O. 23	P.O. 24	
L.O. 1	1	1	0	0	0	1	1	0	0	0	0	0	0	1	1	1	1	0	0	0	0	0	0	0	0
L.O. 2	0	0	1	1	1	0	0	1	1	0	0	1	1	0	0	0	0	1	0	1	1	1	1	1	1
L.O. 3	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Avarage	0.33	0.33	0.33	0.67	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	1.00	0.33	0.33	1.00	0.33	0.33	0.33	0.33	0.33	0.33

Ders/Program Çıktıları İlişkisi																									
P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19	P.O. 20	P.O. 21	P.O. 22	P.O. 23	P.O. 24	P.O. 25	
0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person's ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarılama Talebi : Engel durumuna ilişkin herhangi bir uyarılama talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.