Department of Finance-Banking and Insurance / Department of Finance-Banking and Insurance /

Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
ENF101	USAGE OF BASIC INFORMATION TECHNOLOGIES I	2.00	0.00	0.00	2.00	5.00

Course Detail

Course Language	:	Turkish
Qualification Degree	:	PreBachelor
Course Type	:	Compulsory
Preconditions	:	Not
Objectives of the Course	:	Expanding the use of Information Technologies, increasing computer literacy, gaining experience in Operating Systems, Word Processing, Spreadsheets, preparing presentations and using the Internet.
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	:	Atatürk University Open Education Faculty / Basic Information Technologies I Atatürk University Open Education Faculty / Basic Information Technologies II
Planned Learning Activities and Teaching Methods	:	Demonstration, hands-on practice, question and answer
Recommended Optional Programme Components	:	It is recommended to study the subject before coming to class.
Course Instructors	:	Öğr. Gör. Sıddık Ünal
Instructor's Assistants	:	There is no assistant teaching staff
Presentation Of Course	:	Face to Face
Update Date	:	9/2/2025 12:34:12 PM
Dosya İndirilme Tarihi	:	9/5/2025

Course Outcomes

Upon the completion of this course a student :

1 They will be introduced to the basic concepts of Information Technologies in detail.

2 Gain a detailed understanding of the basic hardware and software components and their functions in a computer system

3 Can use MS Word, Excel and Powerpoint application programs effectively and efficiently.

Preconditions

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Weekly Contents

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Detailed recognition of the basic concepts of Information Technologies, detailed understanding of the basic hardware and software components and functions in a computer system	*Providing application examples related to the topic discussed	*Instructor's presentation (Computer-aided)	*Basic Concepts in Information Technologies	*Demonstration, hands-on practice, question and answer	
2.Week	*Providing basic information about the purposes and use of operating systems	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Operating Systems	*Demonstration, hands-on practice, question and answer	
3.Week	*Providing information about operating system settings	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Operating Systems	*Demonstration, hands-on practice, question and answer	
4.Week	*File and folder organization in the operating system	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Operating Systems	*Demonstration, hands-on practice, question and answer	
5.Week	*Introducing a word processing program and providing basic information about its use	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk University Basic Information Technologies I	*Demonstration, hands-on practice, question and answer	
6.Week	*Data entry and formatting operations in word processing programs	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Word Options Atatürk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/belge-kaydetme-b7f55d8c-d714-4892-8fde-853a82419027	*Demonstration, hands-on practice, question and answer	
7.Week	*Editing documents in word processing programs, adding images, tables, etc.	*Making application examples related to the topic explained	*Presentation of the instructor (Computer-aided	*Word Options Atatürk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/belge-kaydetme-b7f55d8c-d714-4892-8fde-853a82419027	*Demonstration, hands-on practice, question and answer	
8.Week	*Midterm Exam					

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
9.Week	*Introducing a spreadsheet application and providing basic information about its use	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Excel 2021 Program Window Row Column and Cell Concept Workbook and Pages Ribbon Structure Atatürk University Basic Information Technologies I	*Demonstration, hands-on practice, question and answer	
10.Week	*Data entry and formatting operations in the spreadsheet application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Insert Tab Data Tab Atatürk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Flevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, hands-on practice, question and answer	
11.Week	*Using formulas, functions, and graphs in a spreadsheet application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Insert Tab Data Tab Atatürk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Flevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, hands-on practice, question and answer	
12.Week	*Introducing a presentation application and providing basic information about its use	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk 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, hands-on practice, question and answer	
13.Week	*Examining the presentation application program	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk 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, hands-on practice, question and answer	
14.Week	*Slide design and preparation of special animations in the presentation application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk 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, hands-on practice, question and answer	
15.Week	*Slide design and preparation of special animations in the presentation application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk 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, hands-on practice, question and answer	
16.Week	*Final Exam					

Assesment Methods %

1 Ara Sınav : 40.000	
3 Final : 60.000	

ECTS Workload

Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Final	1	1.00	1.00
Ödev	20	1.00	20.00
Ders Öncesi Bireysel Çalışma	10	2.00	20.00
Ara Sınav Hazırlık	15	2.00	30.00
Laboratuvar	10	2.00	20.00
Final Sınavı Hazırlık	15	2.00	30.00
Ders Sonrası Bireysel Çalışma	14	2.00	28.00
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
L.O. 1	1	1	0	0	0	0	0	0	0	0	0	0	0
L.O. 2	0	0	1	0	0	0	0	0	0	1	1	1	0
L.O. 3	0	0	0	1	1	1	1	1	1	0	0	0	1
Avarage	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33

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