

<b>COURSE DESCRIPTION FORM</b>	
<b>Course Code and Name</b>	<b>ENF 103 Basic Information Technologies</b>
<b>Course Semester</b>	1
<b>Catalogue Data of the Course (Course Content)</b>	This course, which aims to provide basic theoretical knowledge and practical skills on information and communication technologies, includes hardware and software concepts, desktop and mobile operating systems, basic use of office software, information ethics and security, digital citizenship and current Internet technologies.
<b>Course Textbooks</b>	Eğitimde Bilişim Teknolojileri I-II, Sami ŞAHİN, Pegem Akademi
<b>Supplementary Textbooks</b>	Bilgisayar 1-2 Temel Bilgisayar Becerileri, Ali Güneş, Pegem Akademi
<b>Credit (ECTS)</b>	1
<b>Prerequisites for the Course (Attendance Requirements)</b>	There are no prerequisites for the course. The attendance requirement of the student is regulated according to Gazi University Faculty of Dentistry Education-Training and Examination Directive.
<b>Course Type</b>	Other
<b>Language of Instruction</b>	Turkish
<b>Course Objectives</b>	The main objective of the course is to provide the students of the Faculty of Dentistry with the information and communication technologies competencies that they can use during their undergraduate education and in their professional life.
<b>Course Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Will be able to explain computer hardware and software concepts, hardware components and operating systems.</li> <li>2. Will be able to use word processing software.</li> <li>3. Will be able to use presentation software.</li> <li>4. Will be able to use the spreadsheet software.</li> <li>5. Will be able to use current internet technologies.</li> <li>6. Will have competencies related to being a digital citizen and safe internet use.</li> </ol>
<b>Instruction Method (Face-to-face, Distance education etc.)</b>	Only face-to-face education method will be used in this course.
<b>Weekly Schedule of the Course</b>	<p>Week 1 Basic concepts of information technologies.</p> <p>Week 2 Computer hardware, input-output units.</p> <p>Week 3 Computer software, software components, programming and operating systems.</p> <p>Week 4 Introduction to word processing software, text formatting operations.</p> <p>Week 5 Adding tables, pictures, figures, page numbers in word processing software.</p> <p>Week 6 Advanced arrangements in word processing software.</p> <p>Week 7 Introduction to presentation software</p> <p>Week 8 Adding videos, sounds, animations, adding transitions in presentation software.</p> <p>Week 9 Preparing a presentation in presentation software.</p> <p>Week 10 Introduction to spreadsheet software.</p> <p>Week 11 Preparing tables and creating graphics in the spreadsheet software.</p> <p>Week 12 Operations with formulas on data in the spreadsheet software.</p> <p>Week 13 Use of the Internet, basic concepts, WWW, browsers, search engines, e-mail and others.</p> <p>Week 14 Who is a digital citizen? Behaviors that we need to pay attention to in virtual environments, security in virtual environments.</p>
<b>Teaching Activities (The time spent for the activities listed here will determine the amount of credit required)</b>	<p>Weekly theoretical course hours: 1 hour</p> <p>Weekly practical course hours: 1 hour</p> <p>Reading activities</p> <p>Internet search and library work</p> <p>Designing and implementing materials</p> <p>Making a report</p> <p>Preparing and making presentations</p> <p>Midterm and revision for midterm: 1 week 1 hour</p> <p>Final exam and revision for final exam: 1 week 1 hour</p>

<b>Assessment Criteria</b>		<b>Number(s)</b>	<b>Weight (%)</b>						
	Midterm exam	1	40						
	Assignment								
	Application								
	Project								
	Practice								
	Quiz								
	Final exam	1	60						
Total		100							
<b>Workload of the Course</b>	<b>Activity</b>	<b>Number of Weeks</b>	<b>Duration (Weekly Hour)</b>	<b>End of Semester Total Workload</b>					
	Weekly theoretical course hours	14	1	14					
	Weekly practical course hours	14	1	14					
	Reading activities								
	Internet search and library work								
	Designing and implementing materials	1	4	4					
	Making a report								
	Preparing and making presentations								
	Midterm and revision for midterm	1	2	2					
	Final exam and revision for final exam	1	2	2					
	Total workload			36					
	Total workload/ 25			1.44					
Course Credit (ECTS)			1						
<b>Contribution Level between Course Outcomes and Program Outcomes</b>	No	Program Outcomes			1	2	3	4	5
	1	PO1	X						
	2	PO2	X						
	3	PO3	X						
	4	PO4	X						
	5	PO5			X				
	6	PO6	X						
	7	PO7	X						
	8	PO8	X						
	9	PO9	X						
	10	PO10	X						
	11	PO11			X				
	12	PO12							X
	13	PO13	X						
14	PO14							X	
<b>Lecturer(s) and Contact Information</b>	Lecturer's First/Last Name: Instructor Seçil ŞAHİN E-mail address: secil.yilmaz@gazi.edu.tr								