

FACULTY OF ENGINEERING
1st Year 1st Semester

ENF 101 Introduction to Computers and Information Systems				FACULTY OF ENGINEERING					
Semester	Methods of Education							Credits	
	Lecture	Recit.	Lab.	Project/Field Study	Homework	Other	Total	Credit	ECTS Credit
1	14	28	-	-	8	-	50	0	2.0
Language	Turkish								
Compulsory / Elective	Compulsory								
Prerequisites	None								
Course Contents	Introduction to Computers, MS-DOS, Windows, Word, Excel, Access, Powerpoint, MS Visio and Internet.								
Course Objectives	To teach Computers, MS-DOS, Windows, Word, Excel, Access, Powerpoint, MS Visio and Internet.								
Learning Outcomes and Competences	Learning Computers, MS-DOS, Windows, Word, Excel, Access, Powerpoint, MS Visio and Internet.								
Textbook and /or Reference	- The Best Book of MS-DOS 5, Alan Simpson, Ingram Book Company, 1991. - Windows 7 in Easy Steps: Special Ed., In Easy Steps Limited, 2011. - Discovering Computers 2011: Complete, Sally Cashman, Course technology, 2010. - Microsoft Office 2010: Introductory, Sally cashman, Course Technology, 2010. - Using Microsoft Visio 2010, Chris Roth, Que, 2011. - Microsoft Project 2010 Step by Step, Carl Chatfield, Timothy Johnson D., Microsoft Press, 2010.								
Assessment Criteria						If any, mark as (x)		Percentage (%)	
	Midterm Exams					X		50	
	Quizzes								
	Homeworks					X		10	
	Projects								
	Term Paper								
	Laboratory Work								
	Other								
	Final Exam					X		40	
Instructors									
Week	Subject								
1	Introduction to Computers: History of computer, Hardware and software.								
2	MS-DOS: System files, configuration files, DOS commands.								
3	Windows 7: Desktop, Working with Windows, Files and directories, Organizing desktop and taskbar, Start menu.								
4	Windows 7: Control Panel, Display settings, Add/Remove hardware, floppy disk and harddisk operations, Printer setup, Add/Romve programs.								
5	Word 2010: Word window and toolbars, File, Print, Edit musnu, View menu.								
6	Word 2010: Insert menu, Tools menu, Table operations.								
7	Excel 2010: Excel window, Toolbars and customization, Selecting and formatting cells, File operations, Print, Edit menu, View menu.								
8	Excel 2010: Inser menu, Tools menu, Data sorting and filtering, Functions, Creating charts, creating forms.								
9	Access 2010: Introduction to databases, tables, forms.								
10	Access 2010: Query, SQL, Macros, Reports.								
11	MS Project: Create project plans, Creating task lists, relationships between tasks, Reporting.								
12	Powerpoint 2010: Introduction to slideshows, Slideshow formatting, using Templates, Inserting objects to presentation, Animations.								
13	Ms Visio 2010: Using drawing shapes and tools, Organizing shapes and layout, Printing.								
14	Internet: sending/receiving e-mails, using Browsers, Newsgroups, Chat, Download and upload, Searching, Searching the web.								