ENF 101 BASIC INFORMATION TECHNOLOGY		CIVIL ENGINEERING	
Semester	**Credit Structure**		
	Lecture	**Recitation**	**Laboratory**
1	1	2	
Language	Turkish		
Compulsory / Elective	Compulsory		
Prerequisites	-		
Catalog Description	Basics of computers. Introduction to hardware and software. DOS, WINDOWS, word processing, spread sheet, presentation, graphics, internet, e-mail, www, HTML and Java programs		
Course Objectives	Introduction of basic computer knowledge and skills to students with no or limited experience in computers and computing.		
Course Outcomes	Acquisition of necessary computing skills for their education and engineering careers (DOS and WINDOWS operating systems, word processing, database usage, presentation preparation, spreadsheet usage and graphic applications)		
Textbook and /or References	-Yurdakul A.,Biçen C.. "Temel Bilgisayar Kullanımı" O.D.T.Ü. Bilgi İşlem Dairesi Başkanlığı 1997 - Uysal M. ve Karahoca A. "Windows 95, Excel 7.0, Word 7.0 ve Power Point 7.0" Beta Basım Yayın,1996. - Charlie Russel ve Sharon Crawford, Çeviren: Metin Özdemir "Microsoft Windows NT server 4,0 ile çalışmak" Arkadaş Yayınları 1998 -Bordata ve Durakbaşa Eğitim Merkezlerinin Ders Notları		
Assessment Criteria		**Quantity**	**Percentage**
	Midterm Exams	2	30
	Quizzes	3	6
	Homeworks	9	9
	Projects		
	Term Paper	1	5
	Laboratory Work		
	Other		
	Final Exam	1	50
Course Category by Content (%)	**Mathematics and Basic Sciences**	80	
	Engineering Science	10	
	Engineering Design		
	Social Sciences	10	
Instructors	**Yrd. Doç. Dr. Yusuf Demirel, Öğr. Gör. Dr. Nihat Eroğlu, Öğr. Gör. Dr. Bengi Aykaç**		

COURSE PLAN	
Week	**Topics**
1	What is a computer? Historical development, general characteristics, hardware components and installation.
2	MS-DOS
3	MS-DOS
4	Microsoft Windows Operating System
5	Microsoft Windows Operating System
6	Midterm Exam I
7	Microsoft Word, Word Processor
8	Microsoft Word, Word Processor
9	Microsoft Excel Spreadsheet Processor
10	Microsoft Excel Spreadsheet Processor
11	Microsoft Excel Spreadsheet Processor
12	Midterm Exam II
13	PowerPoint Presentation Software
14	Basic Internet Services

RELATIONSHIP BETWEEN THE COURSE AND DEPARTMENT CURRICULUM				
	Program Outcomes	**1**	**2**	**3**
1	An ability to apply knowledge of mathematics, science, and engineering		X	
2	An ability to design and conduct experiments, as well as to analyze and interpret data		X	
3	An ability to design a system, component, or process to meet desired needs	X		
4	An ability to function on multi-disciplinary teams			X
5	An ability to identify, formulate, and solve engineering problems		X	
6	An understanding of professional and ethical responsibility		X	
7	An ability for effective written and oral communication in Turkish and English		X	
8	The broad education necessary to understand the impact of engineering solutions in a global and societal context			X
9	A recognition of the need for, and ability to engage in life-long learning		X	
10	A knowledge of contemporary issues			X
11	An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice			X
Contribution of the course : 1:None 2:Partially 3:Completely				