

| ÇAĞ UNIVERSITY<br>VOCATIONAL SCHOOL<br>JUSTICE PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |                               |                                      |
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| Course Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Course Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                   | Credits                       | ECTS                                 |
| BIL209                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Basic Information Technologies and Keyboard Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                   | (1-1-0)2                      | 6                                    |
| Prerequisite Courses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | None                                                                                                              |                               |                                      |
| Language of Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Turkish                                                                                                           | Teaching Method               | Face-to-face                         |
| Course Type and Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Compulsory / 1st Year / Fall Semester                                                                             |                               |                                      |
| Instructor & Course Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Title & Full Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                   | Lecture Hours                 | Office Hours                         |
| Course Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ass. Prof. Dr. Taylan TUTKUNCA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                   | Wenesday<br>10:15-11:45       | Monday-<br>Wednesday<br>09:00 -10:00 |
| Course Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | This course aims to help students understand the basic concepts of information technologies and develop computer usage skills. The course covers topics such as computer systems, hardware and software components, operating systems, internet usage, and basic office programs. In addition, students are expected to learn ten-finger typing techniques to gain speed and accuracy in keyboard usage. By doing so, students will acquire the competence to use information technologies effectively and efficiently in academic and professional life. |                                                                                                                   |                               |                                      |
| Learning Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Relations to Program Outcomes                                                                                     |                               |                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Prog. Outcomes                                                                                                    | Contribution Level            |                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | By the end of the course, students will be able to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                   |                               |                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Explain the basic components and functioning of computer systems.                                                 | 6                             | 5                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Use operating systems and basic office programs effectively.                                                      | 2,6,7                         | 5                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Work in digital environments in accordance with information security and ethical rules.                           | 7, 8                          | 4                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Learn and apply ten-finger keyboard techniques to increase typing speed.                                          | 6, 9                          | 5                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Access reliable digital resources using information technologies, conduct research effectively, and analyze data. | 6,7,8                         | 5                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Improve efficiency in academic and professional processes by effectively using information technologies.          | 6, 9                          | 5                                    |
| <b>Course Description:</b> In this course, students will learn the concepts specific to basic information technologies and gain the ability to use computer systems, operating systems, and office programs effectively. In addition, they will practice ten-finger typing techniques to improve typing speed and accuracy. Throughout the course, students' competencies in working effectively in digital environments, accessing reliable information, and adhering to information security and ethical rules will be developed. These skills will enable them to adapt to technology more consciously and productively in their academic and professional lives, accelerating business processes, managing data more effectively, and using information technologies securely. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |                               |                                      |
| Weekly Course Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |                               |                                      |
| Week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                   | Learning Activities & Methods |                                      |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Course Objectives, Operation, and Assessment. Definition and History of Computers                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                   | Lecture & Presentation        |                                      |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Basic Technologies and Computer Hardware                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                   | Lecture & Presentation        |                                      |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Operating Systems, Internet, Software, Basic Security Concepts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                   | Lecture & Practice            |                                      |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Microsoft Word Usage I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                   | Lecture & Practice            |                                      |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Microsoft Word Usage II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                   | Lecture & Practice            |                                      |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Microsoft Word Usage III + Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                   | Lecture & Practice            |                                      |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PowerPoint Introduction I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   | Lecture & Practice            |                                      |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Midterm Exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                   |                               |                                      |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Midterm Exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                   |                               |                                      |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PowerPoint Applications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                   | Lecture & Practice            |                                      |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Excel Applications I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                   | Lecture & Practice            |                                      |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Excel Applications II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                   | Lecture & Practice            |                                      |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Q and F Keyboards, Ten-Finger Typing, Posture                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                   | Lecture & Practice            |                                      |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Speed and Accuracy-Focused Typing Exercises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                   | Lecture & Practice            |                                      |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Technology-Based Research and Presentation Techniques I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                   | Lecture & Practice            |                                      |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Technology-Based Research and Presentation Techniques II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                   | Lecture & Practice            |                                      |

|                           |                                                                                                            |        |                                       |         |
|---------------------------|------------------------------------------------------------------------------------------------------------|--------|---------------------------------------|---------|
| 17                        | Final Exam                                                                                                 |        |                                       |         |
| 18                        | Final Exam                                                                                                 |        |                                       |         |
| References                |                                                                                                            |        |                                       |         |
| Textbook                  | Celal AŞKIN, <i>Fast Keyboard Typing with Ten-Finger Method</i> , Ministry of Justice, Republic of Turkey. |        |                                       |         |
| Course Notes              | Lecture notes, slides, and practice documents.                                                             |        |                                       |         |
| Suggested Resources       | Books on MS Office Programs, online documents, online courses.                                             |        |                                       |         |
| Material Sharing          | Lecture Slides<br>Course Notes<br>Practice Documents                                                       |        |                                       |         |
| Assessment and Evaluation |                                                                                                            |        |                                       |         |
| Activity                  | Count                                                                                                      | Weight | Notes                                 |         |
| Midterm Exam              | 1                                                                                                          | %20    |                                       |         |
| Final Exam                | 1                                                                                                          | %50    |                                       |         |
| Practices                 | 4                                                                                                          | %10    | Grades based on in-class applications |         |
| Presentation              | 1                                                                                                          | %20    | Evaluation of presentation techniques |         |
| ECTS Workload Table       |                                                                                                            |        |                                       |         |
| Activity                  | Count                                                                                                      |        | Hours                                 | Total   |
| Lecture Hours             | 14                                                                                                         |        | 2                                     | 28      |
| Independent Study         | 14                                                                                                         |        | 3                                     | 42      |
| Practice Preparation      | 4                                                                                                          |        | 8                                     | 32      |
| Research & Presentation   | 1                                                                                                          |        | 24                                    | 24      |
| Midterm Exam              | 1                                                                                                          |        | 14                                    | 18      |
| Final Exam                | 1                                                                                                          |        | 28                                    | 36      |
| Total                     |                                                                                                            |        |                                       | 180     |
| Total/30                  |                                                                                                            |        |                                       | =180/30 |
| ECTS                      |                                                                                                            |        |                                       | 6       |