

ÇAĞ UNIVERSITY				
LAW FACULTY				
Code	Course Title		Credit	ECTS
BİL 119	Introduction to Computer, Information Management and Security		2+0+2	3
Prerequisites		None		
Language		Turkish	Mode of Delivery Face to Face	
Type and Level of Course		Elective/1.Year/Fall Semester		
Lecturers	Name(s)	Lecture Hours	Office Hours	Contacts
Assist Prof.Dr. Taylan Tutkunca		Wed. 13:20-15:40	Wed. 10:00-11:00	taylan@cag.edu.tr
Course Objective	The aim of this course is to provide students with the basic principles of using basic computer technologies, operating systems and office programs (Word, Excel and PowerPoint). In addition, it is to provide them with up-to-date technological information about information management, information security and cyber security.			
Learning Outcomes of the Course		Students who have completed the course successfully should be able to	Relationship	
			Prog. Out.	Net Effect
	1	Information about current technological developments and the role of computer use in information systems. Knows computer hardware, software, operating systems and some technical concepts.	3	5
	2	Knows the rules of secure access to web pages and information sharing.	3	5
	3	Learns concepts such as file size and extension.	3	5
	4	Knows the basic steps to ensure information security.	3	5
	5	Knows computer-to-computer communication systems, concepts such as IP and DNS.	3	5
	6	Have information about the situations and measures encountered in cyber security.	3	5
	7	Defines menus and other toolbars in office documents. Applies menu and toolbar commands to format a document.	3	5
	8	Defines menus and other toolbars in a PowerPoint presentation. Applies slide formatting, slide transition, and slide Show.	3	5
	9	Writes formulas in Excel and can manage different worksheets.	3,6	5
	10	Makes applications by working with filtering and multiple data in Excel.	3,6	5
	11	Makes data interpretation with graphs and formulas in Excel.	3,4	5
Dersin İçeriği: In the course, content is presented to increase students' skills in using basic information technologies. Effective use of Microsoft Office programs, design of applications that may be needed in business life and actively creating the best way are explained. In addition, basic concepts related to information security and cyber security are explained.				
Ders İçerikleri (Haftalık Ders Planı)				
Hafta	Konu	Öğrenme Aktiviteleri ve Öğretim Metotları		
1	Basic information systems and current technologies	Lecture and Slide presentation		
2	Web security and digital certificates	Lecture & Practice & Presentation		
3	Computer Communication Protocols and Information Security	Lecture & Practice & Presentation		
4	Industry 4.0 and Information Society	Lecture & Presentation		
5	Data Privacy and Security	Lecture & Presentation		
6	Information Security Practices	Lecture & Practice & Presentation		
7	Malware	Lecture & Presentation		
8	Microsoft Word Basic Usage	Lecture & Practice		
9	Adding/editing images, shapes, graphics in MS Word	Lecture & Practice		
10	Introduction to PowerPoint	Lecture & Practice		
11	Slide design and layout	Lecture & Practice		
12	Getting to know Excel worksheets	Lecture & Practice		
13	Write a formula	Lecture & Practice		
14	Ability to manage information in data with filtering	Lecture & Practice		
REFERENCES				
Course Notes	Ders notları ve sunum slaytları, uygulamalar			

Recommended Source	MS Word, Power Point ve Excel ile ilgili bilgisayar kitapları ve internetteki dökümanlar		
Material Sharing	Sunum, slayt, excel çalışma sayfaları ve yazılı dokümanlar		
ASSESSMENT METHODS			
Activities	Number	Effect	Notes
Midterm Exam	1	25%	
Research Subject	1	25%	
Effect of The Activities	1	50%	
Effect of The Final Exam	1	50%	
ECTS TABLE			
Contents	Contents	Contents	Contents
Course Hours	14	2	28
Hours out Classroom	14	2	28
Research Subject	1	8	8
Midterm Exam	1	8	8
Final Exam	1	8	8
Toplam			60
Toplam / 30			=80/30=2.66
AKTS Kredisi			3