

TED UNIVERSITY, COURSE SYLLABUS

Faculty	Engineering	Department	Computer Engineering
----------------	-------------	-------------------	----------------------

Course Code & Number	CMPE 101	Course Title	Introduction to Information Technologies
Type of Course	<input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Elective	Semester	<input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer
Course Credit Hours	(2+0+2) 3	Number of ECTS Credits	5
Pre-requisite	N/A	Co-requisite	N/A
Mode of Delivery	<input checked="" type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> Distance learning	Language of Instruction	<input checked="" type="checkbox"/> English <input type="checkbox"/> Turkish
Course Coordinator	Dr. Bilgin Avenoğlu	Course Lecturer(s)	Asst. Prof. Dr. Selen Pehlivan Dr. Ahmet Coşkunçay Dr. Bilgin Avenoğlu
Required Reading	Computers are your future, 12/E, Cathy LaBerta, Prentice Hall	Course Assistant(s)	Ömer Faruk Aktulum Yiğit Sever Hamid Ahmedlouei Hakan Ezgi Kızılöz
Course Web Site	http://moodle.tedu.edu.tr		

Course Catalog Description	Information technology concepts. The computer and its peripheral units. Widely used software. Storing and retrieving information. Information input and output. Networks and networking, Internet. Windows environment, Linux environment. Computer use ethics. Privacy, security and legal issues in computer use.
Course Objectives	This course aims to prepare the students to a lifelong computer experience. In this course we aim to create an awareness of the importance of using information technologies both in academic and industrial life. We aim to provide the necessary knowledge and skills for efficiently using a computer, especially the common office software used in workplaces.
Course Learning Outcomes	Upon successful completion, students will be able to <ol style="list-style-type: none"> 1. Identify the hardware components of a computer system 2. Identify the operating system and software components of a computer system 3. Use IT terminology and be aware of up-to-date multimedia and web technology 4. Operate a computer to manage files, browse the web and send emails 5. Recognize the important ethical, legal and security issues related to using a computer 6. Use common word processor software 7. Use common spreadsheet software 8. Use common presentation software

	9. Use common database software 10. Explain how local and wide area networks including Internet operate and identify the major components and protocols computer networking 11. Develop simple web pages and understand the role of algorithms and compilers in computer programming 12. Understand the advantages and disadvantages of cloud technology
Course Contents	Information technology concepts. The computer and its peripheral units. Widely used software. Storing and retrieving information. Information input and output. Networks and networking, Internet. Windows environment, Linux environment. Computer use ethics. Privacy, security and legal issues in computer use.

Teaching Methods & Learning Activities	<input checked="" type="checkbox"/> Telling/Explaining <input checked="" type="checkbox"/> Discussions/Debates <input type="checkbox"/> Questioning <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Peer Teaching <input type="checkbox"/> Scaffolding/Coaching <input checked="" type="checkbox"/> Demonstrating <input type="checkbox"/> Problem Solving <input type="checkbox"/> Inquiry <input checked="" type="checkbox"/> Collaborating <input type="checkbox"/> Think-Pair-Share <input type="checkbox"/> Predict-Observe-Explain <input type="checkbox"/> Microteaching <input type="checkbox"/> Case Study/Scenario Analysis	<input type="checkbox"/> Simulations & Games <input checked="" type="checkbox"/> Video Presentations <input checked="" type="checkbox"/> Oral Presentations/Reports <input type="checkbox"/> Concept Mapping <input type="checkbox"/> Brainstorming <input type="checkbox"/> Drama/Role Playing <input type="checkbox"/> Seminars <input type="checkbox"/> Field Trips <input type="checkbox"/> Guest Speakers <input checked="" type="checkbox"/> Hands-on Activities <input type="checkbox"/> Service Learning <input checked="" type="checkbox"/> Web Searching <input type="checkbox"/> Experiments <input type="checkbox"/> Other(s):
Assessment Methods (Formal & Informal)	<input checked="" type="checkbox"/> Test/Exam <input checked="" type="checkbox"/> Quiz/Homework <input checked="" type="checkbox"/> Oral Questioning <input checked="" type="checkbox"/> Performance Project <div> <input checked="" type="checkbox"/> Written <input type="checkbox"/> Oral </div>	<input type="checkbox"/> Observation <input type="checkbox"/> Self-evaluation <input type="checkbox"/> Peer Evaluation <input type="checkbox"/> Portfolio <input type="checkbox"/> Presentation (Oral, Poster) <input type="checkbox"/> Other(s):

Student Workload (Total 150 Hrs)	<input checked="" type="checkbox"/> Lectures 28.. hrs <input checked="" type="checkbox"/> Course Readings 20.. hrs <input type="checkbox"/> Workshop hrs <input type="checkbox"/> Online Discussion hrs <input type="checkbox"/> Debate hrs <input type="checkbox"/> Work Placement hrs <input type="checkbox"/> Field Trips/Visits hrs <input type="checkbox"/> Observation hrs <input checked="" type="checkbox"/> Laboratory Applications 26.. hrs <input type="checkbox"/> Hands-on Work hrs <input checked="" type="checkbox"/> Quizzes 14.. hrs <input checked="" type="checkbox"/> Midterm I..... 15.. hrs <input type="checkbox"/> Midterm II..... hrs <input checked="" type="checkbox"/> Final..... 22.. hrs	<input type="checkbox"/> Resource Review hrs <input type="checkbox"/> Research Review hrs <input type="checkbox"/> Report on a Topic hrs <input type="checkbox"/> Case Study Analysis hrs <input type="checkbox"/> Oral Presentation hrs <input type="checkbox"/> Poster Presentation hrs <input type="checkbox"/> Demonstration hrs <input type="checkbox"/> Web Designs hrs <input type="checkbox"/> Mock Designs hrs <input type="checkbox"/> Team Meetings..... hrs <input type="checkbox"/> Other hrs
--	---	--

COURSE POLICIES

I. Attendance

Attendance to the course is necessary but not mandatory.

II. Missed Work

There will be no make-ups for laboratory work. Make-ups for midterm and final exams will be provided if the student can provide a legal document confirming a life threatening health issue at the time of the examination, or with the consensus of the CMPE faculty.

III. Late Assignment Submission Policy

Late submissions will not be graded for laboratory works and hands-on-activities. Laboratory works must be completed in the laboratory.

IV. Extra Credit

Extra credits will not be offered.

V. Assignment Rules

All laboratory works must be done individually in laboratory. A student can submit only one work. In case of multiple submissions, only the latest submission will be considered. Students cannot submit work on other students' behalf.

VI. Plagiarism

"All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not" (www.plagiarism.org)

Plagiarism is a very serious offense and will be penalized accordingly by the university disciplinary committee. The best way to avoid accidentally plagiarizing is to work on your own before you ask for the help of other resources.

VII. Cheating

Cheating has a very broad description which can be summarized as "acting dishonestly". Some of the things that can be considered as cheating are the following:

- Copying answers on examinations, homework and laboratory works,
- Using prohibited material on examinations,
- Lying to gain any type of advantage in class
- Providing false, modified or forged data in a report
- Plagiarizing
- Modifying graded material to be re-graded.
- Causing harm to colleagues by distributing false information about an examination, homework or laboratory.

VIII. Class Participation

Participation in class is necessary but not mandatory. However, if you do not attend the laboratory and complete the requested tasks, you cannot/will not get the assigned points from the laboratory. Similarly some lectures require you to attend to the lectures to earn some points. By actively participating in class, you can improve your learning process and immediately confirm what you have learned and what you have not internalized. Do not forget that you are not expected to know all of the material being discussed in class. Actually, you are expected not to know it. Therefore, there is no point in being hesitant to join a conversation or ask a question.

IX. Class Readings
Class readings are necessary but not mandatory. The material covered in class by your instructor will only provide a fundamental understanding of the general context. If you are willing to effectively learn something, you must actively work on it yourself. Reading is one of the most successful ways of learning about a topic.

COURSE ASSIGNMENTS
A. Mid-term [15%]
There will be 1 midterm examination worth 15% of the overall grade.
B. Laboratory Applications [45%]
4% for advanced MS Word (2) and MS Excel (2) laboratory works, %4 for Web Editing (1) laboratory work, %4 for MS Access (1) laboratory work and 3% for each other (7) laboratory works. Totally there will be 13 laboratory works.
C. Activities [20%]
There will be several activities <u>during the lectures and labs</u> . These activities may include quizzes, hands-on-activities, presentations, or others we might ask you to take part in. Thus, attending the lectures and labs is the only way to earn the 20% of the overall grade.
D. Final [20%]
There will be a final examination worth 20% of the overall grade.

GRADING
A. The students have to earn at least 30 points throughout the semester in order to be able to take the final examination. Students who have not accumulated at least 30 points before the final examination will get “FX” grade.
B. The minimum score for passing the course is 50. The students with grades below 50 points will get “F” grade.

TENTATIVE COURSE OUTLINE				
W	Day	Topics	Related Reading from Book	Assignments
1		Placement Exam No Lab		
2		Syllabus and “Computers and You” LAB 2: E-Mail, File management	Chapter 1	
3		Inside the System Unit LAB 3: Using the OS, drivers, Add/Remove applications, Browsing and searching	Chapter 2	
4		Input / Output and Storage LAB 4: Word Processor I	Chapter 3	
5		System Software / LAB 5: Word Processor II	Chapter 4	
6		Application Software: Tools for Productivity / LAB 6: Word Processor III	Chapter 5	

7		The Internet & the World Wide Web / LAB 7: Spreadsheet I	Chapter 6	
8		Networks: Communicating and Sharing Resources / LAB 8: Spreadsheet II	Chapter 7	MIDTERM EXAM
9		Ethics LAB 9: Spreadsheet III	Spotlight 1	
10		Privacy, Crime, and Security LAB 10: Spreadsheet IV	Chapter 9	
11		Programming Languages and Program Development LAB 11: Databases	Chapter 11	
12		Multimedia LAB 12: Web Editing	Spotlight 6	
13		Social Networks LAB 13: Presentation I	Spotlight 4	
14		Cloud Computing LAB 14: Presentation II	Spotlight 5	
		FINAL EXAMS WEEK, 02/01/2017- 14/01/2017		

COURSE ASSESSMENTS & LEARNING OUTCOMES MATRIX	
Assessment Methods	Course Learning Outcomes
Laboratory w2	LO1, LO2, LO3, LO4
Laboratory w3	LO2, LO3, LO4
Laboratory w4	LO6
Laboratory w5	LO6
Laboratory w6	LO6
Laboratory w7	LO7
Laboratory w8	LO7
Laboratory w9	LO7
Laboratory w10	LO7
Laboratory w11	LO9
Laboratory w12	LO11
Laboratory w13	LO8
Laboratory w14	LO8, LO12
Midterm	LO1, LO2, LO3, LO4, LO6, LO7, LO10
Final Examination	LO1, LO2, LO3, LO4, LO5, LO6, LO7, LO8, LO9, LO10, LO11, LO12

Prepared By & Date	Dr. Bilgin Avenoğlu 01/10/2016	Revision Date	01/10/2016
-------------------------------	-----------------------------------	----------------------	------------