

|                                |                    |                      |                  |
|--------------------------------|--------------------|----------------------|------------------|
| Management Information Systems |                    |                      |                  |
| Bachelor                       | TR-NQF-HE: Level 6 | QF-EHEA: First Cycle | EQF-LLL: Level 6 |

## Course Introduction and Application Information

|   |  |                            |                               |          |                                 |                            |                               |
|---|--|----------------------------|-------------------------------|----------|---------------------------------|----------------------------|-------------------------------|
| Course Code:                              | YBS109   |                            |                               |          |                                 |                            |                               |
| Course Name:                              | Computer and Data Literacy   |                            |                               |          |                                 |                            |                               |
| Semester:                                 | Fall   |                            |                               |          |                                 |                            |                               |
| Course Credits:                           | <table border="1"> <tr> <td>ECTS</td> </tr> <tr> <td>6</td> </tr> </table>   |                            |                               | ECTS     | 6                               |                            |                               |
| ECTS                                      |  |                            |                               |          |                                 |                            |                               |
| 6   |  |                            |                               |          |                                 |                            |                               |
| Language of instruction:                  | Turkish  |                            |                               |          |                                 |                            |                               |
| Course Condition:                         |  |                            |                               |          |                                 |                            |                               |
| Does the Course Require Work Experience?: | No   |                            |                               |          |                                 |                            |                               |
| Type of course:                           | Compulsory Courses   |                            |                               |          |                                 |                            |                               |
| Course Level:                             | <table border="1"> <tr> <td>Bachelor</td> <td>TR-NQF-HE:6.<br/>Master`s Degree</td> <td>QF-<br/>EHEA:First<br/>Cycle</td> <td>EQF-LLL:6.<br/>Master`s Degree</td> </tr> </table> |                            |                               | Bachelor | TR-NQF-HE:6.<br>Master`s Degree | QF-<br>EHEA:First<br>Cycle | EQF-LLL:6.<br>Master`s Degree |
| Bachelor                                  | TR-NQF-HE:6.<br>Master`s Degree  | QF-<br>EHEA:First<br>Cycle | EQF-LLL:6.<br>Master`s Degree |          |                                 |                            |                               |
| Mode of Delivery:                         | Face to face   |                            |                               |          |                                 |                            |                               |
| Course Coordinator:                       | Dr. Öğr. Üy. TAYFUN UTAŞ   |                            |                               |          |                                 |                            |                               |
| Course Lecturer(s):                       | Tayfun Utaş  |                            |                               |          |                                 |                            |                               |
| Course Assistants:                        |  |                            |                               |          |                                 |                            |                               |

## Course Objective and Content

|                    |  |
|--------------------|--|
| Course Objectives: | To gain competency in information and communication systems, computing using computers, data management and problem solving  |
| Course Content:    | Historical development of computer, basics of computer structure, basics of e-mail and instant messaging, basics of mobile and cloud computing, online organization plans, within Google and its services: Documents, Pages, Slides, Driver, Calendar, Hold, Scholar; Apple Design and |

Services, Office Services: Documentation programs, spreadsheet / scheduling and planning programs, Presentation planning programs, Enterprise Resource Management plans, Computer security basics, programming basics.

## Learning Outcomes

The students who have succeeded in this course;

- 1) Define the basic terms, concepts and functions of computer system components
- 2) Use appropriate software application to complete a specific task
- 3) Gain ability to create, save and change business documents
- 4) Identify the basic concepts and procedures for creating, viewing and managing files and folders for different operating systems
- 5) Define basic organization concepts and creation and imaging procedures
- 6) Explain what a computer is, how the data works and how to use it to produce information in the community

## Course Flow Plan

| Week | Subject   | Related Preparation |
|------|---|---------------------|
| 1)   | Introduction to computer literacy, use of computer and related technologies in finance life |                     |
| 2)   | Basics of Email and instant messaging   |                     |
| 3)   | Historical development of computer  |                     |
| 4)   | Basics of computer components   |                     |
| 5)   | Basics of mobile and cloud computing, online organization applications,                     |                     |
| 6)   | Office applications   |                     |
| 7)   | Office applications   |                     |
| 8)   | Midterm Week  |                     |
| 9)   | Office applications   |                     |
| 10)  | Corporate Information Technology Applications, Computer Security Basics,                    |                     |
| 11)  | Programming Basics  |                     |
| 12)  | Programming Basics  |                     |
| 13)  | Programming and application development   |                     |
| 14)  | Programming and application development   |                     |

|     |                  |  |
|-----|------------------|--|
| 15) | General Revision |  |
| 16) | Final Week       |  |

## Sources

|                           |  |
|---------------------------|--|
| Course Notes / Textbooks: | Ek kaynak gerekmemektedir. - No additional resources are required. |
| References:               | Ders Notları   |

## Course - Program Learning Outcome Relationship

| Course Learning Outcomes  | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Program Outcomes  |   |   |   |   |   |   |
| 1) It has a wide range of interdisciplinary approaches to management information systems, primarily business and computer engineering.  | 3 | 3 | 3 | 3 | 3 | 3 |
| 2) Comprehends the management information systems in terms of technical, organizational and managerial aspects and uses the current programming language by knowing the logic of programming. | 3 | 1 | 3 | 2 | 2 | 3 |
| 3) Uses different information technologies and systems for understanding and solving various business problems.   | 3 | 2 | 2 | 2 | 3 | 3 |
| 4) Interpret the data, concepts and ideas in the field of management information systems with scientific and technological methods.   | 3 | 2 | 1 | 1 | 2 | 3 |
| 5) Analyze the needs for an information system and analyze the processes of analysis, design and implementation of the database.  | 2 | 3 | 2 | 2 | 3 | 2 |
| 6) Gains technical and managerial contributions to IT projects and takes responsibility.  | 2 | 2 | 2 | 3 | 3 | 3 |
| 7) Solve complex business and informatics problems by using various statistical techniques and numerical methods and make analyzes using statistical programs effectively.                    | 2 | 3 | 1 | 3 | 2 | 3 |
| 8) Uses a foreign language at the B1 General Level in terms of European Language Portfolio criteria according to the level of education.  | 3 | 3 | 2 | 3 | 2 | 1 |
| 9) Develops teamwork, negotiation, leadership and entrepreneurship skills.  | 2 | 2 | 3 | 2 | 3 | 2 |
| 10) Has universal ethical values, social responsibility awareness and sufficient legal knowledge.   | 2 | 3 | 2 | 3 | 3 | 2 |
| 11) Develops positive attitudes related to lifelong learning and identifies   | 1 | 2 | 1 | 1 | 2 | 3 |

|  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| individual learning needs and carries out studies to correct them.   | 1 | 2 | 3 | 4 | 5 | 6 |
| <b>Course Learning Outcomes</b>  |   |   |   |   |   |   |
| 12) Students will be able to communicate their ideas and solutions both written and orally, and present and publish them on both national and international platforms.   | 2 | 1 | 2 | 2 | 3 | 3 |
| 13) It uses information and communication technologies together with computer software at the advanced level of European Computer Driving License required by the field. | 3 | 3 | 2 | 2 | 3 | 3 |

### Course - Learning Outcome Relationship

|           |          |           |           |
|-----------|----------|-----------|-----------|
| No Effect | 1 Lowest | 2 Average | 3 Highest |
|           |          |           |           |

|     | Program Outcomes   | Level of Contribution |
|-----|--|-----------------------|
| 1)  | It has a wide range of interdisciplinary approaches to management information systems, primarily business and computer engineering.  | 3                     |
| 2)  | Comprehends the management information systems in terms of technical, organizational and managerial aspects and uses the current programming language by knowing the logic of programming. | 3                     |
| 3)  | Uses different information technologies and systems for understanding and solving various business problems.   | 3                     |
| 4)  | Interpret the data, concepts and ideas in the field of management information systems with scientific and technological methods.   | 3                     |
| 5)  | Analyze the needs for an information system and analyze the processes of analysis, design and implementation of the database.  | 2                     |
| 6)  | Gains technical and managerial contributions to IT projects and takes responsibility.  | 2                     |
| 7)  | Solve complex business and informatics problems by using various statistical techniques and numerical methods and make analyzes using statistical programs effectively.                    | 2                     |
| 8)  | Uses a foreign language at the B1 General Level in terms of European Language Portfolio criteria according to the level of education.  | 1                     |
| 9)  | Develops teamwork, negotiation, leadership and entrepreneurship skills.  | 1                     |
| 10) | Has universal ethical values, social responsibility awareness and sufficient legal knowledge.  | 1                     |

|     |  |   |
|-----|--|---|
| 11) | Develops positive attitudes related to lifelong learning and identifies individual learning needs and carries out studies to correct them.                           | 2 |
| 12) | Students will be able to communicate their ideas and solutions both written and orally, and present and publish them on both national and international platforms.   | 1 |
| 13) | It uses information and communication technologies together with computer software at the advanced level of European Computer Driving License required by the field. | 3 |

### Assessment & Grading

| Semester Requirements       | Number of Activities | Level of Contribution |
|-----------------------------|----------------------|-----------------------|
| Homework Assignments        | 1                    | % 40                  |
| Midterms                    | 1                    | % 20                  |
| Final                       | 1                    | % 40                  |
| <b>total</b>                |                      | <b>% 100</b>          |
| PERCENTAGE OF SEMESTER WORK |                      | % 60                  |
| PERCENTAGE OF FINAL WORK    |                      | % 40                  |
| <b>total</b>                |                      | <b>% 100</b>          |

### Workload and ECTS Credit Calculation

| Activities            | Number of Activities | Preparation for the Activity | Spent for the Activity Itself | Completing the Activity Requirements | Workload   |
|-----------------------|----------------------|------------------------------|-------------------------------|--------------------------------------|------------|
| Course Hours          | 14                   | 2                            | 3                             |                                      | 70         |
| Quizzes               | 2                    | 10                           | 1                             |                                      | 22         |
| Midterms              | 1                    | 25                           | 3                             |                                      | 28         |
| Final                 | 1                    | 35                           | 3                             |                                      | 38         |
| <b>Total Workload</b> |                      |                              |                               |                                      | <b>158</b> |