

## MIS123 INTRODUCTION TO INFORMATION TECHNOLOGY

Course Syllabus, 2021-2022 Fall Semester

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**Lecture Date, Time and Place:** Tuesday, 14:00-18:00, Laboratory 6

**Office Hours:** Monday, 11:00-13:00, Office (B6) or Zoom by E-Mail Appointment

### Objectives and Methods

This course aims to develop digital competencies, to teach information technologies and computer applications necessary for education, internships, and business life. Demonstration, case study, peer learning, and presentation methods are used in the course.

### Attendance

According to the regulations of the university, 75% (11 weeks) of attendance at the lessons is required. Absent students are given a grade of NA (unsuccessful due to absenteeism). Students who take the course again due to absenteeism are required to continue the course. Students who fail with an FF grade or take the course again to raise their grades are not required to attend the course. Working students are required to adjust their working hours according to the course hours. Medical reports and disciplinary penalties are counted as absenteeism. It is recommended to be sensitive about attendance, as there will be practice in the lesson.

### Course Plan

1. First Year Experience and Introduction
2. System and Application Software
3. Research and Collaboration Tools
4. Academic and Professional Writing
5. Computational Methods and Tools
6. Using Spreadsheet for Business Cases
7. Using Spreadsheet for Business Cases
8. Presentation Tools and Techniques
9. Public Speaking Practices (Conference Hall)
10. Students' Research Study Presentations
11. Students' Research Study Presentations
12. Algorithms and Programming Languages
13. Information Systems in Modern Business
14. Review and Feedback on Research Studies

### Measurement and Evaluation

- **Research Studies (40%):** Research topics are randomly distributed from among the technology issues determined after the course registrations are completed. An article on the research topic is written and a presentation is made. The grades of the studies are announced at the end of the semester.
- **Final Exam (60%):** All topics covered during the semester are included in the exam. The exam consists of different types of questions. Half of the exam is written and half is practiced on the computer.

**The Make-Up Exam** replaces the Final Exam. According to university regulations, at least 40 points must be obtained from these exams. Speaking in a language other than Turkish and English in exams is prohibited and is considered cheating.

### Sources and Applications

Documents, readings and videos that support the lectures are shared through the learning management system (Haliç-X). Notes should be taken in class, as not everything covered in the lesson is shared. The Microsoft Office 365 programs (Word, Excel, and PowerPoint) used in the course can be installed free of charge with the university e-mail address.

### Grading

The grading scale is as follows. Students with a grade below 50 fail the course.

<b>AA</b>	86-100	<b>BB</b>	74-79	<b>CC</b>	62-67	<b>DD</b>	50-55
<b>BA</b>	80-85	<b>CB</b>	68-73	<b>DC</b>	56-61	<b>FF</b>	0-49