

**Antalya Bilim University**  
**Department of Business Administration**  
**BUSI 111 – Information Technologies**

**Class Place:** AG-08

**Office hours:** I'm available on Tuesdays and Fridays (A2-72) 14:30 – 16:00  
Assist. Prof. Dr. A.Mohammed ABUBAKAR  
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The course presents the basic description of information technology concepts, basic computer system hardware and software components, common terminology in information technology, application areas, and integration of computer system components. Students will be able to identify various concepts computer system, information technology, computer network and computer crimes, security and computer ethics. The practical aspect of the course will equip students with skills to Operate computers effectively and Microsoft Office Package (Word, Excel, Power Point and Access).

**Course book:**

Computers Are Your Future, Introductory (12th Edition) by Catherine Laberta. Courses related materials will be provided by the instructor via the CourseWeb system.

**Course Web:**

<http://mohammedabubakar.com/moodle/moodle/>

**Recommended readings:**

Additional reading materials will be provided by the instructor via the CourseWeb system.

**Developing Graduate Attributes**

At the end of the course students should be able to:

- Understand the evolution of Computing and Information Technology
- Identify Information Technology Concepts
- Identify the Components of a Computer System
- Define ubiquitous themes in information technology
- Understand the importance of Computer Network
- Identify Computer Crimes, Security and Computer Ethics
- Practice Microsoft Office Tools such as Word, Excel and Power Point

**Important note:**

**Academic Honesty:** Plagiarism will not be tolerated under any circumstances. Plagiarism is intentionally failing to give credit sources used in writing regardless of whether they are published or unpublished. Plagiarism (which also includes any kind of cheating in exams) is a disciplinary offence and will be dealt with accordingly

**Assessment Criteria:**

- 1) **Attendance (10%):** Attendance is mandatory
- 2) **Lab Quizzes (15%):** Chapters / areas for each quiz will be announced in class and on **CourseWeb**
- 3) **Midterm (35%):** Students are responsible for all class material covered until the midterm exam.
- 4) **Final exam (40%):** This exam is cumulative and will focus on all units and topics studied throughout the course, but emphasis will be after midterm.

**Course Schedule**

**WEEK 1:** Chapter 1 - Computers and You

Lab 1 – File management and computer systems

**WEEK 2:** Chapter 2 - Inside the System Unit

Lab 2 – Microsoft Word I

**WEEK 3:** Chapter 3 - Input/output and Storage

Lab 3 – Microsoft Word II

**WEEK 4:** Chapter 4 - System Software

Lab 4 – Microsoft Word Quiz

**WEEK 5:** Chapter 5 - Application Software: Tools for Productivity

Lab 5 – Microsoft Excel I

**WEEK 6:** Chapter 6: The Internet and the World Wide Web

Lab 6 – Microsoft Excel II

**WEEK 7: Revision**

**WEEK 8: Midterm Exam**

**WEEK 9:** Chapter 7: Networks: Communicating and Sharing Resources

Lab 7 – Microsoft Excel Quiz I

**WEEK 10:** Chapter 8: Privacy, Crime, and Security

Lab 8 – Microsoft Power Point I

**WEEK 11:** Chapter 9: (Spotlight 1) Ethics

Lab 9 – Microsoft Power Point II

**WEEK 12:** Chapter 10: (Spotlight 5): Cloud Computing

Lab 10 – Microsoft Power Point Quiz

**WEEK 13: Practical revision - hands on practice**

**WEEK 14: Theoretical revision**

Grade	Score
A+	>90
A	89 -86
A-	85- 82
B+	81-78
B	77-74
B-	73-70
C+	69-66
C	65-62
C-	61-58
D+	57-54
D	53-50
F	<50
Fx	Incomplete
S	Satisfactory
U	Unsatisfactory