

	<b>Work Instructions of IT Labs</b>		<b>Document No</b>	<b>TIU.RC.IN.016E</b>
			<b>Issue Date</b>	16/02/2016
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## I-REVISION AND APPROVAL

This procedure is released, checked and approved as follows.

Prepared by	Reviewed by	Approved by
IT Department Staff	Rasha Alkabbanie Coordinator of QMS	Dr. Mehmet Ozdemir Vice president of Academic Affairs

## II-Revision History

#	Date of Revision	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	16/02/2016	0	3 years	Original Release	IT Department Staff	Rasha Alkabbanie	Dr. Mehmet Ozdemir

## 1- The Classes Schedule

### IT DEPARTMENT COURSES SCHEDULE LABORATORY-208

TIME/DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
09:00–09:50		CAD (prac) Grade-3/G1 Gökhan GÜMÜŞ		CAD (prac) Grade-3/G2 Gökhan GÜMÜŞ	Multimedia Grade-2/G1 Cemal ÇAKEZ
10:00–10:50		CAD (prac) Grade-3/G1 Gökhan GÜMÜŞ		CAD (prac) Grade-3/G2 Gökhan GÜMÜŞ	Multimedia Grade-2/G1 Cemal ÇAKEZ



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11:00–11:50		WEB Tech. (prac) Grade-4 Gökhan GÜMÜŞ	Programming-I Grade-2/G1 Savridin HALIL	Programming-I Grade-2/G2 Savridin HALIL	Multimedia Grade-2/G2 Cemal ÇAKEZ
12:00–12:50	Intro to Computers ELT Raghdah Alradhy	WEB Tech. (prac) Grade-4 Gökhan GÜMÜŞ	Programming-I Grade-2/G1 Savridin HALIL	Programming-I Grade-2/G2 Savridin HALIL	Multimedia Grade-2/G2 Cemal ÇAKEZ
12:50–13:30	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
13:30–14:20	Intro to Computers ELT Raghdah Alradhy	T. Through Video ELT Ibrahim NIŞANCI		Programming-I Grade-2/G3 Savridin HALIL	
14:30–15:20	Intro to Computers ELT Raghdah Alradhy			Programming-I Grade-2/G3 Savridin HALIL	

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### IT DEPARTMENT COURSES SCHEDULE LABORATORY-206

TIME/DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
09:00–09:50	<b>Material Development (ELT)</b> <b>Ibrahim NIŞANCI</b>	<b>Computer Skills</b> Grade-1 <b>Muhammed YASIN</b>	<b>WEB Design</b> Business Dep. <b>Business Department</b>		<b>Database-I</b> Grade-2/G3 <b>Salih ÖZSOY</b>
10:00–10:50	<b>Material Development (ELT)</b> <b>Ibrahim NIŞANCI</b>	<b>Computer Skills</b> Grade-1 <b>Muhammed YASIN</b>	<b>WEB Design</b> Business Dep. <b>Business Department</b>		<b>Database-I</b> Grade-2/G3 <b>Salih ÖZSOY</b>
11:00–11:50	<b>T. Through Video</b> ELT <b>Ibrahim NIŞANCI</b>	<b>WEB Tech. (prac)</b> Grade-4 <b>Gökhan GÜMÜŞ</b>	<b>Database-I</b> Grade-2/G2 <b>Salih ÖZSOY</b>	<b>Multimedia</b> Grade-2/G3 <b>Cemal ÇAKEZ</b>	<b>Database-I</b> Grade-2/G1 <b>Salih ÖZSOY</b>
12:00–12:50	<b>T. Through Video</b> ELT <b>Ibrahim NIŞANCI</b>	<b>WEB Tech. (prac)</b> Grade-4 <b>Gökhan GÜMÜŞ</b>	<b>Database-I</b> Grade-2/G2 <b>Salih ÖZSOY</b>	<b>Multimedia</b> Grade-2/G3 <b>Cemal ÇAKEZ</b>	<b>Database-I</b> Grade-2/G1 <b>Salih ÖZSOY</b>
12:50–13:30	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
13:30–14:20	<b>Computer Skills</b> Grade-1 <b>Muhammed YASIN</b>				
14:30–15:20	<b>Computer Skills</b> Grade-1 <b>Muhammed YASIN</b>				
15:30–16:20					

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## 2- Tools and Equipment (in General)

- Do not bring any food or drinks near the machine.
- Turn off the machine you were using, when you are done using it.
- Do not access external devices without scanning them for computer viruses.
- Ensure that the temperature in the room stays cool, since there are a lot of machines inside a lab, and these can overheat easily. This is one of the many ways of ensuring computer safety.
- Try not to touch any of the circuit boards and power sockets when something is connected to them and switched on.
- Always maintain an extra copy of all your important data.
- Dust can affect computers adversely. Ensure that the machines are cleaned on a regular basis.

## 3- Safety Rules

- Do not run inside the computer lab.
- Take a note of all the exits in the room, and also take note of the location of fire extinguishers in the room for the sake of fire safety.
- Keep bags and coats in the designated area, as they can cause people to trip if they are simply lying around the room.
- Try not to type continuously for extremely long periods.
- Look away from the screen once in a while to give your eyes a rest.
- Do not touch any exposed wires or sockets.
- Avoid making loud noises and speaking loudly.
- Do not attempt to open any machines, and do not touch the backs of machines when they are switched on.
- Do not spill water or any other liquid on the machine, in order to maintain electrical safety.
- There is a lot of equipment in computer labs that could short circuit itself or cause electric shocks, so one needs to be very careful.

## 4-General Rules



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# COMPUTER LAB RULES



Save often.



No food or drink.



Keep your  
workstation area neat.



Surf safely.



Respect others.



Keep your files  
organized.



Log off.



Don't change  
settings.




Print only when  
necessary.



Work quietly.

### 5-Rules & Regulations on Lap & Equipments Use

- Please, no food or drink near the computers!

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- Always shut down the computer via Windows' Start button
- Use a surge protector to keep excess electric power from damaging your computer
- Always have at least three copies of all your important files, in case the worse happens!
- Save in your T: hard drive, flash or USB drive, and home computer.
- Turn off the computer when not in use. Like a car engine, parts wear out after a certain 'mileage'!
- Keep dust away from the computers. This can cause short circuits

## 6-Filled Equipments Log Form

Laboratory of IT Faculty Of SCIENCE Room # :206 & 208

Item #	Equipment Name	Serial Number	Quantity
	Computers		60
	All-in-one Computers		2
	White Board		2
	Smart Board		2
	Projector		2

## 7-Students Attendance Rules .

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- Course coordinator is the one who is in-charge of organizing the laboratory schedule.
- Laboratory schedule and will be put up on the departmental notice boards or faculty webpage before the commencement of laboratory session in each semester.
- Students are not allowed to change laboratory schedule without getting approval from the laboratory instructors.
- The laboratory operating hours of normal working day are: Sunday to Friday, 8.00 am to 5.00 pm (Excluding public holidays)

## **8-Responsibility.**

- The Computer Laboratory Technologists has the principal responsibility for ensuring that this work instruction remains adequate for its intended purposes.
- The Computer Laboratory Technologists have to ensure that all instruments/equipments and apparatus are in good condition for use at all times.
- Technologists shall conduct practical lessons assigned to them.
- Computer Science lecturers tasked with setting practical lessons should coordinate how those practical lessons are conducted and ensure adequate learning for the intended students.