COURSE TITLE	COURSE CODE	SEMESTER	THEORETICAL (hours / week)	PRACTICE (hours / week)	CREDIT	ECTS
IT LITERACY	BIL 111	2	0	3	2	2

COURSE LEVEL	☑ Associate's Degr ☑ Bachelor's Degree ☐ Master's Degree ☐ PhD

INSTRUCTION LANGUAGE	☐ TURKISH	☐ FOREIGN LANGUAGE	☑ English ☐ German ☐ French

COURSE TYPE	☑ COMPULSORY	☐ ELECTIVE	☐ DEPARTMENTAL ELEC	☐ NON-DEPARTMENTAL E

PREREQUISITE OF COURSE	NONE

PURPOSE OF COURSE	To conduct studies at the level of basic professional practice related to computers. To use microsoft Office applications for preparing reports at a intermediate level for when students start to work.

COURSE OBJECTIVES	To know the logic of how computers work and computer parts. To be aware of basic software, to understand office entry information such as word and exel.

TEACHING METHOD	FACE-TO-FACE

LEARNING, TEACHING METHODS OF THE COURSE	☑ Question-and-Answer ☐ Case Problem Solving/ Drama- Role/ Case Management ☑ Laboratory ☐ Quantitative Problem Solving ☐ Fieldwork ☐ Group Study / Assignment ☑ Individual Assignment ☑ Web-Based Learning ☐ Internship ☐ Practice in Field ☐ Project Preparation ☐ Report Writing ☐ Seminar ☐ Supervision ☐ Social Activity ☐ Occupational Activity ☐ Occupational Trip ☐ Application (Modelling, Design, Model, Simulation, Experiment et.) ☑ Reading ☐ Thesis Preparation ☐ Field Study ☐ Student Club and Council Activities

COURSE COORDINATOR (S)		Ceren Çubukçu
LEARNING OUTCOMES	**INFORMATION** (Organized according to theoretical and / or factual information classification)	1. Students define the computer. 2. Students know the parts of the computer. 3. Students explain Microsoft Office software 4. Students have knowledge about Network.
	SKILL (As cognitive and / or practice skills)	1. Students use Microsoft outlook information. 2. Students use Microsoft Office software.
	COMPETENCY	1. Students follow the computer age according to their necessities. 2. Students speak at least one foreign language. 3. Students comply with the code of ethics of the digital world.
COURSE FLOW (annual / semester)	**WEEKS**	
	1.	Explaining the logic of computer operation. What is done on the computer?
	2.	Getting to know computer parts. Standard computer features. What should be on a computer?
	3.	Getting to know computer software. Installing and uninstalling software. Purpose of
	4.	Access to the internet and problems that may arise, as well as actions that will be
	5.	Network logic. Network creation
	6.	Learning Microsoft software. What are they for?
	7.	Introduction to Word software. What does Word software do? What can be done?
	8.	Word use and applications. Creating a simple document for all students.
	9.	Use of Word. (features of print, save, convertion to PDF, page setup)
	10.	Introduction to Exel software. What is the use of Exel? What can be done?
	11.	Exel use and applications. Creating a simple document for all students.
	12.	Exel use (creating a table)
	13.	Exel use (creating and using formulas)
	14.	Exel use (features of Print Preview and Save)
RESOURCES USED		** Aysan Şentürk, Temel Bilgi Teknolojileri ve Bilgisayar Kullanımı, Alfa Yayınları, 2014. ISBN: 6055431983

EVALUATION SYSTEM	YEAR / SEMESTER STUDIES	Number	CONTRIBUTIONS %
	Attendance / Participation	1	10%
	Laboratory		%
	Practice		%
	Practice Exam		%
	Quiz		%
	Assignment		%
	Presentation		%
	Projects		%
	Course-Specific Internship		%
	Fieldwork		%
	Article Critique		%
	Article Writing		%
	Module Group Study		%
	Brainstorming		%
	Role Playing + Dramatizing		%
	Studying outside of the Classroom		%
	Preparatory Work, Enhancement, Practice Repetition etc.		%
	Homework (reading, writing, watching movies		%
	Project Preparation + Presentation		%
	Report Preparation + Presentation		%
	Presentation / Seminar Preparation +		%
	Oral Exam		%
	MIDTERM	1	30%
	FINAL	1	60%
	Total		100 %

COURSE ECTS European Credit Transfer System – Student Workload–	Activities	Number (week)	Duration (hour)	Total Work Load
	Course Duration	0	0	0
	Laboratory	0	0	0
	Practice	14	3	42
	Practice Exam	0	0	0
	Course-Specific Internship	0	0	0
	Fieldwork	0	0	0
	Article Critique	0	0	0
	Article Writing	0	0	0
	Module Group Study	0	0	0
	Brainstorming	0	0	0
	Role Playing + Dramatizing	0	0	0
	Studying outside of the Classroom (Preparatory Work, Enhancement, Practice Repetition etc.)	7	1	7
	Homework (reading, writing, watching movies et	2	2	4
	Project Preparation + Presentation	0	0	0
	Report Preparation + Presentation	0	0	0
	Presentation / Seminar Preparation + Presentatic	0	0	0
	Oral Exam	0	0	0
	Preparation For Midterms	7	2	14
	MIDTERM	1	1	1
	Preparation For Finals	14	1	14
	FINAL	1	1	1
	Total ECTS 30 hours = 1 ECTS		83	
		ECTS	2	