



**COURSE INFORMATION FORM**

SEMESTER	FALL
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<b>COURSE CODE</b>	141211005	<b>COURSE NAME</b>	BASIC COMPUTER USE I
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SEMESTER	WEEKLY COURSE HOURS			COURSE			
	THEORY	APPLICATION	LAB.	CREDIT	ECTS	TYPE	LANGUAGE
1	2	0	0	2	2	Required	Turkish

CATEGORY OF COURSE (ECTS Credit Distribution)				
Basic Education	Art	Design	Visual Communication	Social Science
2				

EVALUATION CRITERIA			
ASSESSMENT		EXAM TYPE	PERCENTAGE OF EXAM
EXAMS IN SEMESTER	Midterm Exam 1	Written exam	40
FINAL		Written exam	60
EXCUSE EXAMINATION			
RESIT EXAMINATION			

<b>RECOMMENDED PREREQUISITES OF COURSE</b>	None
<b>COURSE CONTENT</b>	Parts of a computer, word processing programs, spreadsheets, e-mail, web browsers, data base programs
<b>COURSE OBJECTIVES</b>	To equip the student with the basic computer skills that are needed throughout the school years.
<b>CONTRIBUTION TO VOCATIONAL EDUCATION</b>	Ability to refresh knowledge on art process and art information in accordance with the modern requirements and technological developments.
<b>LEARNING OUTCOMES</b>	1. Knowledge on computer hardware 2. Familiarity with Windows and Mac OS operating system 3. ability to prepare presentations, page layouts and text 4. Familiarity with Internet
<b>TEXTBOOKS</b>	Güneş, A. ve ark. (2002). Temel Bilgi Teknolojileri. Eskişehir : Anadolu Üniversitesi Yayınları.
<b>REFERENCES</b>	1. Altınışık U. (2006). Temel Bilgi Teknolojileri. İstanbul : Değişim Yayınları. 2. Bağcı Ö. (2006). Bilgisayarın B'si. Ankara : Seçkin.
<b>MATERIALS</b>	Computer, projector.



WEEKLY COURSE PLAN	
WEEK	SUBJECTS
1	Content of the course, the importance of the evaluation criteria, giving information about the topics. Basic computer concepts.
2	Computer hardware and features
3	Computer software. Safe use of computers
4	The history of the Internet, user profiles, e-mail, ftp, web pages.
5	The development of Windows and Mac OS operating systems.
6	Filing for Macintosh, networking, basic computer usage information.
7	Introduction of the Microsoft Office program
8	MIDTERM EXAM
9	Microsoft Office Word program, presentation, and application studies.
10	Microsoft Office Excel programında uygulama çalışmaları
11	Microsoft Office Word program implementation
12	Microsoft Office PowerPoint program and implementation
13	Project work
14	Project work
15,16	FINAL EXAM

NO	COURSE CONTRIBUTION TO THE PROGRAM OUTCOMES	CONTRIBUTION LEVEL		
		1 low	2 med	3 high
1	Ability to establish and conceive the basic concepts, principles and the history of visual art and relate to other disciplines.		x	
2	Understanding of the art culture, ethics, and the rights and responsibilities of artists.	x		
3	Understanding of the diversity, aesthetic sensitivity and the visual language of art and to reflect it into art pieces.	x		
4	Ability to analyze with interrogation and critical thinking and to reflect it into work of art, and to find appropriate solutions to art problems.	x		
5	Ability to recognize the art techniques and technology and to identify their differences, applications and methods.	x		
6	Ability to understand and practice the work of art process, its steps, and production techniques.		x	
7	Ability to refresh knowledge on art process and art information in accordance with the modern requirements and technological developments.			x
8	Ability to utilize various artistic and industrial production techniques.			x
9	Appreciation of the national and universal values and ability to expand art concepts from national level to universal level.	x		
10	Awareness for the protection of nature and the environment as well as eco-design,	x		
11	Ability to prepare social responsibility projects in order to raise art awareness.	x		

LECTURER	SIGNATURE	DATE