Eskişehir Osmangazi University, College of Art and Design
Visual Communication Design Department

COURSE INFORMATION FORM

SEMESTER	FALL

COURSE CODE	141311006	COURSE NAME	Basic Computer Use I

SEMESTER	WEEKLY COURSE HOURS			COURSE			
	THEORY	APPLICATION	LAB.	CREDIT	ECTS	TYPE	LANGUAGE
1	2	0	0	2	4	Required	Turkish

CATEGORY OF COURSE				
Basic Education	Art	Design	Visual Communication	Social Science
4				

EVALUATION CRITERIA		
EXAM TYPE	EXAM TYPE	PERCENTAGE OF EXAM
EXAMS IN SEMESTER — Midterm Exam 1	Practical Examination	40
FINAL	Practical Examination	60
EXCUSE EXAMINATION		
RESIT EXAMINATION		

RECOMMENDED PREREQUISITES OF COURSE	None
COURSE CONTENT	Parts of a computer, word processing programs, spreadsheets, e-mail, web browsers, data base programs
COURSE OBJECTIVES	To equip the student with the basic computer skills that are needed throughout the school years.
CONTRIBUTION TO VOCATIONAL EDUCATION	Provide basic computer skills .
LEARNING OUTCOMES	At the end of this course, the student; 1. Learn computer hardware parts 2. Windows and Mac OS operating system learns 3. Prepares presentations, page layouts and text 4. Acquires knowledge of Internet
TEXTBOOKS / NOTES	Güneş, A. ve ark. (2002). Temel Bilgi Teknolojileri. Eskişehir : Anadolu Üniversitesi Yayınları.
REFERENCES	1. Altınışık U. (2006). Temel Bilgi Teknolojileri. İstanbul : Değişim Yayınları. 2. Bağcı Ö. (2006). Bilgisayarın B'si. Ankara : Seçkin.
MATERIALS	Computer, projector.

WEEK	SUBJECTS
WEEKLY COURSE PLAN	
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 communication and visual communication design and relate to other disciplines.		x	
2	Understanding of the design culture, ethics, and the rights and responsibilities of designers.	x		
3	Understanding of the diversity, aesthetic sensitivity and the visual language of art and design and to reflect it into design.	x		
4	Ability to analyze with interrogation and critical thinking and to reflect it into design, and to find appropriate solutions to design problems.	x		
5	Ability to recognize the design techniques and technology and to identify their differences, applications and methods.	x		
6	Ability to understand and practice the design process, its steps, and production techniques.		x	
7	Ability to refresh knowledge on design process and design 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 design 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 design awareness.	x		

LECTURER	SIGNATURE	DATE