| Course Code | ITEC185 | Course Title | INTRODUCTION TO DIGITAL MEDIA |
|---|---|---|---|
| Semester | 2018-2019 SPRING | Language | English |
| Category | UC (University Core) | Level | First Year |
| Workload | 180 Hours | Teaching Format | 2 Hours Lecture, 2 Hours Laboratory |
| EMU Credit | (2,0,2) 3 | ECTS Credit | |
| Prerequisite(s) | -- | Course Web | http://staff.emu.edu.tr/sensevpayanilkan |

| Course Coordinator | Şensev Payan İLKAN | | |
|---|---|---|---|
| e-mail | sensev.alicik@emu.edu.tr | Office No: | CT110 |
| Instructor | Mobina BEHESHTI | | |
| e-mail | mobina.beheshti@emu.edu.tr | Office No: | CT123B |
| Instructor | Kamyar FULADLU | | |
| e-mail | kamyar.fuladlu@emu.edu.tr | Office No: | CT130 |

| Course Description |
|---|
| 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. The course also offers practical experiments, in order to understand the basic concepts of different application programs such as office tools and digital media software. |

| General Learning Outcomes |
|---|
| Goals of the course enable students to be able to:<br><br>▪ Interpret the components of a Computer System<br>▪ Identify Information Technology Concepts<br>▪ Identify importance of Computer Networks<br>▪ Operate computers effectively<br>▪ Practice office tools<br>▪ Basic components of digital media software |

| Teaching Methodology / Classroom Procedures |
|---|
| The theoretical part of the course is covered within 2 hours/pw and class attendance is important and compulsory. Slide handouts are used for lecture notes.<br><br>The practical aspect of the course is made-up of 2 hours/pw in order to provide the students with an experience of keyboarding, use of popular Microsoft Office tools such as Word and PowerPoint as well as architecture related applications such as AutoCad, SketchUp, Adobe Illustrator and PhotoShop. Attending both lecture and lab is important in order to follow the software applications and exercises. Each lab work has 2% weight on the overall mark. **Lab work should be conducted and submitted to instructor at the relevant lab hour.** |

| Course Materials / Main References |
|---|
| **All lecture and lab course materials will be shared through the course website:** http://staff.emu.edu.tr/sensevpayanilkan<br><br>**Reference Book:**<br>**UNDERSTANDING COMPUTERS IN A CHANGING SOCIETY   5th EDITION**<br>**ISBN: 978-1-133-19111-7** |

| Weekly Schedule / Summary of Topics | |
|---|---|
| **1. Week**<br>**(21-22 Feb)** | Describing the course objective and introducing the course web site – Student Portal |
| **2. Week**<br>**(25 Feb-1 Mar)** | **LECTURE1 – An Introduction to computers**<br>**LAB1 – Student Portal, Microsoft Word 2010** |
| **3. Week**<br>**(4-8 Mar)** | **LECTURE2 – Hardware and Software**<br>**LAB2 - Microsoft Word 2010** |
| **4. Week**<br>**(11-15 Mar)** | **LECTURE3 – Internet and World Wide Web**<br>**LAB 3 - Microsoft Powerpoint 2010** |
| **5. Week**<br>**(18-22 Mar)** | **LECTURE4 – AutoCad (Part1)**<br>**LAB 4 – AutoCad Application** |
| **6. Week**<br>**(25-29 Mar)** | **LECTURE5- AutoCad (Part2)**<br>**LAB 5 – AutoCad Application** |
| **7. Week**<br>**(1-5 Apr)** | **LECTURE6 - AutoCad (Part3)**<br>**LAB 6 – AutoCad Application** |
| **Week 8-9**<br>**(11 -22 Apr.)** | **MIDTERM EXAMINATION PERIOD** |
| **10. Week**<br>**(23-26 Apr)** | **LECTURE7 – Sketchup (Part1)**<br>**LAB 7 – Sketchup Application** |
| **11. Week**<br>**(29 apr-3 May)** | **LECTURE8 - Sketchup (Part2)**<br>**LAB 8 - Sketchup Application** |
| **12. Week**<br>**(6-10 May)** | **LECTURE9 – Adobe Illustrator**<br>**LAB 9 - Adobe Illustrator Application** |
| **13. Week**<br>**(13-17 May)** | **LECTURE10 – PhotoShop (Part1)**<br>**LAB 10 – PhotoShop Application** |
| **14. Week**<br>**(20-24 May)** | **LECTURE11 - PhotoShop (Part2)**<br>**LAB 11 - PhotoShop Application** |
| **15. Week**<br>**(27-31 June)** | **Final Review Week** |
| **16. Week**<br>**(3-7 June)** | **Ramadan Bairam** |
| **17-18. Week**<br>**(10-22 June)** | **FINAL EXAMINATION PERIOD** |

| Requirements |
|---|

**ATTENDANCE**

- Attendance is mandatory and less than 60% attendance may result in "NG" Grade

**MAKE-UP EXAMINATION POLICY**

- Make-up Examination will be offered to those students who missed out Mid-term or Final Examination providing that:-
  a) Student has a genuine reason approved by the Instructor (i.e. A Medical Report submitted within 3 working days or other reasons within the prior knowledge and approval of the Instructor);
  b) Student has more than 60% Attendance record;
- Make-up Examination will cover entire Course content of the semester.
- Make-up Examination will be held immediately after the Final Examinations. Exam date, time and place will be officially announced by the department).
- No make-up Examination is offered for Class or Lab Quiz(s)

| Method of Assessment | | | | |
| --- | --- | --- | --- | --- |
| Evaluation and Grading | **Attendance** | **Lab Work** | **Midterm Exam** | **Final Exam** |
| Percentage | 10 % | 20% | 30 % | 40 % |