



EASTERN MEDITERRANEAN UNIVERSITY
SCHOOL OF COMPUTING AND TECHNOLOGY
DEPARTMENT OF INFORMATION TECHNOLOGY
COURSE POLICY SHEET



Course Code	ITEC185	Course Title	INTRODUCTION TO DIGITAL MEDIA
Semester	2019-2020 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	Office Hour:	Monday 14:30-15:30
e-mail	sensev.alicik@emu.edu.tr	Office No:	CT110
Instructor	Mobina BEHESHTI (Gr 1)	Office Hour:	Wednesday 10:30-11:30
e-mail	mobina.beheshti@emu.edu.tr	Office No:	CT123B
Instructor	Atalay TALAYKURT (Gr 3-4-5-6)	Office Hour:	Tuesday 14:30-15:30
e-mail	atalay.talaykurt@emu.edu.tr	Office No:	CT123B

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:

- Interpret the components of a Computer System
- Identify Information Technology Concepts
- Identify importance of Computer Networks
- Operate computers effectively
- Practice office tools
- 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.

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>

Reference Book:

UNDERSTANDING COMPUTERS IN A CHANGING SOCIETY 5th EDITION
ISBN: 978-1-133-19111-7

Weekly Schedule / Summary of Topics	
1. Week (17-21 Feb)	Describing the course objective and introducing the course web site – Student Portal
2. Week (24-28 Feb)	LECTURE1 – An Introduction to computers LAB1 – Student Portal, Microsoft Word 2010
3. Week (2-6 Mar)	LECTURE2 – Hardware and Software LAB2 - Microsoft Word 2010
4.-6. Week (11-28 Mar)	BREAK BECAUSE OF COVID-19 PANDEMIC
7. Week (30-3 Apr)	LECTURE3 – Internet and World Wide Web LAB 3 - Microsoft Powerpoint 2010
8. Week (6-10 Apr)	LECTURE4 – AutoCad (Part1) LAB 4 – AutoCad Application
9. Week (13-17 Apr)	LECTURE5- AutoCad (Part2) LAB 5 – AutoCad Application
10. Week (20-24 Apr)	LECTURE6 - AutoCad (Part3) LAB 6 – AutoCad Application
11. Week (27-1 May)	LECTURE7 – Sketchup (Part1) LAB 7 – Sketchup Application
12. Week (4-8 May)	LECTURE8 - Sketchup (Part2) LAB 8 - Sketchup Application
13. Week (11-15 May)	LECTURE9 – Adobe Illustrator LAB 9 - Adobe Illustrator Application
14. Week (18-22 May)	LECTURE10 – PhotoShop LAB 10-11 – PhotoShop Application
15. Week (25-29 May)	Ramadan Bayram – Review Week
16.-17. Week (1-13 June)	Accelerated Education for Application /Lab parts of Courses
18.-19. Week (15-30 June)	Final Examination Week

Requirements
<p>MAKE-UP EXAMINATION POLICY</p> <ul style="list-style-type: none"> ▪ Make-up Examination will be offered to those students who missed out a quiz or Final Examination providing that: <ul style="list-style-type: none"> 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); ▪ Quiz Make-up Examination will cover the quiz content only ▪ Final Make-up Examination will cover entire final exam content only ▪ Make-up Examination date, time and place will be announced on the course website Announcements page

Method of Assessment				
Evaluation and Grading	Attendance	Lab Work	2 Online Quizzes	Final Exam
Percentage	10 %	30%	20 %	40 %