

**Course Name : Information and Communication Systems**

Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
CMP 141	A	Fall	3.00	0.00	0.00	3.00	5.00

<b>Lecturer</b>	Abdurrahman Celebi, Msc
<b>Assistant</b>	
<b>Course language</b>	English
<b>Course level</b>	Bachelor
<b>Description</b>	The aim of this course is to provide students with knowledge about information systems and communication.
<b>Objectives</b>	Technical and practical skills obtained through this course include knowledge of software application systems such as spreadsheet, presentation and website database. Upon completion of the course students should be able to know and understand the use of internet, email and blogs as means of communication and information.
<b>Core Concepts</b>	

**Course Outline**

Week	Topic
1	Using Word for documents and texts processing
2	Using Word for documents and texts processing
3	Use of spreadsheets for data processing
4	Use of spreadsheets for data processing
5	Creating different presentations
6	Creating different presentations
7	Using Outlook for administrative work
8	Midterm Exam
9	Using Outlook for administrative work
10	Using extensive e-mail
11	Using extensive e-mail
12	Blogs, social networks for information and communication tools
13	Creation of a basic web page
14	Creation of a basic web page
15	Summary
16	Final Exam

<b>Prerequisites</b>	The student must attend the course at a minimum rate of 75%.		
<b>Literature</b>	• Redmond, Wash. 2007. 2007 Microsoft Office System Inside Out. Microsoft Press.		
<b>References</b>			
<b>Course Outcome</b>			
<b>1</b>	Using MS Office programs		
<b>2</b>	Using the Internet as a communication tool and information source		
<b>3</b>	Basic knowledge for creating a web page		
<b>Course Evaluation</b>			
<b>In-term Studies</b>		<b>Quantity</b>	<b>Percentage</b>
Midterms		1	20
Quizzes		0	0
Projects		3	30
Term Projects		0	0
Laboratory		0	0
Class Participation		1	10
<b>Total in-term evaluation percent</b>			<b>60</b>
<b>Final exam percent</b>			<b>40</b>
<b>Total</b>			<b>100</b>
<b>ECTS Workload (Based on Student Workload)</b>			
<b>Activities</b>	<b>Quantity</b>	<b>Duration (hours)</b>	<b>Total (hours)</b>
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)	14	4	56
Duties	3	1	3
Midterms	1	8	8
Final Exam	1	10	10
Other	1	7	7
<b>Total Work Load</b>			<b>132</b>
<b>Total Work Load / 25 (hours)</b>			<b>5.28</b>
<b>ECTS</b>			<b>5.00</b>