



INTRODUCTION TO INFORMATION & COMPUTER LITERACY

IS100 - WEEK 1

Introduction to Information & Computer Literacy

Objectives

- Teaching materials of your courses will be provided online during your ongoing education.
- You should know how to:
 - o use web browsers
 - o access a web site
 - o sign in (log in) to your server account
 - o download necessary files or manage online materials
 - o use tools, such as forum, chat, etc.

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Objectives

- To do a literature review for your assignment you will be expected to search internet and submit your report via email.
- You should be able to:
 - o use search engines or library catalogue and databases to find sources
 - o evaluate and cite sources
 - o prepare a well organized document
 - o sign up for an email account
 - o send e-mail
 - o attach a file into your email

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Objectives

- At work, suppose that your boss give you some spreadsheets including lengthy records, (i.e. ten thousands), about sales, customers, products, employees, etc., and want you to manage sales report for specific products, customers and period of time.
 - o You are supposed to present the results after two hours...
 - o How much time would you need to select these particular sales if you do it manually?
- You should know how to:
 - o use spreadsheets
 - o filter records
 - o prepare professional looking tables
 - o add focus to data using some functions such as average
 - o plot your data
 - o prepare an effective/interactive presentation

Introduction to Information & Computer Literacy

Objectives

- At the end of this course, you will be familiar with:
 - o basic concepts of information technology and using them effectively in decision making process for real world problems
 - o searching, accessing, collecting, assessing, criticizing, comparing, analyzing and presenting any required information
 - o constructing knowledge using electronic research techniques
 - o identifying and describing ethical issues, regulations and laws to use information, software and technology systems
 - o Windows and Office environment
 - o composing, editing and revising a document using a word processing tools such as Microsoft Word

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Objectives

- ... you will be familiar with:
 - o manipulating, organizing, filtering and analyzing data using spreadsheets such as Microsoft Excel
 - o organizing and presenting information in combination with different media
 - o communicating, interacting and collaborating with peers, experts and other audiences through various media and applications including Microsoft Outlook and web browsers
 - o investigating, defining and solving basic computer problems, providing maintenance and security of computers
 - o practicing health and safety issues involved in using computers

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Benefits of IS100 course

- Some future benefits of this course are:

o In Business:

- Writing/organizing your documents or researches (using Microsoft Word/Excel)
- Presenting your works professionally
- Calculation of complicated math equation
- Financial Calculations
- Using Multimedia (Adobe photoshop etc...)

o In Entertainment:

- Creating photo album, Web site

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More Benefits

- Using online discussion forums/chats etc...
- Staying up to date with what is happening in the whole world
 - o Reading local/international/scientific/sports news
 - o Staying up to date with new technology and information
 - o Accessing recent scientific researches
- Manage your work from your office or from home
- Shopping online
- Getting support for your problems
- Tracking your bank transactions, and getting information about your account

Introduction to Information & Computer Literacy

Preface

- Computer literacy is the knowledge and ability to use computers and technology effectively
 - o Having basic computer skills is an advantage in selection for a future profession
 - o Our life is more dependent on computers
- Information literacy is the life-long ability to **locate, evaluate, use** and **create** information
- You will need it through your life
 - Information helps us to reach conclusions, make our choices, and communicate more effectively
 - Being aware of the results of our decision making processes

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Preface

- You should acquire some basic IT skills which will be useful for:
 - o your education/department
 - o your future projects/presentations
 - o your future profession.
- No need to be a student in computer science!
- No matter which subject you study.

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Teaching Materials

- Includes:
 - o Presentations
 - o Exercises
 - o Reference resources when needed
- Use ODTUClass to (<https://odtuclass.metu.edu.tr/>)
 - o study presentations, videos online
 - o do weekly quizzes
 - o download other reference resources to study offline
 - o upload assignments
 - o follow announcements
- Log in ODTUClass with username and password that CC gave you

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IS100 Assistants will:

- Explain general concepts and emphasize important points by:
 - o Interactive presentations
 - o Class activities to support topics
- Answer questions, help and guide students
 - o Via e-mails to is100@metu.edu.tr
 - o At the help desk hours that will be announced at the beginning of the semester on <https://ii.metu.edu.tr/is100>



IMPORTANT NOTE: Not every course material will be covered up during the class. You are responsible for all of the teaching materials.

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Students should:

- Study the teaching materials.
- Use ODTUClass.
- Do quizzes that are provided online.
- Check regularly e-mails and ODTUClass for announcements.



IMPORTANT NOTE: It is your responsibility to follow ODTUClass and your e-mails regularly.

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Grading Policy

- You have to obtain at least 60 points out of 100 from exams, assignments and activities.
- Grading
 - o Midterm 1 (15%)
 - o Midterm 2 (20%)
 - o Final (35%)
 - o Assignments (20%)
 - o Participation (Quizzes)(10%)

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Participation Grade

- You will get participation grade from weekly quizzes.
- You should receive at least 60% on the quiz to secure the participation grade for the week.
- Quizzes will be opened at ODTUClass.
- Each student have to submit the quiz until the announced deadline.

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Important Points

- At least 60 point is required to pass with “S” grade from IS100 course.
- For your assignments, you should strictly follow the instructions of assignment emails and announcements on ODTUClass.
 - o Note that assignments should be done individually.
 - o Plagiarism and cheating will not be tolerated.

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References

- <http://ii.metu.edu.tr/is100>
- <https://ii.metu.edu.tr/frequently-asked-questions-is100>