VOCATIONAL SCHOOL

BANKING AND INSURANCE PROGRAM

Course Code	Course Name		Credit	ECTS Value
BLG101	Digital Literacy		2 (2-0-2)	5
Prerequisite Courses	None			
Course Language	Turkish	**Course Delivery Method:**	**Online**	
Course Type and Level	**Compulsory /1st Year /Fall Semester**			

Instructor's Title, Name and Surname	Course Hours	Office Hours	Contact
Lecturer Betül AKTAŞ	Friday 10:15-11:45	Monday 11:00-12:00	**betulaktas@cag.edu.tr**

Course Coordinator	Lecturer Betül AKTAŞ

Course Objective

<table>
<tr><td rowspan="10">Course Learning Outcomes</td><td colspan="2" rowspan="2">Upon successful completion of this course, the student will be able to;</td><td colspan="2">Relationships</td></tr>
<tr><td>Program Outcomes</td><td>Program Outcomes</td></tr>
<tr><td>1</td><td>Recognizes and explains the digital transformation process and defines the concept of digital literacy.</td><td>6</td><td>3</td></tr>
<tr><td>2</td><td>Distinguishes the digital tools to be used for producing, processing, and effectively utilizing information in digital environments.</td><td>4,6</td><td>4,4</td></tr>
<tr><td>3</td><td>Creates, edits, and stores files in cloud systems.</td><td>4</td><td>4</td></tr>
<tr><td>4</td><td>Prepares online files for shared use and manages sharing permissions.</td><td>3</td><td>5</td></tr>
<tr><td>5</td><td>Creates effective presentations and visuals.</td><td>4,5</td><td>4,5</td></tr>
<tr><td>6</td><td>Develops project files and reports using Word, PowerPoint, and Excel.</td><td>4</td><td>5</td></tr>
<tr><td>7</td><td>Organizes, archives, and restructures files in a digital environment as needed.</td><td>4</td><td>4</td></tr>
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Course Content:	This course develops students' computer skills. It enables them to actively use MS Office programs and Google applications that may be needed in their professional lives.

Course Content: (Weekly Course Plan)			

Week	Topic	Preparation	Teaching Methods and Techniques
1	Definition of Literacy and Basic Concepts	Slides	Verbal Instruction
2	Creating and Using Files in the Cloud System Using Google Applications	Application Usage	Verbal Instruction
3	Introduction to Google Docs	Application Usage	Technology-Supported Learning
4	Editing Documents in Google Docs	Application Usage	Technology-Supported Learning
5	Working with Multiple Documents	Application Usage	Technology-Supported Learning
6	Document Sharing	Application Usage	Uygulama
7	Using Google Slides	Application Usage	Technology-Supported Learning
8	Midterm Exam	All Course Notes	Application
9	Midterm Exam	All Course Notes	Application
10	Effective Presentation Preparation	Application Usage	Verbal Instruction

11	Introduction to Google Sheets	Application Usage	Technology-Supported Learning
12	Writing Formulas in Google Sheets	Application Usage	Technology-Supported Learning
13	MS Word Applications	Program Usage	Verbal Instruction
14	MS PowerPoint Applications	Program Usage	Verbal Instruction
15	MS Excel Applications	Program Usage	Verbal Instruction
16	Project Submission	Application	Individual Work
17	Final Exam	All Course Notes	Application
18	Final Exam	All Course Notes	Application

Course Resources

Textbook	Dijital Okuryazarlık, Anadolu Üniversitesi Yayınları, 2018 Dijital Okuryazarlık Becerileri Etkinlik Kitabı, 2023
Recommended Resources	Course notes and presentation slides, applications

Course Assessment and Evaluation

Activities	Number	Contribution	Notes
Midterm Exam	1	%30	Written Exam
Project	1	%20	Individual Report
Final Exam	1	%50	Written Exam

ECTS Table

Content	Number	Hour	Total
Course Duration	14	2	28
Out-of-Class Work	14	2	28
Internet Browsing, Research	10	2	20
Topic Comprehension Applications	4	3	12
Project	1	15	15
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	25	25
		Total:	148
		Total / 30:	=148/30=4,93
		ECTS Credit:	5