TED UNIVERSITY

TEDU109 – DIGITAL COMPETENCIES

Fall-2023 Syllabus

Course Information				
Course Code	**Course Name**	**Location**	**Time**	**Instructional Modality**
TEDU109	DIGITAL COMPETENCIES	K085	18.00 - 20.00	Face-to-Face (Lecture) and Online (Lab)

Instructor Information	
Name:	Kerem Ermiş
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GENERAL INFORMATION

Course Description
(2+0+2) 3 Credits / 5 ECTS

Prerequisites

None

Course Objectives

The general objective of this course is enabling learners to use digital skills effectively in order to enhance their academic and professional capacities. For this purpose, the course introduces the fundamental concepts of information systems and guides the learner to make sense of the digital ecosystem by exploring the relationships between those components. In addition, the course is designed to extend the reach of the productive capabilities of the learner by presenting the tools and methods for content creation, collaboration, and task management by means of digital platforms. Furthermore, the course is aimed at providing the learners with fundamental programming skills in order

to prompt them to contemplate the possible implementations of coding skills in their preferred field of expertise.

Learning Outcomes

Upon successful completion of the course, students will be able to:

1. *Demonstrate the utilization of algorithmic thinking for problem-solving*
2. *Create digital content practically and effectively*
3. *Use digital tools to enhance personal as well as professional productivity*
4. *Write and understand code in Python programming language addressing problems that do not require complex business logic or data manipulation*
5. *Recognize the fundamental components of information systems and their relationships*
6. *Comply with the principles of information security and digital ethics*
7. *Navigate through digital resources to access valid and useful information*

Course Materials

Textbook(s):

Python for Everyone, Charles Severance

Recommended Readings:

McKinsey & Company. (2020) *Future of Work: Turkey's Talent Transformation in the Digital Era*

World Economic Forum. (2020) *The Future of Jobs Report*

Carretero, S., Vuorikari, R., Punie, Y. (2020) *The Digital Competence Framework for Citizens With Eight Proficiency Levels and Examples of Use*

Supplementary Materials:

None

Student Workload (Total … Hours)

70 Hours

Planned Learning Activities and Teaching Methods

Telling/Explaining

Discussion/Debate

Demonstrating

Problem Solving

Hands-on Activities

Collaborating

Questioning

Reading

Video Presentation

ASSESSMENT METHODS

Exam(s)

Two exams will be administered throughout the course: one midterm exam and one final exam at the end of the semester.

Assignment(s)

Students are expected to attend each week's lab sessions and perform the tasks specified for that day's area of study. Each task will have customized requirements and will be evaluated on the fulfillment of those requirements. The due date for each task will be announced and students are required to submit their assignments following the instructions. Late submissions are not permitted or subject to loss of grade points when permitted.

In Class Activities:

In class participation of the students are of utmost importance and will be considered as a complimentary to their assignment, quiz and exam performances.

Project(s) / Report(s):

None

GRADING

The course grade will be based on the following:

Item	Weight
Assignments	40%
Midterm Exam	20%
Final Exam	40%
Total	100%

Grade Evaluation Scale

Below is the grading system used in this course:

Percentage Scores	Letter Grades
90-100	AA
85-89	BA
80-84	BB
75-79	CB
70-74	CC
60-69	DC
50-59	DD
0-49	F
…	

Make-up

There will be no make-up for laboratory assignments. Make-ups for midterm and final exam will be provided if the student can provide a legal document confirming a significant health issue at the time of the examination or with the approval of the instructor.

COURSE POLICIES

Professionalism

Professionalism includes regular attendance in class, timely completion of assignments, and active participation in all activities and discussions.

Plagiarism / Academic Dishonesty

This course adheres to the academic honesty policy. I expect that all work submitted and presented by you will be your own original work and that the contributions of others will be openly acknowledged. Failure to adhere to this policy will result in disciplinary action. For more information:

a. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

b. All parties to plagiarism are considered equally guilty. If you share your coursework with another student and s/he plagiarizes it, you are considered as guilty as the one who has plagiarized your work since you enabled the plagiarism to take place. Under no circumstances should a student make

his/her coursework available to another student unless the instructor gives explicit permission for this to happen. Copying someone's work is an extreme and straightforward act of plagiarism. More commonly, however, students plagiarize without realizing they are doing so. This generally happens when a student fails to acknowledge the source of an idea or phrasing. Avoid plagiarism by citing sources properly! For all rules and requirements of APA citations, please consult the 7th edition of the Publication Manual of the American Psychological Association.

c. Read the academic honesty contract (https://student.tedu.edu.tr/en/student/principles-of-academic-integrity). By signing this contract, you certify that you have read, understood and complied to agree with all rules and regulations of academic honesty.

Cheating

You may neither receive help from nor give help to others during an in-class exam. During exams, you may not leave the room, talk, or use dictionaries, translators, cell phones or programmable calculators. And please keep your eyes on your own work.

Attendance

This course requires your regular participation, attendance, and punctuality. It is expected that you attend the class on a regular basis and be on time. It is your responsibility to keep in touch with me about the emergencies prior to class. The TEDU policy concerning attendance will be followed strictly.

The teaching method for this course is hybrid (Online and Face-to-Face). Attendance to lectures and labs is **mandatory.** Attendance will be assessed based on LMS Attendance during class. You are expected to upload your answers to LMS Attendance activity for lecture and lab sessions. *If you do not attend class for more than four days, you will fail the course.*

Late Assignment Submission Policy

Each assignment is to be turned in on time. Arrangements for accepting late assignments will be made only in unusual circumstances (e.g., major illness, death of loved one), and only if you are able to provide documentation to support your excuse.

Late submissions will not be graded for laboratory works. Laboratory works must be completed in the specific timeline for that assignment. If you do not attend the laboratory hours and complete the tasks, however you cannot get any points from the laboratory.

Extra Credit

There is no rewriting or extra credit offered in this course.

Class Participation

Class participation is an integral part of this course. Classes may involve watching movies, reading, questioning, discussions/debates, video presentations, field trips, observation, reflection, demonstrating, poster presentations, hands-on work, group work, collaborating, educational games, problem solving, library/web research projects, class presentations, and written assignments.

Class Readings

Please read the assigned articles or chapters prior to class so that you may participate fully in the course discussions.

Student Support and Accommodation

Note any relevant academic and personal support services (for example, campus or college writing centers, counselling services, study centers, etc.)

Announcements

All announcements will be made on the LMS site for this course. It is your responsibility to keep your e-mail address operative all times. Check your e-mails regularly in order to stay informed.

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PLANNED COURSE SCHEDULE

Week	Date	Module	Lecture	Lab
1	02.10 - 06.10	INTRO	FIRST MEETING	No Lab
2	09.03 - 13.10		INTRODUCTION TO THE COURSE: KICK- OFF	Task01 (WORD & POWERPOINT) 3pts.
3	16.10 - 20.10	DIGITAL CORE	FUNDAMENTALS OF THE INFORMATION SYSTEMS	Task02 (EXCEL) 3pts.
4	23.10 - 27.10		DIGITAL CONTENT CREATION - I	Task03 (CANVA) 3pts.
5	30.10 - 03.11		DIGITAL CONTENT CREATION - II	Task04 (CANVA) 3pts.
6	06.11 – 10.11	PROGRAMMING JOURNEY	PROGRAMMING ESSENTIALS – I	Task05 (Flowchart) 3pts.
7	13.11 – 17.11		PROGRAMMING ESSENTIALS – II MidTerm	Task06 (PA1) 3pts.
8	20.11 – 24.11		DECISION MAKING: CONDITIONAL FLOW - I	Task07 (PA2_q1) 3pts.
9	27.11 – 01.12		DECISION MAKING: CONDITIONAL FLOW - II	Task08 (PA2_q2) 3pts.
10	04.12 - 08.12		LOOPS AND ITERATIONS - I	Task09 (PA3) 4pts.
11	11.12 – 15.12		LOOPS AND ITERATIONS – II	Task10 (PA4) 4pts.
12	18.12 - 22.12		LOOPS AND ITERATIONS – III	Task11 (PA5) 4pts.
13	25.12 - 29.12		FUNCTIONS AND CODE REUSE	Task12 (PA6) 4pts.
14	01.01 - 05.01	OUTRO	TRENDS AND TOPICS IN THE DIGITAL AGE	No Lab
15	08.01 - 12.01		Final Exam	