

## ABOUT THE INFO 111 COURSE

1. What is the aim of the INFO 111 course? Who is this course for?
2. Course methodology
3. Why distance education?
4. Is there a “computer license” valid worldwide?
5. What is ECDL/ICDL certificate? What is it for? How is it obtained?
6. Course registration, attendance and assessment

### 1. WHAT IS THE AIM OF THE INFO 111 COURSES? WHO IS THIS COURSE FOR?

The aim of the INFO 111 courses is to equip students with basic computer skills. The course aims to introduce students to basic computer skills and basic features of Office programs. This course is offered for the first year students of Fatih University.

### 2. COURSE METHODOLOGY

INFO 111 classes will be conducted through distance education. Accordingly, students will be able to follow course content online. At the end of the semester, students will be given a competency exam in the computer labs of the University.

### 3. WHY DISTANCE EDUCATION?

Students will be able to follow classes at any place and time of their choice through the system of distance education. In other words, students will be able to follow classes at the comfort of their home, on any day of the week, and at any time they feel ready.

INFO 111 classes are audio-visual and interactive training sessions prepared on the basis of pedagogical principles. You can return to any part of your training and repeat it as many times as you wish. Without any time or space limitation, you may learn your subjects comfortably and practically.

### 4. IS THERE A “COMPUTER LICENSE” VALID WORLDWIDE?

You may not believe it, but yes. Certificates called ECDL/ICDL (European/International Computer Driving Licence), which test basic computer competency and certify it, are valid in 146 countries in Europe, Asia-Pacific, Middle East, Africa and the USA.

### 5. WHAT IS ECDL/ICDL CERTIFICATE FOR? HOW IS IT OBTAINED?

This certificate verifies that you have basic computer competency at an international scale. Adding this certificate to your CV will help you in your job applications.

The ECDL/ICDL certificate can be obtained at an authorized test center by taking a certificate exam. Fatih University Continuing Education Center (FUSEM) is an authorized ECDL/ICDL test center.

Course contents of INFO 111 have been prepared in accordance with ECDL/ICDL, and those students wishing to document their basic computer competency at an international scale can do so by taking the certificate exam at FUSEM. Students who have an ECDL/ICDL certificate will be exempt from the INFO 111 course.

## 6. COURSE REGISTRATION, ATTENDANCE AND ASSESSMENT

Students at Fatih University choose their courses through the Student Information System ([my.fatih.edu.tr](http://my.fatih.edu.tr)) and complete their course registration by getting their academic advisers' approval. Registration for INFO 111 classes will be done in the same way. Students receive their "MyFatih" passwords from the Student Affairs Office.

Student access to course contents will be via MyFatih. All the topics related to INFO 111 are available as a whole. Students can follow subjects of their choice at any time from this web page.

Course assessment will be based on quizzes (15%), percentage of course content completion (15%) and final exam result (70%).

Each faculty and vocational school has appointed a faculty member as a coordinator to assist students with these courses. Students can direct their questions about INFO 111 courses to the coordinators via e-mail or by visiting them during office hours. Students can also write their technical problems concerning the distance education system to [ecdl@fatih.edu.tr](mailto:ecdl@fatih.edu.tr).

### CONTACT INFORMATION OF COORDINATORS FOR INFO 111 / ENFO 111

	Full Name	Email:	Room No.
General Coordinator	Assist. Prof. Özgür Uysal	<a href="mailto:ouysal@fatih.edu.tr">ouysal@fatih.edu.tr</a>	EA-104
Faculty of Engineering	Lecturer A. Zülal Şevkli	<a href="mailto:zsevkli@fatih.edu.tr">zsevkli@fatih.edu.tr</a>	EA-202
Faculty of Arts and Sciences	RA Arif Keçeli	<a href="mailto:akeceli@fatih.edu.tr">akeceli@fatih.edu.tr</a>	A-122
Faculty of Economics and Administrative Sciences	RA Harun Yüksel	<a href="mailto:hyuksel@fatih.edu.tr">hyuksel@fatih.edu.tr</a>	FA-407
İstanbul Vocational School	Lecturer Vildan Fındık	<a href="mailto:vfindik@fatih.edu.tr">vfindik@fatih.edu.tr</a>	B-124
Ankara Vocational School	Lecturer Edip Şenyürek	<a href="mailto:esenyurek@fatih.edu.tr">esenyurek@fatih.edu.tr</a>	B-109

\*\*\*