ÇANKAYA UNIVERSITY
Faculty of Economics and Administrative Sciences
Course Definition Form

Part I. Basic Course Information

Department Name	ECONOMICS					Dept. Numeric Code	3	1
Course Code	E C O N 1 0 7	**Number of Weekly Lecture Hours**	1	**Number of Weekly Lab/Tutorial Hours**	2	**Number of Credit Hours**	2	
Course Web Site	http:// econ107.cankaya.edu.tr					**ECTS Credit**	0	5

Course Name and Other Course Information *This information will appear in the printed catalogs and on the web online catalog.*	
English Name	Computer Applications in Social Sciences
Turkish Name	Sosyal Bilimlerde Bilgisayar Uygulamaları
Mode of Delivery	Face to face
Language of Instruction	English

Course Description
Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog.
Maximum 60 words.

Computer hardware and software, Computer and Information System, Windows Operating System, Microsoft Word, Excel, PowerPoint, Internet browsing, Introduction to Statistical Package for Social Scientists (SPSS), Data handling in SPSS, and Data Tables and Charts.

Prerequisites (if any) *Give course codes and check all that are applicable.*	1st	2nd	3rd	4th
	☐ Consent of the Instructor	☐ Senior Standing	☐ Give others, if an	
Co-requisites (if any)	1st	2nd	3rd	4th
Course Type *Check all that are applicable*	☒ Must course for dept. for other dept.(s)	☒ Must course for other dept.(s)	☐ Elective course for dept.	☐ Elective course

Part II. Detailed Course Information

Course Objectives
Maximum 100 words.

Introduces the basic features of Windows operating system and frequently used programs under Windows environments, including SPSS.

Learning Outcomes
Explain the learning outcomes of the course. Maximum 10 items.

By the end of this course, students should be learn:
- PC hardware components
- Information System
- MS Office Tools
- Basics of SPSS
- Exploratory Data Analysis

Textbook(s)
List the textbook(s), if any, and other related main course material.

Author(s)	Title	Publisher	Publication Year	ISBN
Katherine Murray	Microsoft Office 2010 Plain & Simple	Microsoft Press	2010	978-0735626973
Lee A. Kirkpatrick, Brooke C. Feeney	A Simple Guide to SPSS	Wadsworth Publishing	2010	978-0840031884

Reference Books
List, if any, other reference books to be used as supplementary material.

Author(s)	Title	Publisher	Publication Year	ISBN

Teaching Policy
Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)

Theory: 2 lectures per week
Applications: 1 lectures per week

Laboratory/Studio Work
Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.

Computer Usage
Briefly describe the computer usage and the hardware/software requirements for the course.

Use of Microsoft WORD, EXCEL, PowerPoint, Explorer and SPSS (Statistical Package for Social Scientists) is required.

Course Outline
List the weekly topics to be covered.

Week	Topic(s)
1	Introduction to Computers
2	Introduction to Information Systems
3	Windows Operating System
4	Word Processing
5	Spreadsheets and MS Excel
6	Basics of MS PowerPoint
7	Midterm Exam
8	Data Collection and Types of variables in Social Sciences
9	Introduction to SPSS
10	Tables and Charts for Categorical Data
11	Organizing Numerical Data
12	Tables and Charts for Numerical Data
13	Cross Tabulations
14	Exploratory Data Analysis

Grading Policy
List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.

Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Mid Term Exam	1	30%						
Final Exam	1	40%						
Assignment	5	30%						

ECTS Workload
List all the activities considered under the ECTS.

Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures (*weekly basis*)	14	1	14
Attending Labs/Recitations (*weekly basis*)	14	2	28
Compilation and finalization of course/lecture notes (*weekly basis*)	14	1	14
Collection and selection of relevant material (*once*)	1	2	2
Self study of relevant material (*weekly basis*)	14	2	28
Take-home assignments	5	5	25
Preparation for quizzes	-	-	-
Preparation for mid-term exams (*including the duration of the exams*)	1	6	6
Preparation of term paper/case-study report (*including oral presentation*)	-	-	-
Preparation of term project/field study report (*including oral presentation*)	-	-	-
Preparation for final exam (*including the duration of the exam*)	1	8	8
TOTAL WORKLOAD **/** 25			125/25
ECTS Credit			**5**

Program Qualifications vs. Learning Outcomes *Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.*

No	Program Qualifications	Contribution				
		0	1	2	3	4
1	To know the fundamental concepts in economics and associated social sciences, and relate these concepts to each other.					x
2	To know the quantitative and qualitative methods and computer skills necessary for testing hypotheses derived from economic theories for the purpose of contributing towards the solution of economic problems.				x	
3	To acquire the necessary knowledge for gathering and processing data, and for building up the scientific research capacity to guide economic policy.				x	
4	To specialize in some of the sub-disciplines of economics, and to gain interdisciplinary analytical skills by making connections between those sub-disciplines and other social sciences.	x				
5	To have the ability to question, interpret, and analyze the findings of economic studies.				x	
6	To develop the ability to present in writing as a report and verbally as a presentation the knowledge acquired through education.	x				
7	To be able to work in teams, and when necessary to rise up to the challenge individually.		x			
8	To gain life-long learning and critical-thinking skills.			x		
9	To be able to assess one's need for advanced study and to make plans accordingly by using the critical and analytical thinking skills gained during undergraduate studies.		x			
10	To gain the ability to use a language at least at the Level B1 of the European Language Portfolio to follow economic news and developments, and to communicate with colleagues.		x			
11	To maintain scientific, social, and ethical standards when collecting, interpreting, and disseminating economic information, and in application of economic ideas.					x
12	To be conscious of social and environmental needs.				x	
13	To develop an open-minded attitude towards new ideas and developments.					x
14	To relate the knowledge gained through education to the cultural and historical characteristics of the society.	x				

Scale for contribution to a qualification: **0**-none, **1**-little, **2**-moderate, **3**-considerable, **4**-highest