|      | INFORM  | ATION   | I TECHNOLOGIES   |  |  |  |  |  |
|------|---|---|--|--|--|--|--|--|
| 1    | Course Title:   | INFORM  | MATION TECHNOLOGIES  |  |  |  |  |  |
| 2    | Course Code:  | GK-107  |  |  |  |  |  |  |
| 3    | Type of Course:   | Compuls   | sory   |  |  |  |  |  |
| 4    | Level of Course:  | First Cyc   | cle  |  |  |  |  |  |
| 5    | Year of Study:  | 1   |  |  |  |  |  |  |
| 6    | Semester:   | 1   |  |  |  |  |  |  |
| 7    | ECTS Credits Allocated:                                 | 5.00  |  |  |  |  |  |  |
| 8    | Theoretical (hour/week):                                | 3.00  |  |  |  |  |  |  |
| 9    | Practice (hour/week):                                   | 0.00  |  |  |  |  |  |  |
| 10   | Laboratory (hour/week):                                 | 0   |  |  |  |  |  |  |
| 11   | Prerequisites:  |   |  |  |  |  |  |  |
| 12   | Language:   | Turkish   |  |  |  |  |  |  |
| 13   | Mode of Delivery:                                       | Face to   | face   |  |  |  |  |  |
| 14   | Course Coordinator:                                     | Öğr. Göı  | r. MUSTAFA BALAY   |  |  |  |  |  |
| 15   | Course Lecturers:                                       | Öğr. Göı  | r. Mustafa BALAY   |  |  |  |  |  |
| 16   | Contact information of the Course Coordinator:          | 2755027   | uludag.edu.tr;<br>7,<br>akültesi BÖTE Bölümü No:409 BURSA  |  |  |  |  |  |
| 17   | Website:  |   |  |  |  |  |  |  |
| 18   | Objective of the Course:                                | To spread the use of information technologies. To increase computer literacy. To gain experience in office programs and Internet usage. |  |  |  |  |  |  |
| 19   | Contribution of the Course to Professional Development: | To be able to make effective use of information technologies in teaching processes.   |  |  |  |  |  |  |
| 20   | Learning Outcomes:                                      |   |  |  |  |  |  |  |
|      |   | 1   | Explain the basic concepts of Information Technologies and computational thinking.   |  |  |  |  |  |
|      |   | 2   | Problem solving concepts and approaches explains   |  |  |  |  |  |
|      |   | 3   | Knows the main components of computer systems (computer logic, hardware and software concepts, operating systems, file management) |  |  |  |  |  |
|      |   | 4   | Uses Microsoft Office Word word processing program effectively   |  |  |  |  |  |
|      |   | 5   | Uses Microsoft Office Excel spreadsheets program effectively   |  |  |  |  |  |
|      |   | 6   | Uses Microsoft Office PowerPoint presentation software effectively   |  |  |  |  |  |
|      |   | 7   | Explain the basic concepts of web design   |  |  |  |  |  |
|      |   | 8   | Explain the applications of using the Internet as an educational tool.   |  |  |  |  |  |
|      |   | 9   | Knows the measures to be taken for computer and internet security  |  |  |  |  |  |
|      | T   | 10  | Knows the ethics of informatics  |  |  |  |  |  |
| 21   | Course Content:   |   |  |  |  |  |  |  |
|      |   | Co  | ourse Content:   |  |  |  |  |  |
| Week | Theoretical   |   | Practice   |  |  |  |  |  |

| 1   | <ul> <li>Information Technologies basic concepts<br/>(data, information, science, technology,<br/>information technology)</li> <li>History of computers<br/>Computer types</li> </ul>  |                                  |   |   |
|---|--|----------------------------------|---|---|
| 2   | <ul><li>Working logic of computers</li><li>Input, transaction, output processes</li><li>Algorithm and flow charts</li></ul>  |                                  |   |   |
| 3   | Computer hardware - Tasks of basic equipment elements - Computer and health - Virus and anti-virus software  |                                  |   |   |
| 4   | <ul> <li>What is the operating system, its types, basic tasks</li> <li>File, folder, select, cut, copy operations</li> <li>Software installation</li> <li>Hardware setup</li> <li>Operating system problems and solutions</li> </ul>   |                                  |   |   |
| 5   | Word program - Interface introduction - Explanation of menus and tabs - Opening, saving, paragraph concept, - Selection, cutting, copying operations   |                                  |   |   |
| 6   | Word program - Basic formatting operations - Adding footer-header, page number - Find, replace operations  |                                  |   |   |
| Activit   | res  | Number                           | Duration (hour)                                       | Total Work<br>Load (hour)   |
| Th  | toAdding and formatting tables   | 4.4                              | 3.00  | 42.00   |
| Ineore  | Toapulity and formatting tables  | 14                               | 3.00  | 42.00   |
|   | loapuling and formatting tables  - Page setup and print management als/Labs  | 0                                | 0.00  | 0.00  |
| Practic   | - Page setup and print management  |                                  |   |   |
| Practic   | als/Labs  Ctycanoprogramation  | 0                                | 0.00  | 0.00  |
| Practic<br>Se <b>8</b> stu  | als/Labs  Ctycanoprogramation  | 0 14                             | 0.00<br>2.00  | 0.00<br>28.00   |
| Practic<br>Se <b>8</b> stu  | L- Page setup and print management als/Labs  Example programation  vorks  File opening, saving, data types   | 0<br>14<br>0                     | 0.00<br>2.00<br>0.00                                  | 0.00<br>28.00<br>0.00   |
| Practice Se <b>8</b> stu Homew Project Field S                                | L- Page setup and print management als/Labs  Example programation  vorks  File opening, saving, data types   | 0<br>14<br>0<br>0                | 0.00<br>2.00<br>0.00<br>0.00                          | 0.00<br>28.00<br>0.00<br>0.00   |
| Practice Se <b>8</b> stu Homew Project Field S Midterr Others                 | Legal Setup and print management als/Labs  Legal Setup and print man | 0<br>14<br>0<br>0<br>0           | 0.00<br>2.00<br>0.00<br>0.00<br>0.00                  | 0.00<br>28.00<br>0.00<br>0.00<br>0.00   |
| Practice Se <b>8</b> stu Homew Project Field S Midterr Others                 | Le Page setup and print management als/Labs  Letter and print manageme | 0<br>14<br>0<br>0<br>0           | 0.00<br>2.00<br>0.00<br>0.00<br>0.00<br>40.00         | 0.00<br>28.00<br>0.00<br>0.00<br>0.00<br>40.00                                    |
| Practice Se <b>8</b> stu Homew Project Field S Midterr Others Final E Total W | L- Page setup and print management als/Labs  Labs  Labs  Labs  Labs  Labs  File opening, saving, data types  tudies  Labs  Lab | 0<br>14<br>0<br>0<br>0<br>0<br>1 | 0.00<br>2.00<br>0.00<br>0.00<br>0.00<br>40.00<br>0.00 | 0.00<br>28.00<br>0.00<br>0.00<br>0.00<br>40.00<br>40.00<br>150.00                 |
| Practice Se <b>8</b> stu Homew Project Field S Midterr Others Final E Total W | Legal Setup and print management als/Labs  Legal Setup and print man | 0<br>14<br>0<br>0<br>0<br>0<br>1 | 0.00<br>2.00<br>0.00<br>0.00<br>0.00<br>40.00<br>0.00 | 0.00<br>28.00<br>0.00<br>0.00<br>0.00<br>40.00<br>40.00                           |
| Practice Se <b>8</b> stu Homew Project Field S Midterr Others Final E Total W | Legal Setup and print management als/Labs  Legal Setup and print management als/Labs  Legal Setup and print management als/Labs  File opening, saving, data types  tudies  Legal Setup and remove and  | 0<br>14<br>0<br>0<br>0<br>0<br>1 | 0.00<br>2.00<br>0.00<br>0.00<br>0.00<br>40.00<br>0.00 | 0.00<br>28.00<br>0.00<br>0.00<br>0.00<br>40.00<br>40.00<br>150.00                 |
| Practice Se <b>8</b> stu Homew Project Field S Midterr Others Final E Total W | Legal Setup and print management als/Labs  Excellegoram and print management als/Labs  File opening, saving, data types  tudies  Lexcel program and removal filtering  Vork Load  Lexcel program and removal filtering   | 0<br>14<br>0<br>0<br>0<br>0<br>1 | 0.00<br>2.00<br>0.00<br>0.00<br>0.00<br>40.00<br>0.00 | 0.00<br>28.00<br>0.00<br>0.00<br>0.00<br>40.00<br>0.00<br>40.00<br>150.00<br>5.00 |
| Practice Se <b>8</b> stu Homew Project Field S Midterr Others Final E Total W | Legal Setup and print management als/Labs  Legal Setup and print management als/Labs  Legal Setup and print management als/Labs  Legal Setup and print management also are removed and the following and the follo | 0<br>14<br>0<br>0<br>0<br>0<br>1 | 0.00<br>2.00<br>0.00<br>0.00<br>0.00<br>40.00<br>0.00 | 0.00<br>28.00<br>0.00<br>0.00<br>0.00<br>40.00<br>0.00<br>40.00<br>150.00<br>5.00 |

| 14 - What is internet, Web page, http, U                    | rl,        |   |  |  |  |  |  |
|---|------------|---|--|--|--|--|--|
| domain name etc Network and data security, Piracy s         | oftware    |   |  |  |  |  |  |
| Hacker  | ortware,   |   |  |  |  |  |  |
| - Use in computer, internet and educ                        |            |   |  |  |  |  |  |
| - Online resources, search engines v                        | veb        |   |  |  |  |  |  |
| pages and publishing  |            |   |  |  |  |  |  |
| 22 Textbooks, References and/or Other                       | ,          | Book:   |  |  |  |  |  |
| Materials:  |            | - Temel Bilgi teknolojileri ve Bilgisayar Kullanımı. Editör.<br>Aysan Şentürk, Ekin yayınevi. |  |  |  |  |  |
|   |            | Online resources:   |  |  |  |  |  |
|   |            | - www.cizgitagem.org  |  |  |  |  |  |
|   |            | - https://yokdersleri.yok.gov.tr/#ders  |  |  |  |  |  |
|   |            | - http://www.khanacademy.org.tr/ - https://www.udemy.com/                                     |  |  |  |  |  |
|   |            | Tittps://www.udcitty.com/   |  |  |  |  |  |
|   |            |   |  |  |  |  |  |
| 23 Assesment  |            |   |  |  |  |  |  |
| TERM LEARNING ACTIVITIES                                    | NUMBE<br>R | WEIGHT  |  |  |  |  |  |
| Midterm Exam  | 1          | 40.00   |  |  |  |  |  |
| Quiz  | 0          | 0.00  |  |  |  |  |  |
| Home work-project   | 0          | 0.00  |  |  |  |  |  |
| Final Exam  | 1          | 60.00   |  |  |  |  |  |
| Total   | 2          | 100.00  |  |  |  |  |  |
| Contribution of Term (Year) Learning Activiti Success Grade | es to      | 40.00   |  |  |  |  |  |
| Contribution of Final Exam to Success Grade                 | Э          | 60.00   |  |  |  |  |  |
| Total   |            | 100.00  |  |  |  |  |  |
| Measurement and Evaluation Techniques Use Course            | sed in the | Multiple choice testing, relative evaluation system evaluation in automation system           |  |  |  |  |  |
|   |            |   |  |  |  |  |  |
| 24 ECTS / WORK LOAD TABLE                                   |            | ,   |  |  |  |  |  |

| 25  |     | CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS |     |     |     |     |     |     |     |          |      |      |          |      |      |      |
|-----|-----|---|-----|-----|-----|-----|-----|-----|-----|----------|------|------|----------|------|------|------|
|     | PQ1 | PQ2   | PQ3 | PQ4 | PQ5 | PQ6 | PQ7 | PQ8 | PQ9 | PQ1<br>0 | PQ11 | PQ12 | PQ1<br>3 | PQ14 | PQ15 | PQ16 |
| ÖK1 | 0   | 2   | 0   | 0   | 2   | 3   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK2 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK3 | 0   | 0   | 2   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK4 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK5 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK6 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK7 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK8 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |
| ÖK9 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0        | 0    | 0    | 0        | 0    | 0    | 0    |

| ÖK10                       | 0 | 0    | 0 | 0 | 0      | 0    | 0 | 0           | 0 | 0 | 0              | 0       | 0     | 0 | 0      | 0 |
|----------------------------|---|------|---|---|--------|------|---|-------------|---|---|----------------|---------|-------|---|--------|---|
| Contrib<br>ution<br>Level: | 1 | very |   | т | ning C | bjec | 1 | s P<br>Medi |   |   | m Qu<br>4 Higl | alifica | tions |   | y High |   |