

INFORMATION TECHNOLOGIES

1	Course Title:	INFORMATION TECHNOLOGIES	
2	Course Code:	GZK0001	
3	Type of Course:	Compulsory	
4	Level of Course:	First Cycle	
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. Gör. MUSTAFA BALAY	
15	Course Lecturers:	Mustafa BALAY	
16	Contact information of the Course Coordinator:	balay@uludag.edu.tr; 2755027, Eğitim Fakültesi 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	To spread the use of information technologies. To increase computer literacy. To gain experience in office programs and Internet usage
		2	Explain the basic working logic of algorithms and software
		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
		10	Knows the ethics of informatics
21	Course Content:		
		Course Content:	
Week	Theoretical	Practice	

1	- Information Technologies basic concepts (data, information, science, technology, information technology) - History of computers Computer types			
2	- Working logic of computers - Input, transaction, output processes - Algorithm and flow charts			
3	Computer hardware - Tasks of basic equipment elements - Computer and health - Virus and anti-virus software			
4	- What is the operating system, its types, basic tasks - File, folder, select, cut, copy operations - Software installation - Hardware setup Operating system problems and solutions			
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 - Adding pictures and drawings			
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical	Adding and formatting tables - Page setup and print management	14	3.00	42.00
Practicals/Labs		0	0.00	0.00
Self study	Excel program	14	2.00	28.00
Homeworks		0	0.00	0.00
Projects	File opening, saving, data types	0	0.00	0.00
Field Studies		0	0.00	0.00
Midterm exams	Formulas and functions Addition, average, number of arguments,	1	40.00	40.00
Others		0	0.00	0.00
Final Exams	Excel program - Data removal, filtering	1	40.00	40.00
Total Work Load				150.00
Total work load/ 30 hr				5.00
ECTS Credit of the Course				5.00
	- Page layout, print management - Receiving data - Copying and moving between programs			
12	Power Point program - What is the presentation program and what are the types of Presentation programs - Adding slides, page formatting, page transitions, design - Animations, show launch options			
13	Power Point program - Saving types, adding sound - Format, print and save options - Special animation applications			

[illegible]

23	Assesment
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24	ECTS / WORK LOAD TABLE
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LO: Learning Objectives PQ: Program Qualifications					
Contrib ution Level:	1 very low	2 low	3 Medium	4 High	5 Very High