	INFORMATION AND	COM	MUNICATION TECHNOLOGY						
1	Course Title:	INFORM	IATION AND COMMUNICATION TECHNOLOGY						
2	Course Code:	OTPS01	0						
3	Type of Course:	Optional							
4	Level of Course:	Short Cy	rcle						
5	Year of Study:	1							
6	Semester:	1							
7	ECTS Credits Allocated:	3.00							
8	Theoretical (hour/week):	2.00							
9	Practice (hour/week):	0.00							
10	Laboratory (hour/week):	1							
11	Prerequisites:	None							
12	Language:	Turkish							
13	Mode of Delivery:	Face to face							
14	Course Coordinator:	Öğr.Gör. NACİ KANATLAR							
15	Course Lecturers:	Öğr.Göv. Naci KANATLAR							
16	Contact information of the Course Coordinator:	Öğr.Göv. Naci KANATLAR kanatlar@uludag.edu.tr Tel: 0224 2942346							
17	Website:								
18	Objective of the Course:	This course provides students with the skills thatenable them to develop themselves by using possibilities in information technology.							
19	Contribution of the Course to Professional Development:								
20	Learning Outcomes:								
		1	Being able to comprehend information technology concepts and set up relationships between them						
		2	Being able to comprehend hardware and software components and their functions in the computer system in detail						
		3	Being able to arrange and use the basic properties of an information technology system.						
		4	Being able to use internet technologies appropriate to his/her field						
		5	Being able to use word processing software at a level which is efficient for and appropriate to his/her field.						
		6	Being able to use electronic tabling software at a level which is efficient for and appropriate to his/her field.						
		7	Being able to use presentation software at a level which is efficient for and appropriate to his/her field.						
		8							
		9							
		10							
21	Course Content:	Course Content:							
		Co	ourse Content:						
Week	Theoretical		Practice						

1	Introdue Informa and sof system technol	troduction of basic concepts related to formation Technologies, basic hardware ind software components in a computer /stem, objectives of an information chnology system.							Introduction							
2	Using a realizin	ing an Information technology System and alizing its adjustments at the basic level.					The	e use	of an o	peratin	g syster	n.				
3	Internet	ernet technology and its concepts.					Inte ele	ernet s ctronic	canne c mail	r, searc	ch engin	ies and	d the us	se of the		
4	Introduo and pro it.	troduction of a word processing program nd providing basic knowledge about using						Intr pro	Introduction and use of the interface of the word processing program.							
5	Word p	rocessi	ng too	lbars	and co	mmar	nds	Inp	Input tab and its use							
6	Word p	ord processing toolbars and commands					Pa	Page layout, Appearance and References Tab								
7	Word p	ord processing toolbars and commands					The	e use	of the	shape	and dra	wing to	ools in t	the add t	ab.	
8	Repeat	peating courses and midterm exam														
9	Introduo softwar	roduction and use of an electronic tabling ftware					The	e use	of the i	nterfac	e of the	electr	onic ta	bling sof	tware	
10	Toolbaı tabling	oolbars and commands of an eloctronical abling program					Inp	Input tab, Page Layout, Appearance and Add Tabs.								
11	Toolbaı tabling	olbars and commands of an eloctronical ling program					Foi	Formulas tab								
12	Toolbai tabling	olbars and commands of an eloctronical ling program					Formulas tab									
13 Toolbars and commands of an eloctronical					Da	Data tabs and forming graphics										
Activit	es								Numb	er		Dura	tion (hour)	Total V Load (ł	Vork nour)
The retrektbooks, References and/or Other						Cơ	u l rse n	otes of	f the lea	ctulre90ar	nd vari	ous so	ulree Boo	ks		
Practicals/Labs					1	4			2.00			28.00				
Self study and preparation					1	4			2.00			28.00				
Homeworks					1				5.00			5.00				
Midjects Exam 1					300	00			0.00			0.00				
Field Studies					0)			0.00			0.00				
Middlærworkapnsject 1					201	00			5.00			5.00				
Others					0)			0.00			0.00				
Final Exams 3						101	100.00 10.00					10.00				
Total Work Load													90.00			
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ECTS Credit of the Course													3.00			
Total						100.00										
Measur Course	ement a	and Eva	aluatio	n Tecl	hnique	s Use	d in the	÷								
24	ECTS	/ WO	RK L	OAD	TAB	LE										
25		CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS														
	PQ	1 PQ2	PQ3	PQ4	PQ5	PQ6	PQ7 F	PQ8	PQ9	PQ1 0	PQ11	PQ12	PQ1 3	PQ14	PQ15	PQ16
											-					
			LO: L	.earr	l ning C) Dbjec	tives	Р	Q: P	rogra	m Qu	alifica	tions	;		