INFORMATION AND COMMUNICATION TECHNOLOGY

1	Course Title:	INFORMATION AND COMMUNICATION TECHNOLOGY
2	Course Code:	OTPS010
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
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.
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21	Course Content:	

Course Content:	

Week	Theoretical	Practice

1	Introduction of basic concepts related to Information Technologies, basic hardware and software components in a computer system, objectives of an information technology system.	Introduction
2	Using an Information technology System and realizing its adjustments at the basic level.	The use of an operating system.
3	Internet technology and its concepts.	Internet scanner, search engines and the use of the electronic mail
4	Introduction of a word processing program and providing basic knowledge about using it.	Introduction and use of the interface of the word processing program.
5	Word processing toolbars and commands	Input tab and its use
6	Word processing toolbars and commands	Page layout, Appearance and References Tab
7	Word processing toolbars and commands	The use of the shape and drawing tools in the add tab.
8	Repeating courses and midterm exam	
9	Introduction and use of an electronic tabling software	The use of the interface of the electronic tabling software
10	Toolbars and commands of an eloctronical tabling program	Input tab, Page Layout, Appearance and Add Tabs.
11	Toolbars and commands of an eloctronical tabling program	Formulas tab
12	Toolbars and commands of an eloctronical tabling program	Formulas tab
13	Toolbars and commands of an electronical	Data tabs and forming graphics

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	1.00	14.00
Practicals/Labs	14	2.00	28.00
Self study and preperation	14	2.00	28.00
Homeworks	1	5.00	5.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	5.00	5.00
Others	0	0.00	0.00
Final Exams	3	10.00	10.00
Total Work Load			90.00
Total work load/ 30 hr			3.00
ECTS Credit of the Course			3.00

22	Textbooks, References and/or Other Material	Course notes of the lecturer and various source books
23	Assesment	

TERM LEARNING ACTIVITIES	NUMBE	WEIGHT
Mid-term Exam	1	30.000
Home work or project	1	20.100
Total		100.00
Success Grade		
Measurement and Evaluation Techniques Used in the Course		

24	ECTS / WORK LOAD TABLE

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS

	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
LO: Learning Objectives PQ: Program Qualifications																

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High