BASIC INFORMATION TECHNOLOGIES

1	Course Title:	BASIC INFORMATION TECHNOLOGIES
2	Course Code:	TEK1704-Z
3	Type of Course:	Compulsory
4	Level of Course:	First Cycle
5	Year of Study:	1
6	Semester:	2
7	ECTS Credits Allocated:	4.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	2.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr.Gör. MUSTAFA AKSÜYEK
15	Course Lecturers:	
16	Contact information of the Course Coordinator:	E-posta: maksuyek@uludag.edu.tr Uludağ Üniversitesi, Ziraat Fakültesi, Tarım Ekonomisi Bölümü C Blok, K:3 16059 Görükle Yerleşkesi / Bursa 0.224.2941593
17	Website:	
18	Objective of the Course:	Introduce information technology, to provide information about general principles, the operating system, word processing, spreadsheet, presentation etc. programs, such as office applications (MS Word, MS Excel, Power Point etc.) to demonstrate the use and transfer to the importance of the Internet for professional practices.
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	

	1	Basic Information Technology tools, and recognizes the basic concepts and definitions.
	2	Computer hardware and software that recognizes a basic level.
	3	Uses at least one operating system.
	4	Make editing text. Word uses a word processor program.
	5	Organizes numerical data. Uses an electronic spreadsheet program, Excel.
	6	Prepare presentation materials. PowerPoint presentation uses the program.
	7	Personal web site designs, prepares, and publications.
	8	Use learning applications over the Web.
	9	Can communicate over the Internet. Internet tools.
	10	Knows the daily maintenance work on the computer. Will have a basic knowledge about the computer and data security.
21	Course Content:	

Course Content:

Week	Theoretical	Practice

1	Definitions of IT and information technologies.	Information. technology, data, information, ideas, information, material and conceptual tools used in the circulation, the hunter gatherer society, agricultural society, industrial society, information society, the exchange of ideas on the concepts of info highway, etc..
2	Information technology tools (material and conceptual) introduced. History.	Information about the use of technologies, tools, questioning, sharing information about the topic.
3	Lessons, computer hardware and software tools we use to discuss information technology.	Practice-research: Which information technology tool? Notebook? Desktop? Palmtop? Tablet?
4	Introducing the basics of computer operating system program.	Practice-research: Which operating system?
5	Use of operating system, commands. (Windows 7)	Windows setup. Driver installation, the installation of other programs. Removing unwanted program from the computer.
6	Create a new document presentation and its applications-word processing program, select / cut / copy / paste operations, word, line, sentence, paragraph, chapter, and the entire document editing; substance sign (sign) and using the number, page editing, spell check, page viewing options.	Application for writing text.
7	Equation editor, change the language, spell checking, tracking changes. Page, to add section breaks, page numbers, pictures, symbols, footnotes and endnotes, text boxes, drawings, graphics, add headers and footers.	Applications related to the subject.
8	Working with tables (add, convert, format, etc	Applications related to the subject

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	2.00	28.00
Practicals/Labs	14	2.00	28.00
Self study and preperation	8	5.00	40.00
Homeworks	2	6.00	12.00
Projects	1	6.00	6.00
Field Studies	0	0.00	0.00
Midterm Exams	1	1.00	1.00
Others	0	0.00	0.00
Final Exams	1	1.00	1.00
Total Work Load			116.00
Total work load / 30 hr			3.87
ECTS Credit of the Course			4.00

9	applications.	Applications related to the subject
10	Excel Program: Presentation, appearance, spreadsheet, save, different save, page properties, cells, rows and columns, work worksheet, insert, move, copy, name change, getting help, print preview and receive print	Applications related to the subject
11	Excel Program: Format properties (font, color, borders, etc.). And replacement, formatted texts date, etc.)., Automatic formatting, conditional formatting, Formulas work, the addition of functions and their use, getting help functions, data sorting, and of the graphics to change the properties.	Applications related to the subject.
12	Powerpoint Program: Presentation, appearance and privatization, to create a new presentation, save, add slides, delete, move, copy, modify form properties, making the print preview and print output. The slide master using the design template to create, modify existing design templates.	Applications related to the subject.
13	Internet: Internet search engines use to make detailed searches. Personal web site design, preparation and publication given.	Applications related to the subject.
14	Social networks. Use learning applications over the Web. the use of e-mail. Communicate on the Internet. The use of Internet tools.	Applications related to the subject.

22	Textbooks, References and/or Other Materials:	
23	Assesment	

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	15.00
Quiz	6	15.00
Home work-project	2	10.00
Final Exam	1	60.00
Total	10	100.00
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00
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
ÖK1	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK2	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK3	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK4	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK6	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK7	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK8	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK9	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK10	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0

LO: Learning Objectives   PQ: Program Qualifications

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