

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	<ul style="list-style-type: none"> - Information Technologies basic concepts (data, information, science, technology, information technology) - History of computers Computer types 	
2	<ul style="list-style-type: none"> - Working logic of computers - Input, transaction, output processes - Algorithm and flow charts 	
3	<p>Computer hardware</p> <ul style="list-style-type: none"> - Tasks of basic equipment elements - Computer and health - Virus and anti-virus software 	
4	<ul style="list-style-type: none"> - 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	<p>Word program</p> <ul style="list-style-type: none"> - Interface introduction - Explanation of menus and tabs - Opening, saving, paragraph concept, - Selection, cutting, copying operations 	
6	<p>Word program</p> <ul style="list-style-type: none"> - Basic formatting operations - Adding footer-header, page number - Find, replace operations - Adding pictures and drawings 	
7	<p>Word program</p> <ul style="list-style-type: none"> - Add footnotes - Add hyperlinks - Adding and formatting tables - Page setup and print management - Protecting files 	
8	<p>Excel program</p> <ul style="list-style-type: none"> - Interface introduction - Explanation of menus and tabs - File opening, saving, data types 	
9	<p>Excel program</p> <ul style="list-style-type: none"> - Formulas and functions - Addition, average, number of arguments, largest value, smallest value and if functions 	
10	<p>Excel program</p> <ul style="list-style-type: none"> - Data removal, filtering - Graphics and features - Formatting, links between cells 	
11	<p>Excel program</p> <ul style="list-style-type: none"> - Formats - Page layout, print management - Receiving data - Copying and moving between programs 	
12	<p>Power Point program</p> <ul style="list-style-type: none"> - 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	<p>Power Point program</p> <ul style="list-style-type: none"> - Saving types, adding sound - Format, print and save options - Special animation applications 	

ÖK2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK5	1	1	1	1	2	3	1	1	1	1	1	1	1	1	1	1
ÖK6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK9	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
LO: Learning Objectives PQ: Program Qualifications																
Contrib ution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			