## **INFORMATION TECHNOLOGIES**

INFORMATION TECHNOLOGIES										
1	Course Title:	INFORM	IATION TECHNOLOGIES							
2	Course Code:	GZK0001								
3	Type of Course:	Compuls	sory							
4	Level of Course:	First Cyc	cle							
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. Gö	r. 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 inte security									
	10 Knows the ethics of informatics									
21	Course Content:									
		Co	ourse Content:							
Week	Theoretical		k Theoretical Practice							

1	<ul> <li>Information Technologies basic concepts (data, information, science, technology, information technology)</li> <li>History of computers Computer types</li> </ul>			
2	<ul> <li>Working logic of computers</li> <li>Input, transaction, output processes</li> <li>Algorithm and flow charts</li> </ul>			
3	Computer hardware - Tasks of basic equipment elements - Computer and health - Virus and anti-virus software			
4	<ul> <li>What is the operating system, its types, basic tasks</li> <li>File, folder, select, cut, copy operations</li> <li>Software installation</li> <li>Hardware setup</li> <li>Operating system problems and solutions</li> </ul>			
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			
Activit		Number	Duration (hour)	Total Work Load (hour)
Theore	trcadding and formatting tables	14	3.00	42.00
Practic	I- Page setup and print management	0	0.00	0.00
Se <b>8</b> stu	<b>Example program</b> ation	14	2.00	28.00
Homev	vorks	0	0.00	0.00
Project	File opening, saving, data types	0	0.00	0.00
Field S	tudies	0	0.00	0.00
Midterr	Addition, average, number of arguments,	1	40.00	40.00
Others		0	0.00	0.00
Final E	JExcel program Kans - Data removal, filtering	1	40.00	40.00
Total V	Vork Load			150.00
Total w	- Formatung, links between cells			5.00
ECTS	Credit of the Course			5.00
	<ul> <li>Page layout, print management</li> <li>Receiving data</li> <li>Copying and moving between programs</li> </ul>			
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			

14	<ul> <li>What is internet, Web page, http, Url, domain name etc.</li> <li>Network and data security, Piracy software, Hacker</li> <li>Use in computer, internet and education</li> <li>Online resources, search engines web pages and publishing</li> </ul>															
	Textbooks, References and/or Other Materials:								Book: - Temel Bilgi teknolojileri ve Bilgisayar Kullanımı. Editör. Aysan Şentürk, Ekin yayınevi. Online kaynaklar: - www.cizgitagem.org - https://yokdersleri.yok.gov.tr/#ders - http://www.khanacademy.org.tr/ - https://www.udemy.com/							
23	Assesm															
TERML	EARNIN	ACTI	VITIES	)		۲ F	NUMBE R	WE	EIGHT							
Midterr	n Exam					1	1	40	.00							
Quiz						(	)	0.0	00							
	work-proj	ect				(	)	0.0	00							
Final E	xam					1		60	.00							
Total						2	2	10	0.00							
	oution of T ss Grade	Ferm (`	Year)	Learn	ing Act	tivities	s to	40	40.00							
Contrib	oution of F	Final E	xam to	o Suc	cess G	rade		60	60.00							
Total								10	100.00							
Measu Course		nd Eva	aluatio	n Tec	hnique	s Use	ed in th		Multiple choice testing, relative evaluation system evaluation in automation system							
24	ECTS	/ WO	RK L	OAD	) TAB	LE										
25			CON	TRIE	BUTIC	N O			RNING OUTCOMES TO PROGRAMME UALIFICATIONS							
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ1 0	PQ11	PQ12	PQ1 3	PQ14	PQ15	PQ16
ÖK1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
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
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK8			1.											1.4		
ÖK9 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				