	INFORM	ATION	I TECHNOLOGIES					
1	Course Title:	INFORM	ATION TECHNOLOGIES					
2	Course Code:	GZK000	1					
3	Type of Course:	Compuls	sory					
4	Level of Course:	First Cyc	sle					
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 f	ace					
14	Course Coordinator:	Öğr. Gör	. MUSTAFA BALAY					
15	Course Lecturers:	Mustafa	BALAY					
16	Contact information of the Course Coordinator:	2755027	ıludag.edu.tr; ', akültesi 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:		le to make effective use of information technologies in 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:							
10/	Th (' l	Co	purse Content:					
Week	Theoretical		Practice					

1	 Information Technologies basic concepts (data, information, science, technology, information technology) History of computers Computer types 	
2	Working logic of computersInput, transaction, output processesAlgorithm and flow charts	
3	Computer hardware - Tasks of basic equipment elements - Computer and health - Virus and anti-virus software	
4	 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	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 - Adding pictures and drawings	
7	Word program - Add footnotes - Add hyperlinks - Adding and formatting tables - Page setup and print management - Protecting files	
8	Excel program - Interface introduction - Explanation of menus and tabs - File opening, saving, data types	
9	Excel program - Formulas and functions - Addition, average, number of arguments, largest value, smallest value and if functions	
10	Excel program - Data removal, filtering - Graphics and features - Formatting, links between cells	
11	Excel program - Formats - Page layout, print management - Receiving data - Copying and moving between programs	
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	 What is internet, Web page, http, Undomain name etc. Network and data security, Piracy selected. Use in computer, internet and educated. Online resources, search engines we pages and publishing. 	oftware,						
22	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	Assesment							
TERM L	EARNING ACTIVITIES	NUMBE R	WEIGHT					
Midtern	n Exam	1	40.00					
Quiz		0	0.00					
Home \	work-project	0	0.00					
Final E	xam	1	60.00					
Total		2	100.00					
	ution of Term (Year) Learning Activities s Grade	es to	40.00					
Contrib	ution of Final Exam to Success Grade)	60.00					
Total			100.00					
Measui Course		sed in the	Multiple choice testing, relative evaluation system evaluation in automation system					
24	ECTS / WORK LOAD TABLE							

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	3.00	42.00
Practicals/Labs	0	0.00	0.00
Self study and preperation	14	2.00	28.00
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	40.00	40.00
Others	0	0.00	0.00
Final Exams	1	40.00	40.00
Total Work Load			150.00
Total work load/ 30 hr			5.00
ECTS Credit of the Course			5.00

25		CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS														
	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

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
															1	
ÖK7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ÖK5 ÖK6	1	1	1	1	1	3	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
ÖK3	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