INFORMATION TECHNOLOGIES

1	Course Title:	INFORMATION TECHNOLOGIES
2	Course Code:	GK-107
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:	Öğr. Gör. 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	Explain the basic concepts of Information Technologies and computational thinking.
	2	Problem solving concepts and approaches explains
	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

#	Topic
1	- Information Technologies basic concepts (data, information, science, technology, information technology) - History of computers Computer types
2	- Working logic of computers - Input, transaction, output processes - Algorithm 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

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	3.00	42.00
Practicals/Labs	0	0.00	0.00
Self study and preparation	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

Overlapping week entries:

- 7 Adding and formatting tables
- Page setup and print management
- 8 Excel program
- Interface introduction
- 9 - File opening, saving, data types
- Formulas and functions
- Addition, average, number of arguments,
- 10 Excel program
- Data removal, filtering
- Formatting, links between cells
- 11 Excel program

11	- 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, Url, domain name etc. - Network and data security, Piracy software, Hacker - Use in computer, internet and education - Online resources, search engines web pages and publishing	

22	Textbooks, References and/or Other Materials:	Book: - Temel Bilgi teknolojileri ve Bilgisayar Kullanımı. Editör. Aysan Şentürk, Ekin yayınevi. Online resources: - www.cizgitagem.org - https://yokdersleri.yok.gov.tr/#ders - http://www.khanacademy.org.tr/ - https://www.udemy.com/

23	Assesment

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	40.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	60.00
Total	2	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		Multiple choice testing, relative evaluation system evaluation in automation system

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	2	0	0	2	3	0	0	0	0	0	0	0	0	0	0
ÖK2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK3	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ÖK10	0	0	0	0	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