

# BASIC INFORMATION TECHNOLOGIES

<b>1</b>	Course Title:	BASIC INFORMATION TECHNOLOGIES	
<b>2</b>	Course Code:	TEK1704-Z	
<b>3</b>	Type of Course:	Compulsory	
<b>4</b>	Level of Course:	First Cycle	
<b>5</b>	Year of Study:	1	
<b>6</b>	Semester:	2	
<b>7</b>	ECTS Credits Allocated:	4.00	
<b>8</b>	Theoretical (hour/week):	2.00	
<b>9</b>	Practice (hour/week):	2.00	
<b>10</b>	Laboratory (hour/week):	0	
<b>11</b>	Prerequisites:	None	
<b>12</b>	Language:	Turkish	
<b>13</b>	Mode of Delivery:	Face to face	
<b>14</b>	Course Coordinator:	Öğr.Gör. MUSTAFA AKSÜYEK	
<b>15</b>	Course Lecturers:		
<b>16</b>	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	
<b>17</b>	Website:		
<b>18</b>	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.	
<b>19</b>	Contribution of the Course to Professional Development:		
<b>20</b>	Learning Outcomes:		
		<b>1</b>	Basic Information Technology tools, and recognizes the basic concepts and definitions.
		<b>2</b>	Computer hardware and software that recognizes a basic level.
		<b>3</b>	Uses at least one operating system.
		<b>4</b>	Make editing text. Word uses a word processor program.
		<b>5</b>	Organizes numerical data. Uses an electronic spreadsheet program, Excel.
		<b>6</b>	Prepare presentation materials. PowerPoint presentation uses the program.
		<b>7</b>	Personal web site designs, prepares, and publications.
		<b>8</b>	Use learning applications over the Web.
		<b>9</b>	Can communicate over the Internet. Internet tools.
		<b>10</b>	Knows the daily maintenance work on the computer. Will have a basic knowledge about the computer and data security.
<b>21</b>	Course Content:		
		<b>Course Content:</b>	
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. to change the properties.), Making the print preview and print output.	Applications related to the subject.
9	Repeating courses. Questions about applications.	
10	Excel Program: Presentation, appearance and privatization, to create a new spreadsheet, save different save, page properties, cells, rows and columns, work, data entry, edit, move, copy, paste special, worksheet, insert, move, copy, name change, getting help, print preview and receive print outs.	Applications related to the subject.
11	Excel Program: Format properties (font, color, borders, etc.). And replacement, formatted according to the contents of cells (number, text, date, etc.), Automatic formatting, conditional formatting. Formulas work, the arithmetic processing priorities, formulation. The addition of functions and their use, getting help functions, data sorting, and filtering. Graph drawing, chart types and uses 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.



<b>ÖK8</b>	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
<b>ÖK9</b>	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
<b>ÖK10</b>	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
<b>LO: Learning Objectives    PQ: Program Qualifications</b>																
<b>Contribution Level:</b>	<b>1 very low</b>			<b>2 low</b>			<b>3 Medium</b>			<b>4 High</b>			<b>5 Very High</b>			