



Меѓународен Универзитет Визион - International Vision University  
Universiteti Ndërkombëtar Vizion - Uluslararası Vizyon Üniversitesi

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### DERS İZLENESİ (SYLLABUS)

COURSE NAME	COURSE CODE	SEMESTER	COURSE LOAD	ECTS
INFORMATICS	6004	8	180	6

Prerequisite(s)	None
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Course Language	Turkish
Course Type	Elective
Course Level	First Cycle
Course Lecturer	
Course Assistants	
Classroom	
Extra Curricular Office Hours and Location	

Course Objectives	Teacher candidates should have served their computer classes in schools and other teachers and to increase the level of awareness about the need to be able to use ICT in their lessons.
Course Learning Outcomes	<ul style="list-style-type: none"><li>• We know the main components of a computer system</li><li>• You can use Microsoft Office Word program for word processing</li><li>• You can use an advanced program Microsoft Excel</li><li>• You can use the program level Microsoft Office PowerPoint to prepare effective presentations</li><li>• Computer and knows the measures to be taken to Internet security.</li><li>• Know Computer Ethics.</li></ul>
Course Contents	Information Systems and Introduction to Computers in Education, Developing computer, The main components of computer systems, Operating systems, introduction to Utilities, Word processing programs, Spreadsheet program, Computer and Internet Security, Computer and ethics

## WEEKLY SUBJECTS AND RELATED PREPARATION STUDIES

Week	Subjects	Related Preparation
1	The basic components of computer hardware, software	Related Chapters of Course Sources
2	MS word- recognition user interface. recognition Batteries	Related Chapters of Course Sources
3	MS Word Add and Edit menu, shape, graphics, images	Related Chapters of Course Sources
4	MS word- text and paragraph formatting. Using the Find and Replace commands	Related Chapters of Course Sources
5	MS Word (content creation).	Related Chapters of Course Sources
6	MS Excel- recognition user interface, complete the worksheet	Related Chapters of Course Sources
7	Mid-term Exam	Related Chapters of Course Sources
8	Using MS Excel filters shown working data	Related Chapters of Course Sources
9	MS Excel (using tape of formula: Basic Operation)	Related Chapters of Course Sources
10	MS Excel (conditional expressions, you, and, or)	Related Chapters of Course Sources
11	Microsoft Powerpoint- recognize the user interface, work with slide and slide text	Related Chapters of Course Sources
12	Microsoft Powerpoint- slide layout, adding visual elements to slide	Related Chapters of Course Sources
13	Microsoft PowerPoint Spreadsheets, animation, and adding video	Related Chapters of Course Sources
14	Microsoft PowerPoint-effective presentation techniques	Related Chapters of Course Sources
15	Final Exam	Related Chapters of Course Sources

**ECTS / WORKLOAD TABLE**

Presentation / Seminar			
Hours for off-the-classroom study (Pre-study, practice)	14	3	42
Midterm Exam	1	12	12
Final examination	1	14	14
<b>Total Work Load</b>			
<b>ECTS</b>	<b>6</b>		

**GENERAL PRINCIPLE RELATED WITH COURSE**

Dear students,

You need to be included in the flow, please follow the course of learning and using that to achieve our success you deserve, you need to practice every day on topics that are covered by the course. It takes practice reading basic and auxiliary literature that is strictly recommended. You should visit classes course I need to make an effort to visit all the professors' lectures. Your activity on the session will be assessed by your professors and the Battle active participant in the discussions that will take place during the time. Students visiting lectures for all at the end if an additional 15 points.

**SOURCES**

<b>COMPULSORY LITERATURE</b>		
<b>No</b>	<b>Name of the book</b>	<b>Author's Name, Publishing house, Publication Year</b>
<b>1</b>	Bilişim Teknolojileri	Hüseyin Uzunboylu Pegem Akademi Yayıncılık
<b>2</b>	Microsoft Word 2010, Microsoft Excel 2010, Microsoft Power Point 2010	Step by Step
<b>3</b>		

<b>ADDITIONAL LITERATURE</b>		
<b>No</b>	<b>Name of the book</b>	<b>Author's Name, Publishing house, Publication Year</b>
<b>1</b>	Bilişim Teknolojileri Öğretiminde Sosyo-Psikolojik Değişkenler	Maya Akademi Doç. Dr. Deniz Deryakulu
<b>2</b>	Information Technology Research	Crisis Management
<b>3</b>		

## EVALUATION SYSTEM

Underlying the Assessment Studies	NUMBER	PERCENTAGE OF GRADE
Attendance/Participation	14	% 15
Project / Event	1	% 15
Mid-Term Exam	1	%35
Final Exam	1	%35
<b>TOTAL</b>	<b>14</b>	<b>%100</b>

## ETHICAL CODE OF THE UNIVERSITY

In case students are cheating on exams or preparation the same, it is not making reference to the source to be used in studies, as for example in assignments, projects and presentation (plagiarism), in accordance with legislations by Ministry of Education and Science of the Republic of Macedonia and International Vision University, apply relevant disciplinary rules. International Vision University students are expected never attempts in this kind of behavior.