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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Office Programs and Keyboard Techniques** |  | one | 1+2 | 3 | 3 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Compulsory |
| Course Coordinator |   |
| Instructor |   |
| Course Assistants |   |
| The aim of lesson | With this course, it is aimed that students can use Microsoft Office programs effectively and learn how to use the 10 Finger F Keyboard correctly. |
| Course Learning Outcomes | At the end of this course, the student;1. Student recognizes MS Word program.
2. The student knows how to write on the computer with the help of a word processor.
3. Student recognizes MS Excel program.
4. The student knows how to perform simple calculations and formulas with the help of spreadsheets.
5. Will be able to explain general information about keyboard techniques.
6. Describes the keyboard, explains how to type without looking with ten fingers.
 |
| Course Content | Basic Computer Concepts, Windows Operating System, Word Processor MS Word, Operations Table MS Excel, Learning to Use Keyboard and Gaining Keyboard Habits, Preparing Business Letters in Compliance with Standards, Organizing Inter-institutional Correspondence |
| **Weeks** | **Topics** |
| one | Basic Computer Concepts |
| 2 | Windows Operating System |
| 3 | Word Processor MS Word |
| 4 | Word Processor MS Word |
| 5 | Word Processor MS Word |
| 6 | Process Table MS Excel |
| 7 | Process Table MS Excel |
| 8 | Learning to Use the Keyboard and Gaining a Keyboard Habit |
| 9 | Learning to Use the Keyboard and Gaining a Keyboard Habit |
| 10 | Learning to Use the Keyboard and Gaining a Keyboard Habit |
| 11th | Learning to Use the Keyboard and Gaining a Keyboard Habit |
| 12 | Learning to Use the Keyboard and Gaining a Keyboard Habit |
| 13 | Preparing Business Letters in Compliance with Standards |
| 14 | Editing Interinstitutional Correspondence |

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| **General Competencies** |
| Students are expected to understand the main topics of this course and use it in their fields and applications. |
| **resources** |
| BAL, Hasan Cebi, 2000, Computer and Internet from Beginner to Advanced, Akademi Publishing HouseSuer, C. (2008). Keyboard Techniques,Istanbul: Undergraduate PublishingÜnlü, A. , I Learn 10 Fingers in *26* Hours, Yelken Yayınları |
| **Evaluation System** |
| It is stated in the syllabus at the beginning of the semester. |

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| **WITH PROGRAM LEARNING OUTCOMES****COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **LO1** | - | 5 | 3 | - | 3 | - | - | - | 4 | - | - | - |
| **LO2** | - | 5 | 3 | - | 3 | - | - | - | 4 | - | - | - |
| **LO3** | - | 5 | 3 | - | 3 | - | - | - | 4 | - | - | - |
| **LO4** | - | 5 | 3 | - | 3 | - | - | - | 4 | - | - | - |
| **LO5** | - | 5 | 3 | - | 3 | - | - | - | 4 | - | - | - |
| **LO6** | - | 5 | 3 | - | 3 | - | - | - | 4 | - | - | - |
| **REVENGE: Learning Outputs OP: Program Outputs** |
| **Contribution****level** | **1 Very Low** | **2 Low** | **3 Medium** | **4 High** | **5 Very High** |

Relation of Program Outcomes and Related Course

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **Office Programs and Keyboard Techniques** | - | 2 | 3 | - | 3 | - | - | - | 4 | - | - | - |

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