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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Computer and Office Programs** |  | 1 | 1+1 | 1.5 | 2 |
| 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 will gain the skills of creating and editing files, creating and editing calculation tables, preparing and editing presentations using Office programs, as well as learning Information and Communication Technologies at a basic level.The content of the course has been shaped in order to enable the individual to acquire basic information technology skills, communicate on the internet, introduce and explain himself, and use Microsoft Office (Word, Excel, Powerpoint) software. |
| Course Learning Outcomes | This lesson finally student ;1-In this course, the student learns to use a computer.2-Can use Word, Excel and Power Point Programs.3-Can create a web page.4 Effectively uses basic word processing, spreadsheet and data presentation programs. |
| Course Content | Computer hardware, motherboard, bios, video card, sound card, office applications common features, ms word – add graphics, header, footer, page number, reference and objects, ms word – track changes, create equations, add controls, ms word – styles, table of contents and bibliography creation, mail merge, ms excel-cells, rows and columns, ms excel-data manipulation and editing, ms excel-data calculation with formulas, ms excel-table and graph creation, ms power point- working with slides, adding, editing, removing, ms power point- adding animation to texts, ms power point- preparing presentation design ms power point-timing rehearsal, slide master, adding explanation ms power point- preparing presentation, ms power point-timing rehearsal, master slide, annotation, ms power point - presentation preparation. |
| **Weeks** | **Topics** |
| 1 | Computer Hardware, Motherboard, bios, Video Card, Sound Card |
| 2 | Office applications common features |
| 3 | MS Word – Adding graphics, headers, footers, page numbers, references and objects |
| 4 | MS Word – Track changes, Create equation, Add control |
| 5 | MS Word – Styles, Table of Contents and bibliography creation, Mail Merge |
| 6 | MS Excel-Cells, Rows and Columns |
| 7 | MS Excel-Data Processing and Editing |
| 8 | MS Excel-Data Calculation with Formulas |
| 9 | MS Excel-Creating Tables and Charts |
| 10 | MS Power Point - Working with slides, adding, editing, removing |
| 11 | MS Power Point - Adding Animation to Texts |
| 12 | MS Power Point- Preparing Presentation Design MS Power Point- Timing rehearsal, Slide Master, Adding Commentary MS Power Point- Preparing Presentation |
| 13 | MS Power Point-Timing rehearsal, Slide Master, Annotate |
| 14 | MS Power Point-Preparing Presentations |

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| **General Competencies** |
| from students this your lesson mother their subjects their understanding and fields with in applications their use expected . |
| **resources** |
| Büyükçapar, O. (2018). *Information technologies and software* . Ankara, Kodlab Broadcast Distribution.Isciturk, B, G. (2017). *Login to computer* . Ankara, Pegem Publishing. |
| **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** |
| **LO1** | 5 | - | - | - | - | - | 1 | 1 | - | - |
| **LO2** | 5 | - | - | - | - | - | 1 | 1 | - | - |
| **LO3** | 5 | - | - | - | - | - | 1 | 1 | - | - |
| **LO4** | 5 | - | - | - | - | - | 1 | - | - | - |
| **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** |
| Computer and Office Programs | 5 | - | - | - | - | - | 1 | 1 | - | - |

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