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| **Name of the Course** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Office Programs** |  | 3 | 2+2 | 3 | 4 |
|  Prerequisite Courses |  |
| Language of the Courses | Turkish |
| Category of the Course | Compulsory |
| Coordinator of the Course |   |
| Lecturer |   |
| Asistants of the Course |   |
| Objective of the Course | Main objective of the course; students gain basic computer skills and use them in daily and business life. |
| Learning Outputs of the Course | At the end of the course student ;1. Can text on computer file2. Can do text file operations.3. Can prepare professional writings on the computer. 4. Can create mathematical and logical files |
| Content of the Course | This course includes the historical development and basic concepts of the computer, the structure and functioning of the computer, the operating system, Microsoft Word, Excel, Powerpoint, preparing a CV, writing a petition, writing official articles, posting official articles, creating table graphics, making calculations in tables. |
| **Weeks** | **Subjects** |
| 1 | Historical development of computer and basic concepts |
| 2 | Structure and functioning of the computer |
| 3 | Computer operating system |
| 4 | Word process programs and Microsoft Word |
| 5 | Word process programs and Microsoft Word |
| 6 | Digital operations , table-chart and Microsoft Excel |
| 7 | Digital operations , table-chart and Microsoft Excel |
| 8 | Presentation programs and Microsoft Powerpoint |
| 9 | Presentation programs and Microsoft Powerpoint |
| 10 | Resume to prepare |
| 11 | Petition to write |
| 12 | Formal Writing  |
| 13 | Mailling formal writings |
| 14 | Create table and graphic , making calculations on tables |

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| **Competencies** |
| Students are expected to understand the main topics of this course and use it in their fields and applications. |
| **References** |
| Uzunboyunlu , H. (2011). *Informatics Technologies* , Pegem Academy Publisher .  |
| **Assessment System** |
| It is stated in the syllabus at the beginning of the semester. |

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| **Learning Outcomes of the Program and Course Matrix Chart** |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **LO1** | 1 | 1 | 1 | 5 | 1 | - | - | - | - | - | 5 | 5 |
| **LO2** | 1 | 1 | 1 | 5 | 1 | - | - | - | - | - | 5 | 5 |
| **LO3** | 1 | 1 | 1 | 5 | 1 | - | - | - | - | - | 5 | 5 |
| **LO4** | 1 | 1 | 1 | 5 | 1 | - | - | - | - | - | 5 | 5 |
| **LO: Learning Outcomes PO: Program Outcomes** |
| **Contribution****Level** | **1 Very Low** | **2 Low** | **3 Intermediate** | **4 High** | **5 Very High** |

Relevance of Program Outcomes and Course

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| Office Programs | 1 | 1 | 1 | 5 | 1 | - | - | - | - | - | 5 | 5 |

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