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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 file  2. 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 | | | | | |  |  | | --- | | **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. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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 | |