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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Office Programs and Keyboard Techniques** |  | one | 2+0 | 2 | 3 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Optional |
| Course Coordinator |   |
| Instructor |  |
| Course Assistants |  |
| The aim of lesson | It is to enable students to use computers and internet services and technologies more effectively by giving basic computer training such as document preparation, preparing tables, preparing presentations, and using the internet. |
| Course Learning Outcomes | At the end of this course, the student;1. Recognizes the computer in general and explains its working principle.2.Uses the computer with the Windows operating system at a basic level.3. Learns Microsoft Word and Excel package programs.4. Learns Microsoft PowerPoint package program.5. Accesses the desired information through internet browsers. |
| Course Content | Microsoft office programs, internet search engines, web browsers, social media |
| **Weeks** | **Topics** |
| one | Basic knowledge |
| 2 | Computer Hardware Components |
| 3 | Computer Software Components |
| 4 | Roles of Operating System and Microsoft Operating System |
| 5 | Microsoft Word: Word Processors, Character, Word, and Paragraph Editing |
| 6 | Microsoft Word: Page and Document Editing Operations |
| 7 | Microsoft Excel: Creating and Editing Tables |
| 8 | Microsoft Excel: Formulas, Functions, Charts |
| 9 | Microsoft Powerpoint: Landing Page and Its Essentials |
| 10 | Microsoft Powerpoint: Creating a Presentation |
| 11th | Steps of Effective Presentation: Preparation, Transfer, Closing |
| 12 | Preparing and Presenting Presentations |
| 13 | Internet Technologies: Web Browsers, Search Engines and Social Media |
| 14 | Internet Technologies: Portable Technologies |

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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** |
| Tosun, G, et al. (2006). *Information and communication technologies and their reflections* , Istanbul: Nobel Publications. |
| **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** |
| **LO1** | - | - | 3 | - | 5 | 3 | - | - | - | 5 | 2 |
| **LO2** | - | - | 3 | - | 5 | 3 | - | - | - | 5 | 2 |
| **LO3** | - | - | 3 | - | 5 | 3 | - | - | - | 5 | 2 |
| **LO4** | - | - | 3 | -- | 5 | 3 | - | - | - | 5 | 2 |
| **LO5** | - | - | 3 |  | 5 | 3 | - | - | - | 5 | 2 |
| **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** |
| Office Prog and Keyboard Tek. | - | - | 3 | 4 | 5 | 3 | - | - | - | 5 | 2 |

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