|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
|  **Computer Office Programs** |  | 2 | 2+2 | 3 | 4 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Compulsory |
| Course Coordinator |   |
| Instructor |  |
| Course Assistants |  |
| The aim of lesson | To have basic knowledge about marketing with theoretical and applied knowledge |
| Course Learning Outcomes | At the end of this course, the student;1. Knows and applies basic information technologies related to the field
 |
| Course Content | Basic office programs |
| **Weeks** | **Topics** |
| 1 | Microsoft Word Applications |
| 2 | Microsoft Word Applications |
| 3 | Microsoft Word Applications |
| 4 | Microsoft Word Applications |
| 5 | Microsoft Word Applications |
| 6 | Microsoft Excel Applications |
| 7 | Microsoft Excel Applications |
| 8 | Microsoft Excel Applications |
| 9 | Microsoft Excel Applications |
| 10 | Microsoft Excel Applications |
| 11 | Microsoft Excel Applications |
| 12 | Microsoft Powerpoint Applications |
| 13 | Microsoft Powerpoint Applications |
| 14 | Microsoft Powerpoint Applications |

|  |
| --- |
| **General Competencies** |
| Students are expected to understand the main topics of this course and use it in their fields and applications. |
| **resources** |
| Microsoft Word Lecture Notes-Duzce University Open Access |
| **Evaluation System** |
| It is stated in the syllabus at the beginning of the semester. |

|  |
| --- |
| **WITH PROGRAM LEARNING OUTCOMES****COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **LO1** | 5 | - | - | - | - | 5 | - | - | - | - |
| **LO: Learning Outcomes OP: Program Outcomes** |
| **Contribution Level** | **1 Very Low** | **2 Low** | **3 Medium** | **4 High** | **5 Very High** |

Relation of Program Outcomes and Related Course

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| Computer Office Programs | 5 | - | - | - | - | 5 | - | - | - | - |

 |