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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Bilgisayar ve Ofis Programları** | |  | 1 | 1+1 | 1,5 | 2 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrencilerin, Bilgi ve iletişim Teknolojilerini temel düzeyde öğrenmelerinin yanı sıra Office programlarını kullanarak dosya oluşturma ve düzenleme, hesaplama tabloları oluşturma ve düzenleme, sunum hazırlama ve düzenleme becerilerini kazanmaları amaçlanmaktadır.  Bireyin temel bilgi teknolojileri becerilerini edinebilmesi, internet ortamında iletişim kurabilmesi, kendini tanıtıp anlatabilmesi ve Microsoft Office (Word, Excel, Powerpoint) yazılımlarını kullanılabilmesi amaçlanarak dersin içeriği şekillendirilmiştir. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1-Bu derste öğrenci bilgisayar kullanmayı öğrenir.  2-Word, Excel ve Power Point Programlarını kullanabilir.  3-Web sayfası oluşturabilir.  4 Temel kelime işlemci, elektronik tablolama ve veri sunumu programlarını etkin kullanır. | | | | | | | Dersin İçeriği | Bilgisayar donanım, anakart, bios, ekran kartı, ses kartı, ofis uygulamaları ortak özellikleri, ms word –grafik, üst bilgi, alt bilgi, sayfa numarası, başvuru ve nesneler eklemek, ms word – değişiklikleri izle, denklem oluşturma, denetim eklemek, ms word – stiller, içindekiler tablosu ve kaynakça oluşturma, adres mektup birleştirme, ms excel-hücreler, satırlar ve sütunlar, ms excel-veri işleme ve düzenleme, ms excel-formüllerle veri hesaplama, ms excel-tablo ve grafik oluşturma, ms power point- slaytlarla çalışma, ekleme, düzenleme, çıkarma, ms power point- yazılara animasyon ekleme, ms power point- sunum tasarımı hazırlama ms power point-zamanlama provası, asıl slayt, açıklama ekleme ms power point- sunum hazırlama, ms power point-zamanlama provası, asıl slayt, açıklama ekleme, ms power point- sunum hazırlama. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Bilgisayar Donanım, Anakart, bios, Ekran KArtı, Ses Kartı | | | | | | | 2 | Ofis uygulamaları ortak özellikleri | | | | | | | 3 | MS Word –Grafik, üst bilgi, alt bilgi, sayfa numarası, başvuru ve nesneler eklemek | | | | | | | 4 | MS Word – Değişiklikleri izle, Denklem oluşturma, Denetim eklemek | | | | | | | 5 | MS Word – Stiller, İçindekiler tablosu ve kaynakça oluşturma, Adres Mektup Birleştirme | | | | | | | 6 | MS Excel-Hücreler, Satırlar ve Sütunlar | | | | | | | 7 | MS Excel-Veri İşleme ve Düzenleme | | | | | | | 8 | MS Excel-Formüllerle Veri Hesaplama | | | | | | | 9 | MS Excel-Tablo ve Grafik Oluşturma | | | | | | | 10 | MS Power Point- Slaytlarla çalışma, ekleme, düzenleme, çıkarma | | | | | | | 11 | MS Power Point- Yazılara Animasyon ekleme | | | | | | | 12 | MS Power Point- Sunum Tasarımı hazırlama MS Power Point-Zamanlama provası, Asıl Slayt, Açıklama ekleme MS Power Point- Sunum Hazırlama | | | | | | | 13 | MS Power Point-Zamanlama provası, Asıl Slayt, Açıklama ekleme | | | | | | | 14 | MS Power Point- Sunum Hazırlama | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Büyükçapar, O. (2018). *Bilişim teknolojileri ve yazılım*. Ankara, Kodlab Yayın Dağıtım.  İşçitürk, B, G. ( 2017). *Bilgisayara giriş*. Ankara, Pegem Yayıncılık. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | | **ÖÇ1** | 5 | | - | - | | - | - | | - | 1 | | 1 | - | | - | | **ÖÇ2** | 5 | | - | - | | - | - | | - | 1 | | 1 | - | | - | | **ÖÇ3** | 5 | | - | - | | - | - | | - | 1 | | 1 | - | | - | | **ÖÇ4** | 5 | | - | - | | - | - | | - | 1 | | - | - | | - | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | | **Bilgisayar ve Ofis Programları** | 5 | - | - | - | - | - | 1 | 1 | - | - | |