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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Ofis Programları ve Klavye Teknikleri** | |  | 1 | 2+0 | 2 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Alan seçmeli | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrencilerin Microsoft Office programlarını etkin bir şekilde kullanması ve doğru bir şekilde 10 Parmak F Klavye kullanımını öğrenmesi amaçlanmaktadır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;   1. MS Word programını tanır. 2. Bilgisayarda kelime işlemci yardımıyla yazı yazmayı bilir. 3. MS Excel programını tanır. 4. Elektronik tablo yardımı ile basit hesaplamalar ve formülle işlem yapmayı bilir. 5. Klavye tekniklerine ilişkin genel bilgileri açıklar. 6. Klavyeyi tanımlar, on parmakla bakmadan nasıl yazılabileceğini açıklar. | | | | | | | Dersin İçeriği | Bu ders; belge hazırlayıp biçimlendirme, belge denetim yazımlarını kullanma, klavye hızlı erişim fonksiyonları tanımlama, özgeçmiş hazırlama, dilekçe yazma, resmi yazı yazma, resmi yazıları postalama, tablo ve grafik oluşturma, tablolarda hesaplama yapma, klavye tuşlarının fonksiyonları, harf tuşlarını kullanma, metin yazma, hız uygulamaları, yabancı dilde yazı yazma, el yazısı ve düzeltilmiş yazılar, farklı bilgisayar yazılımlarını kullanma konularını içerir. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Temel bilgisayar kavramları | | | | | | | 2 | Windows İşletim Sistemi | | | | | | | 3 | Kelime İşlemci MS Word | | | | | | | 4 | Kelime İşlemci MS Word | | | | | | | 5 | Kelime İşlemci MS Word | | | | | | | 6 | İşlem Tablosu MS Excel | | | | | | | 7 | İşlem Tablosu MS Excel | | | | | | | 8 | Klavye kullanımını öğrenme ve klavye alışkanlığı kazanma | | | | | | | 9 | Klavye kullanımını öğrenme ve klavye alışkanlığı kazanma | | | | | | | 10 | Klavye kullanımını öğrenme ve klavye alışkanlığı kazanma | | | | | | | 11 | Klavye kullanımını öğrenme ve klavye alışkanlığı kazanma | | | | | | | 12 | Klavye kullanımını öğrenme ve klavye alışkanlığı kazanma | | | | | | | 13 | İş yazılarını standartlara uygun biçimde hazırlama | | | | | | | 14 | Kurumlar arası Yazışmaları Düzenleme | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Süer, C. (2008). *Klavye Teknikleri.* Lisans Yayıncılık. İstanbul.  Ünlü, A. (2005). *26 Saatte 10 Parmak Öğreniyorum*. Yelken Yayınları. | | **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** | 3 | | - | - | | 2 | - | | 5 | - | | - | - | | - | | **ÖÇ2** | 3 | | - | - | | 2 | - | | 5 | - | | - | - | | - | | **ÖÇ3** | 3 | | - | - | | 2 | - | | 5 | - | | - | - | | - | | **ÖÇ4** | 2 | | - | - | | 2 | - | | 5 | - | | - | - | | - | | **ÖÇ5** | 3 | | - | - | | 2 | - | | 5 | - | | - | - | | - | | **ÖÇ6** | 4 | | - | - | | 2 | - | | 5 | - | | - | - | | - | | **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** | | Ofis Programları ve Klavye Teknikleri | 3 | - | - | 2 | - | 5 | - | - | - | - | |