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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Ofis Programları ve Klavye Teknikleri** | |  | 1 | 1+4 | 3 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrencilerin Microsoft Office programlarını etkin bir şekilde kullanabilmesi ve doğru bir şekilde, 10 Parmak F Klavye kullanımını öğrenmesi amaçlanmaktadır. | | | | | | | Dersin Öğrenme Çıktıları | Bu Dersin Sonunda Öğrenci;   1. Öğrenci MS Word programını tanır. 2. Öğrenci bilgisayarda kelime işlemci yardımıyla yazı yazmayı bilir. 3. Öğrenci MS Excel programını tanır. 4. Öğrenci elektronik tablo yardımı ile basit hesaplamalar ve formülle işlem yapmayı bilir. 5. Klavye tekniklerine ilişkin genel bilgileri açıklayabilecektir. 6. Klavyeyi tanımlar, on parmakla bakmadan nasıl yazılabileceğini açıklar. | | | | | | | Dersin İçeriği | Temel bilgisayar kavramları, Windows işletim sistemi, kelime işlemci MS Word, işlem tablosu MS Excel, klavye kullanımını öğrenme ve klavye alışkanlığı kazanma, iş yazılarını standartlara uygun biçimde hazırlama, kurumlararası yazışmaları düzenleme | | | | | | | **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 | Kurumlararası Yazışmaları Düzenleme | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Bal, Hasan Çebi, 2000, Başlangıçtan İleri Seviyeye Bilgisayar ve İnternet, Akademi Yayınevi  Süer,C. (2008).Klavye Teknikleri,İstanbul: Lisans Yayıncılık  Ünlü, A. ,*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** | **PÇ11** | | **ÖÇ1** | - | | 5 | 3 | | - | 3 | | - | - | | - | 4 | | - | - | | **ÖÇ2** | - | | 5 | 3 | | - | 3 | | - | - | | - | 4 | | - | - | | **ÖÇ3** | - | | 5 | 3 | | - | 3 | | - | - | | - | 4 | | - | - | | **ÖÇ4** | - | | 5 | 3 | | - | 3 | | - | - | | - | 4 | | - | - | | **ÖÇ5** | - | | 5 | 3 | | - | 3 | | - | - | | - | 4 | | - | - | | **ÖÇ6** | - | | 5 | 3 | | - | 3 | | - | - | | - | 4 | | - | - | | **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** | **PÇ11** | | **Ofis Programları ve Klavye Teknikleri** | - | 2 | 3 | - | 3 | - | - | - | 4 | - | - | |