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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Büro Teknolojileri** | |  | 3 | 2+0 | 2 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Alan Seçmeli | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Büro ortamlarında kullanılan bilgi ve iletişim teknolojisine yönelik araç ve gereçler hakkında bilgi vermek. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1.Bürolarda hangi araçların ne amaçla kullanıldığını açıklar.  2.Bilgisayarın bürolarda ne gibi işlevleri olduğunu irdeleyebilir.  3.Büroda hangi yazılımların ne gibi işlevleri olduğunu irdeleyebilir.  4.Bürolarda kullanılan araç ve teknolojilerin seçim, satın alma, ergonomik kullanım ve bakımı gibi konularını açıklar. | | | | | | | Dersin İçeriği | Günümüz büroları ve teknoloji, Büro donanımları ve çevrimiçi teknolojiler, Büro donanımları ve çevrimiçi teknolojiler, Bilgi kaynaklarına erişim ve e-öğrenme, Toplantı ve sunum sistemleri, Bilgi işleme sistemleri ve mobil iletişim, Bilgi işleme sistemleri ve mobil iletişim, Bilgi güvenliği ve yönetimi, Bilgi güvenliği ve yönetimi, Erişilebilir bürolar ve ergonomi, Erişilebilir bürolar ve ergonomi, Büro donanımlarının seçimi, satın alınması ve etkin kullanımı, Büro donanımlarının seçimi, satın alınması ve etkin kullanımı. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Günümüz büroları ve teknoloji | | | | | | | 2 | Büro donanımları ve çevrimiçi teknolojiler | | | | | | | 3 | Büro donanımları ve çevrimiçi teknolojiler | | | | | | | 4 | Bilgi kaynaklarına erişim ve e-öğrenme | | | | | | | 5 | Toplantı ve sunum sistemleri | | | | | | | 6 | Bilgi işleme sistemleri ve mobil iletişim. | | | | | | | 7 | Bilgi işleme sistemleri ve mobil iletişim. | | | | | | | 8 | Bilgi güvenliği ve yönetimi | | | | | | | 9 | Bilgi güvenliği ve yönetimi | | | | | | | 10 | Erişilebilir bürolar ve ergonomi | | | | | | | 11 | Erişilebilir bürolar ve ergonomi | | | | | | | 12 | Büro donanımlarının seçimi, satın alınması ve etkin kullanımı | | | | | | | 13 | Büro donanımlarının seçimi, satın alınması ve etkin kullanımı | | | | | | | 14 | Genel tekrar | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Bülbül, H.İ. Ve Gürbüz, R. (2013). Bürolarda teknoloji kullanımı. Nobel yayıncılık. Ankara. | | **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** | 3 | | 5 | - | | - | 5 | | 5 | - | | 5 | 2 | | - | - | | **ÖÇ2** | 3 | | 5 | - | | - | 5 | | 5 | - | | 5 | 2 | | - | - | | **ÖÇ3** | 3 | | 5 | - | | - | 5 | | 5 | - | | 5 | 2 | | - | - | | **ÖÇ4** | 3 | | 5 | - | | - | 5 | | 5 | - | | 5 | 2 | | - | - | | **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** | | **Büro Teknolojileri** | 3 | 5 | - | - | 5 | 5 | - | 5 | 2 | - | - | |