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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Ofis Programları** | |  | 3 | 2+2 | 3 | 4 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu dersin amacı; öğrencilerin temel bilgisayar becerilerini kazanmasını ve günlük ve iş hayatında kullanabilmeleridir. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1.Bilgisayarda metin dosyası oluşturabilir.  2.Metin dosyası işlemleri yapabilir.  3.Bilgisayarda mesleki yazı hazırlayabilir.  4.Bilgisayarda matematiksel ve mantıksal dosya oluşturabilir. | | | | | | | Dersin İçeriği | Bilgisayarın tarihi gelişimi ve temel kavramlar, bilgisayarın yapısı ve işleyişi, işletim sistemi, Microsoft Word, Excel, Powerpoint, özgeçmiş hazırlamak, dilekçe yazmak, resmi yazı yazmak, resmi yazıları postalamak, tablo grafik oluşturmak, tablolarda hesaplama yapmak. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Bilgisayarın tarihi gelişimi ve temel kavramlar | | | | | | | 2 | Bilgisayarın yapısı ve işleyişi | | | | | | | 3 | Bilgisayar işletim sistemi | | | | | | | 4 | Kelime işlem programları ve Microsoft Word | | | | | | | 5 | Kelime işlem programları ve Microsoft Word | | | | | | | 6 | Sayısal işlemler, tablo-grafik ve Microsoft Excel | | | | | | | 7 | Sayısal işlemler, tablo-grafik ve Microsoft Excel | | | | | | | 8 | Sunu programları ve Microsoft Powerpoint | | | | | | | 9 | Sunu programları ve Microsoft Powerpoint | | | | | | | 10 | Özgeçmiş Hazırlamak | | | | | | | 11 | Dilekçe Yazmak | | | | | | | 12 | Resmi Yazı Yazmak | | | | | | | 13 | Resmi Yazıları Postalamak | | | | | | | 14 | Tablo ve Grafik Oluşturmak, Tablolarda Hesaplama Yapmak | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Uzunboyunlu, H. (2011). *Bilişim Teknolojileri*, Pegem Akademi Yayınevi. | | **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** | **PÇ12** | | **ÖÇ1** | 1 | 1 | | 1 | 5 | | 1 | - | | - | - | | - | - | | 5 | 5 | | **ÖÇ2** | 1 | 1 | | 1 | 5 | | 1 | - | | - | - | | - | - | | 5 | 5 | | **ÖÇ3** | 1 | 1 | | 1 | 5 | | 1 | - | | - | - | | - | - | | 5 | 5 | | **ÖÇ4** | 1 | 1 | | 1 | 5 | | 1 | - | | - | - | | - | - | | 5 | 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** | **PÇ11** | **PÇ12** | | Ofis Programları | 1 | 1 | 1 | 5 | 1 | - | - | - | - | - | 5 | 5 | |