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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Bilgisayar Büro Programları** | |  | 1 | 2+2 | 3 | 4 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Teorik ve uygulamalı bilgilerle pazarlama hakkında temel bilgilere sahip olmak | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;   1. Alanı ile ilgili temel bilgi teknolojilerini bilir ve uygular | | | | | | | Dersin İçeriği | Temel office programları | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Microsoft Word Uygulamaları | | | | | | | 2 | Microsoft Word Uygulamaları | | | | | | | 3 | Microsoft Word Uygulamaları | | | | | | | 4 | Microsoft Word Uygulamaları | | | | | | | 5 | Microsoft Word Uygulamaları | | | | | | | 6 | Microsoft Excel Uygulamaları | | | | | | | 7 | Microsoft Excel Uygulamaları | | | | | | | 8 | Microsoft Excel Uygulamaları | | | | | | | 9 | Microsoft Excel Uygulamaları | | | | | | | 10 | Microsoft Excel Uygulamaları | | | | | | | 11 | Microsoft Excel Uygulamaları | | | | | | | 12 | Microsoft Powerpoint Uygulamaları | | | | | | | 13 | Microsoft Powerpoint Uygulamaları | | | | | | | 14 | Microsoft Powerpoint Uygulamaları | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden, bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Microsoft Word Ders Notları-Düzce Üniversitesi Açık Erişim | | **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 | | - | - | - | | - | | 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** | | Bilgisayar Büro Programları | 5 | - | - | - | - | 5 | - | - | - | - | |