COMPUTER KNOWLEDGE IV

1	Course Title:	COMPUTER KNOWLEDGE IV
2	Course Code:	TDSZ204
3	Type of Course:	Compulsory
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	4
7	ECTS Credits Allocated:	2.00
8	Theoretical (hour/week):	1.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	2
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr. Gör. PELİN UYAR
15	Course Lecturers:	Öğr.Gör. Pelin UYAR
16	Contact information of the Course Coordinator:	Öğr.Gör. Pelin UYAR pelinediz@uludag.edu.tr Tel: 2942497
17	Website:	https://bilgipaketi.uludag.edu.tr/Ders/IndexENG/1381871
18	Objective of the Course:	Computers and computer programs used in the running of the business and operations effectively is to teach the basic skills to learn and use.
19	Contribution of the Course to Professional Development:	Gains knowledge of the required programs related to the field.
20	Learning Outcomes:	

		1	Effective use of computer programs
		2	Arrange the material consisted of a template is ready to flow with the introduction
		3	Web site development
		4	Working with Outlook
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21	Course Content:	

Course Content:		
Week	Theoretical	Practice
1	Introduction of the course, topics, resources, and provide information about the processing of the course Introduction to the course.	Introduction of the course, topics, resources, and provide information about the processing of the course Introduction to the course.
2	Creating a presentation	Creating a presentation
3	Slidework	Slidework
4	Set up and make a slideshow	Set up and make a slideshow

5	Your basic knowledge of Web site development	Your basic knowledge of Web site development
6	Personal Web Site preparation	Personal Web Site preparation
7	Personal Web site development	Personal Web site development
8	Working with Outlook	Working with Outlook
9	Working with Outlook	Working with Outlook
10	E-mail messages, manage, organize	E-mail messages, manage, organize
11	Manage your calendar, Schedule meetings	Manage your calendar, Schedule meetings
12	Create a new database	Create a new database
13	Using forms to facilitate data entry	Using forms to facilitate data entry
14	Find specific information, View the error store.	Find specific information, View the error store.
22	Textbooks, References and/or Other Materials:	Lecture notes, audio and visual teaching equipment, technological equipment, sample presentation programs
23	Assesment	

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	40.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	60.00
Total	2	100.00

Activites	Number	Duration (hour)	Total Work Load (hour)
~~Contribution of Final Exam to Success Grade~~	~~60.00~~		
Theoretical	14	1.00	14.00
~~Total~~	~~100.00~~		
Practicals/Labs	14	2.00	28.00
~~Measurement and Evaluation Techniques Used in the Course~~ Self study and preperation	Measurement and evaluation is carried out according to the principles of Bursa Uludağ University Associate and 8	~~1.00~~	8.00
Homeworks	0	0.00	0.00
Projects **24 ECTS / WORK LOAD TABLE**	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	5.00	5.00
Others	0	0.00	0.00
Final Exams	1	5.00	5.00
Total Work Load			60.00
Total work load/ 30 hr			2.00
ECTS Credit of the Course			2.00

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	2	4	0	5	0	3	0	5	1	1	0	2	0	0	0	0
ÖK2	2	4	0	5	0	3	0	5	1	1	0	2	0	0	0	0
ÖK3	2	4	0	5	0	3	0	5	1	1	0	2	0	0	0	0
ÖK4	2	4	0	5	0	3	0	5	1	1	0	2	0	0	0	0

LO: Learning Objectives   PQ: Program Qualifications

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High