COMPUTER KNOWLEDGE II

1	Course Title:	COMPUTER KNOWLEDGE II
2	Course Code:	TDSZ106
3	Type of Course:	Compulsory
4	Level of Course:	Short Cycle
5	Year of Study:	1
6	Semester:	2
7	ECTS Credits Allocated:	4.00
8	Theoretical (hour/week):	2.00
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.Uzm.Pelin UYAR
16	Contact information of the Course Coordinator:	Öğr.Gör.Uzm.Pelin UYAR
17	Website:	
18	Objective of the Course:	Word processing programs (Microsoft Word program) effectively use
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	

		1	Dealing in computer environment
		2	Using the program to prepare material
		3	Preparing Resumes
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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.	
2	File operations	File operations
3	Textprocessing	Textprocessing
4	Pageview	Pageview
5	Working with Tables	Working with Tables
6	Working with Tables	Working with Tables

7	Working drawings	Working drawings
8	Working drawings	Working drawings
9	Format pages	Format pages
10	Macro and equation editor	Macro and equation editor
11	Resume preparation methods	Resume preparation methods
12	Internet and career	
13	Printing a document	Printing a document
14	Considerations for using the Word program, settings, tips	Considerations for using the Word program, settings, tips
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
Contribution of Term (Year) Learning Activities to Success Grade		40.00

Activites	Number	Duration (hour)	Total Work Load (hour)
Measurement and Evaluation Techniques Used in the Course Theoretical	14	2.00	28.00
Practicals/Labs	14	2.00	28.00
Self study and preperation	14	1.00	14.00
Homeworks	1	14.00	14.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	14.00	14.00
Others	0	0.00	0.00
Final Exams	1	16.00	16.00
Total Work Load			128.00
Total work load/ 30 hr			3.80
ECTS Credit of the Course			4.00

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
LO: Learning Objectives PQ: Program Qualifications																

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