

# TOROS ÜNİVERSİTESİ

Faculty Of Economic, Administrative And Social Sciences  
International Finance ( English )

## Course Information

COMPUTER SKILLS					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
COM101	Fall	3	0	3	6

<b>Prerequisites and co-requisites</b>	None
<b>Language of instruction</b>	English
<b>Type</b>	Required
<b>Level of Course</b>	Bachelor's
<b>Lecturer</b>	Asst. Prof. Kenan ORÇANLI
<b>Mode of Delivery</b>	Face to Face
<b>Suggested Subject</b>	None
<b>Professional practise ( internship )</b>	None
<b>Objectives of the Course</b>	The aim of this course is to provide students with basic computer skills. The course consists of Microsoft Windows as well as Microsoft Office suite's Word, Excel and PowerPoint applications.
<b>Contents of the Course</b>	Learning the essential functions of the keyboard ,words processing, grafics, application in the program of primary education. Evaluation and the choice of software programmes.

## Learning Outcomes of Course

#	Learning Outcomes
1	Describe/define basic computer concepts.
2	Be able to use MS Word, Excel and PowerPoint at intermediate level.
3	Create and modify text-based documents.
4	Perform calculations, organize and analyze information and manage spreadsheet lists.
5	Create and modify slide shows for presentations

## Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Introduction and basic computer issues	Synchronous (lms.toros.edu.tr)
2	Basic computer issues (Hardware and software applications)	Synchronous (lms.toros.edu.tr)
3	Microsoft Office basics (Running office program, basic innovations, file tab, working with ribbon, quick access toolbar, working with keyboard shortcuts)	Synchronous (lms.toros.edu.tr)
4	Microsoft Office basics (Getting started, customizing office programs)	Synchronous (lms.toros.edu.tr)
5	Microsoft Office Word (Getting started, document processing, text creation and editing))	Synchronous (lms.toros.edu.tr)
6	Microsoft Office Word (Formatting (Text, paragraph and document formatting))	Synchronous (lms.toros.edu.tr)
7	Microsoft Office Word (Add shapes, create and edit tables, document control, advanced features)	Synchronous

		(lms.toros.edu.tr)
8	Midterm Exam	Online Exam
9	Microsoft Office Excel (Getting started, worksheet operations, row-column-cell operations, data operations, formatting)	Synchronous (lms.toros.edu.tr)
10	Microsoft Office Excel (Formulas and functions)	Synchronous (lms.toros.edu.tr)
11	Microsoft Office Excel (Graph operations, data analysis, adding objects, controlling the workbook)	Synchronous (lms.toros.edu.tr)
12	Microsoft Office Powerpoint (Getting Started, basic presentation operations, adding text and formatting)	Synchronous (lms.toros.edu.tr)
13	Microsoft Office Powerpoint (Paragraph formatting, slide operations, design, working with objects)	Synchronous (lms.toros.edu.tr)
14	Microsoft Office Powerpoint (Transitions and animations, slide show, slide control)	Synchronous (lms.toros.edu.tr)
15	Other computer related issues and general review	Synchronous (lms.toros.edu.tr)
16	Final Exam	Online Written Exam

## Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Microsoft Office Professional 2013 Step by Step	Author: Andrew Couch, Beth Melton, Echo Swinford, and Mark Dodge	

## Method of Assessment

#	Weight	Work Type	Work Title
1	20%	Mid-Term Exam	Mid-Term Exam
2	20%	Homework	Homework
3	60%	Final Exam	Final Exam

## Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	Describe/define basic computer concepts.	8	1,2
2	Be able to use MS Word, Excel and PowerPoint at intermediate level.	8	1,2
3	Create and modify text-based documents.	8	1,2
4	Perform calculations, organize and analyze information and manage spreadsheet lists.	4,6,8	1,2
5	Create and modify slide shows for presentations	8	1,2

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

## Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	3	42
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	6	84
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0

6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	7	7
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	1	1	1
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	10	10
16	Final Exam	1	1	1
				<b>146</b>