

TOROS ÜNİVERSİTESİ

Faculty Of Economic, Administrative And Social Sciences
Business Administration (English)

Course Information

COMPUTER SKILLS LAB					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
COM101	Fall	3	0	3	5

Prerequisites and co-requisites	None
Language of instruction	English
Type	Required
Level of Course	Bachelor's
Lecturer	Yrd. Doç. Dr. Mehmet Ali AKTAŞ
Mode of Delivery	Face to Face
Suggested Subject	None
Professional practise (internship)	None
Objectives of the Course	The aim of this course is to support students with basic computer literacy skills necessary for academic life. The course covers fundamentals of Microsoft Windows as well as Microsoft Office applications including Word, Excel and PowerPoint at intermediate level.
Contents of the Course	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 to Computers	Lecture, discussion, presentation
2	Windows file and folder operations, IT concepts	Lecture, discussion, presentation
3	Creating, saving and editing a document, copying and moving text, spelling and grammar check	Lecture, discussion, presentation
4	Finding and replacing text, formatting text and paragraphs, changing document's background and theme	Lecture, discussion, presentation
5	Page setup, inserting footnote, creating and modifying lists, header and footer, columns, printing options	Lecture, discussion, presentation
6	Creating and formatting tables, inserting and modifying pictures, symbols and equations	Lecture, discussion, presentation
7	Midterm	Exam
8	Creating and editing power point presentations	Lecture, discussion, presentation
9	Adding transition effects , custom animations and hyperlinks to presentations	Lecture, discussion, presentation

10	Entering and editing data, setting up a workbook, dressing up a worksheet	Lecture, discussion, presentation
11	Simple formula, calculations and functions	Lecture, discussion, presentation
12	Formula and function applications	Lecture, discussion, presentation
13	Creating and formatting charts, page setup and print options	Lecture, discussion, presentation
14	Creating and formatting charts, page setup and print options	Lecture, discussion, presentation
15	Final Exam	Exam
16		

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	40%	Mid-Term Exam	Mid-Term Exam
2	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	5	1	5
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
				150