

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
9.Week	*Introducing a spreadsheet application and providing basic information about its use	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Excel 2021 Program Window Row Column and Cell Concept Workbook and Pages Ribbon Structure Atatürk University Basic Information Technologies I	*Demonstration, hands-on practice, question and answer	Ö.Ç.3
10.Week	*Data entry and formatting operations in the spreadsheet application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Insert Tab Data Tab Atatürk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, hands-on practice, question and answer	Ö.Ç.3
11.Week	*Using formulas, functions, and graphs in a spreadsheet application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Insert Tab Data Tab Atatürk University Basic Information Technologies I https://support.microsoft.com/tr-tr/office/form%C3%BCller-ve-i%C5%9Fevler-294d9486-b332-48ed-b489-abe7d0f9eda9	*Demonstration, hands-on practice, question and answer	Ö.Ç.3
12.Week	*Introducing a presentation application and providing basic information about its use	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, hands-on practice, question and answer	Ö.Ç.3
13.Week	*Examining the presentation application program	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, hands-on practice, question and answer	Ö.Ç.3
14.Week	*Slide design and preparation of special animations in the presentation application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, hands-on practice, question and answer	Ö.Ç.3
15.Week	*Slide design and preparation of special animations in the presentation application	*Making application examples related to the topic explained	*Instructor's presentation (Computer-aided)	*Microsoft Office 2021 Atatürk University Basic Information Technologies II https://support.microsoft.com/tr-tr/office/windows-i%C3%A7in-powerpoint-e%C4%9Fitimi-40e8c930-cb0b-40d8-82c4-bd53d3398787	*Demonstration, hands-on practice, question and answer	Ö.Ç.3

Assesment Methods %
1 Ara Sınav : 40.000
3 Final : 60.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Vize	15	1.00	15.00
Final	15	1.00	15.00
Laboratuvar	15	1.00	15.00
Ara Sınav Hazırlık	8	1.00	8.00
Final Sınavı Hazırlık	7	1.00	7.00
Total : 60.00			
Sum of Workload / 30 (Hour) : 2			
ECTS : 2.00			

Program And OutcomeRelation													
	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13
L.O. 1	1	0	0	0	1	0	0	2	0	1	2	0	1
L.O. 2	2	1	0	1	0	0	0	2	1	0	0	1	1
L.O. 3	0	0	2	0	0	1	2	1	1	0	1	0	1
Avarage	1.00	0.33	0.67	0.33	0.33	0.33	0.67	1.67	0.67	0.33	1.00	0.33	1.00

Ders/Program Çıktıları İlişkisi												
P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13
1	1	1	1	2	2	1	1	1	0	1	1	1

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person s ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarlama Talebi : Engel durumuna ilişkin herhangi bir uyarlama talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.