Celal Bayar University

Faculty of Education

Guidance and Psychological Counseling

The Course Description Form

Course Name	Computer		
Course Code	GKO 1107	Activity Type	Compulsory
Semester	Autumn	Semester	1
Course Language	Turkish	National Credit	3,00
Hours Per Week	3	ECTS	5,00
Prequisite	N/A	Co-requisites	

Name of Lecturer	Instructor İHSAN YILMAZ
Name of Assistant Lecturer	
Presentation Date of Form	17.10.2016

Course Content

Computer system and peripheral devices besides basic characteristics of operating systems; installation and uninstallation of a program on Windows OS, desktop elements, monitor and system adjustments and word processing.

The Aim of Course

This course aims to introduce students with computer system and peripheral devices besides basic characteristics of operating systems; installation and uninstallation of a program on Windows OS, configuring desktop elements, monitor and system adjustments and also develop their word processing skills.

Learning Outcomes

1. the students will be able to explain the functions of computer system and its peripheral devices.
2. the students will be able to remember basic characteristics of operating systems.
3. the students will be able to use Windows desktop elements.
4. the students will be able to confige monitor and system adjustments.
5. the students will be able to create a folder.
6. the students will be able to install and uninstall a program on Windows.
7. the students will be able to change font of a writing in word processor.
8. the students will be able to make clipart, picture and graphic operations.
9. the students will be able to add a page number, icon, header-footer in word processor.
10. the students will be able to make page set up adjustments.
11. the students will be able to control text according to spelling and grammar rules.
12. the students will be able to make table related operations in word processor.
13. the students will be able to make table of contents and index page in word processor.
14. the students will be able to be willing   for using word processor in their own area of expertise.

Evaluation Criteria

Vize (%40) Final (%60)

Recommended or Required Reading

Güneş, Ali (ed.).(2007). Bilgisayar I-II: Temel Bilgisayar Becerileri. Ankara: PegemA Yayıncılık. Bilgisayar Kurs Kitabı, Arkadaş Yayınları, 2008, Ankara. MEB Eğitim Teknolojileri Genel Müd. (2003). Eğitim Teknolojileri: Bilgisayar. Ankara: MEB EğiTek, Yay.No-9. Windows 7 ve Office 2010. F., Çubukçu, Gama Yayınevi, İzmir 2011

Course Content

Week	Topic	Content
	Theoretical	Introduction to course content, importance, requisites and rules of the course.

Week 1	Practice	Introduction
	Laboratory	
	Theoretical	Computer system and peripheral devices (external and internal hardware components)
Week 2	Practice	Lecture
	Laboratory	
	Theoretical	Fundamental characteristics of operating systems (differences between Windows and
Week 3	Practice	Lecture
	Laboratory	
	Theoretical	Windows desktop elements, monitor and system settings
Week 4	Practice	Presentation and application
	Laboratory	
	Theoretical	Creating, copying, deleting and moving a file and a folder. Installing and uninstalling a
Week 5	Practice	Presentation and application
	Laboratory	
	Theoretical	General characteristics of word processors. Font types in a word processor.
Week 6	Practice	Lecture, Presentation and application
	Laboratory	
	Theoretical	Making clipart, picture and graphic operations.
Week 7	Practice	Presentation and application
	Laboratory	
	Theoretical	Adding page number, icon, header-footer in word processor.
Week 8	Practice	Presentation and application
	Laboratory	
	Theoretical	Make page number, symbol and adding operations
Week 9	Practice	Presentation and application. Studying with worksheets.
	Laboratory	
	Theoretical	Controlling text according to spelling and grammar rules.
Week 10	Practice	Presentation and application. Studying with worksheets.
	Laboratory	
	Theoretical	Making table related operations in word processor.
Week 11	Practice	Presentation and application. Studying with worksheets.
	Laboratory	
	Theoretical	Making table of contents and index page in word processor.
Week 12	Practice	Presentation and application. Studying with worksheets.
	Laboratory	
	Theoretical	Word processor applications.
Week 13	Practice	Studying with worksheets.
	Laboratory	
	Theoretical	Review of the course.
Week 14	Practice	Collecting students' views about the course verbally or in written form.
	Laboratory	

Program and Learning Outcomes Relations

OC	PC1	PC2	PC3	PC4	PC5	PC6	PC7	PC8	PC9	PC10	PC11	PC12	PC13	PC14	PC15	PC16	PC17	PC18	PC19	PC20	PC21	PC22	PC23
OC1	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC2	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC3	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC4	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC5	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC6	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC7	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1

OC8	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC9	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC10	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC11	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC12	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC13	1	1	1	2	2	1	1	1	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1
OC14	1	1	1	2	2	0	0	0	1	2	1	1	2	1	2	4	4	2	3	5	2	2	1