Course Syllabus

Code - Course Title	**BİL825 - Current Information and Communication Technologies**
Course Type	IV. SEMESTER
Laboratory + Practice	2+1
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. MELDA BEYAZ KORKUT

Mode of Delivery	Face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Work Placement	NO

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Office and Technology	
Week - 2		Telecommunication Tools	
Week - 3		Presentation, Image Transfer and Multifunction Office Tools	
Week - 4		Presentation, Image Transfer and Multifunction Office Tools	
Week - 5		Writing, Copying and Other Office Tools	
Week - 6		Use of computers in offices: Hardware	
Week - 7		Use of computers in offices: software	
Week - 8		Computer as a Communication Tool	
Week - 9		Computer Data Processing Tool	
Week - 10		Computer as a Tool for Information Presentation	
Week - 11		Selection of Office Tools	
Week - 12		Selection of Office Tools	
Week - 13		Office Ergonomics	
Week - 14		Office and Information Security	

Learning Outcomes

#	Learning Outcome
1	Offices, new tech electronic tools to facilitate office work has been used
2	Work together in a virtual environment has gained prevalence
3	Smaller units capable of rapid change and there is a tendency towards transition.
4	Previously many of the functions performed separately using the tool within a single tool began to collect in

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.