Content

Course Code	Course Name	Semester	Theory	Practice	Lab	Credit	ECTS
GÜV306	Computer- I	1	2	0	1	2.5	2

Prerequisites	
Admission Requirements	

Language of Instruction	Turkish
Course Type	Compulsory
Course Level	Associate Degree
Objective	The aim of the course is to understanding computer applications in the maritime management. Ability to use of Microsoft Office software (Word, Excel) in business.
Content	Fundamental Knowledge of the Computers in the Managements. General Information about Hardware (CPU, Hardware, MS Software). Description and using of Operation System (WINDOWS) Application of Office Programs (Word, Excel) Getting Familiar with Microsoft Word, Things You Need to Know About Microsoft Word, Working with Paragraphs, Tab Key, Bulleting, Numbering, Undo, Redo, Printing, and Help, Microsoft Word Tables, Graphics And Drawing , Operators and Operands , Introduction to Functions , Series and Business Functions , Financial Functions , Date and Time Functions , Logical Functions Entering Text and Numbers, Formatting Text and Performing Mathematical Calculations, Numbers and Mathematical Calculations
References	

Theory Topics

Week	Weekly Contents
1	The Microsoft Word Title Bar , The Microsoft Word Menu Bar , Microsoft Word Toolbars , The Ruler ,,Document View ,Text Area ,Exiting Microsoft Word
2	Click ,Options ,Highlighting Text ,Highlighting Menu Items ,Placing the Cursor Menu Commands Using the Alt Key ,Shortcut Notations ,Starting a New Paragraph Exiting Microsoft Word
3	Typing and Using the Backspace Key ,The Delete Key ,Inserting Text ,Overtype Bold, Underline, and Italicize with Micosoft Word
4	Open File ,Cut and Paste ,Copy and Paste ,AutoText ,Spell Check ,Find and Replace Font Size ,Fonts ,Save File and Exit Microsoft Word
5	Space Before and Space After ,Line Spacing ,First-Line Indent ,Indentation Alignment ,Hanging Indent ,Save File and Exit Microsoft Word
6	The Tab Key ,Bullets and Numbering ,Undo & Redo ,Save File ,File Close ,Open New File ,Printing
7	Creating a Table ,Moving Around a Table ,Entering Text into a Table ,Selecting a Row and Bolding the Text ,Right-Aligning Text ,Adding a New Row to the End of the Table ,Adding a New Row Within the Table ,Resizing the Columns ,
8	Adding a New Column to a Table ,Sorting a Table ,The Sum Function ,Deleting a Column ,Deleting a Row ,Recalculate ,Merge Cells ,Table Headings ,Converting Text to a Table ,Splitting a Table ,Table AutoFormat ,Save File
9	The Microsoft Excel Window ,Moving Quickly Around the Microsoft Excel Worksheet ,Selecting Cells ,Entering Data ,Editing a Cell ,Changing a Cell Entry Wrapping Text ,Deleting a Cell Entry ,Entering Numbers as Labels or Values ,Smart Tags ,Saving a File ,C
10	Choosing a Default Font ,Adjusting the Standard Column Width ,Cell Alignment Adding Bold, Underline, and Italic ,Changing the Font, Font Size, and Font Color Working with Long Text ,Changing a Single Column Width ,Moving to a New Worksheet , Graphics And

Week	Weekly Contents
11	Setting the Enter Key Direction ,Making Numeric Entries ,Performing Mathematical Calculations ,The AutoSum Icon ,Automatic Calculation , ,Saving Your File Closing Microsoft Excel Introduction to Functions
12	Formatting Numbers ,More Advanced Mathematical Calculations ,Cell Addressing Deleting Columns ,Deleting Rows ,Inserting Columns ,Inserting Rows ,Creating Borders ,Merge and Center ,Adding Background Color ,Using Auto Format, Reference Operators ,Functions
13	Calculating an Average ,Calculating Min ,Calculating Max ,Calculating Count Filling Cells Automatically ,Printing ,Print Preview ,Saving Your File ,Closing Microsoft Excel Financial Functions , Date and Time Functions , Logical Functions
14	Financial Functions , Date and Time Functions , Logical Functions Creating a Column Chart ,Changing the Size and Position of a Chart ,Modify Your Chart Saving Your File ,Closing Microsoft Excel