Content

Course Code	Course Name	Semester	Theory	Practice	Lab	Credit	ECTS
GÜV330	Computer- II	3	2	0	1	2,5	2

Prerequisites	
Admission Requirements	

Language of Instruction	Turkish
Course Type	Compulsory
Course Level	Associate Degree
Objective	Computer basic hardware detection, installation and set up to make transactions. Recognition and use of computer operating systems. Word processing (Word), and electronic spreadsheet (Excel) program to use. Network structure and knowledge of basic information on the internet.
Content	Basic hardware and software information. Computer hardware installation and removal operations. Adding a new track. The installation of new software. Presentation and device driver installation. Dating programs and use. Word processing and spreadsheet programs. (word-excel) Installation of computer operating systems. Data storage, computerized communication systems. Internet and network information.
References	Bilgisayar Donanımı Adım Adım Microsoft Ofis 2010

Theory Topics

Week	Weekly Contents
1	Basic hardware and software information
2	Basic hardware and software information
3	Computer hardware installation and removal operations.
4	Adding new hardware.
5	Adding new hardware.
6	Driver installation and hardware setup. Dating programs and use.
7	Word processing and spreadsheet programs. (word-excel)
8	Word processing and spreadsheet programs. (word-excel)
9	Word processing and spreadsheet programs. (word-excel)
10	Word processing and spreadsheet programs. (word-excel)
11	Word processing and spreadsheet programs. (word-excel)
12	Word processing and spreadsheet programs. (word-excel)
13	Installation of computer operating systems.
14	Data storage, computerized communication systems. Internet and network information.

Week	Weekly Contents