

Course Dates:
23-01-2025 – 01-02-2025

Courses Details:
Fundamentals of Information Technology

Day 1

Educational objectives

The development process of information technology

Getting to Know the IT Environment:

IOS and WINDOWS system environment

Navigating between folders and files

Basic Concepts in Computer:

Hardware and software

Networks and Internet

Office Programs:

Word Processor (WORD 2024)

Table (EXCEL 2024)

Email Management

Day 2

Internet and Online Query

Cyber Security

Introduction to Databases (ACCESS)

Day 3

Collaboration and Document Sharing

Data Protection and Backup

Applied IT Skills: Efficiency and Productivity

Day 4

Discussion of recent developments in information technology and their impact on professional environments.

Deepening the Understanding of Computer Science

A deeper understanding of hardware and software: upgrades, compatibility, basic troubleshooting.

Advanced network and internet usage

VPN, Wi-Fi network security, personal and professional cloud usage.

Day 5

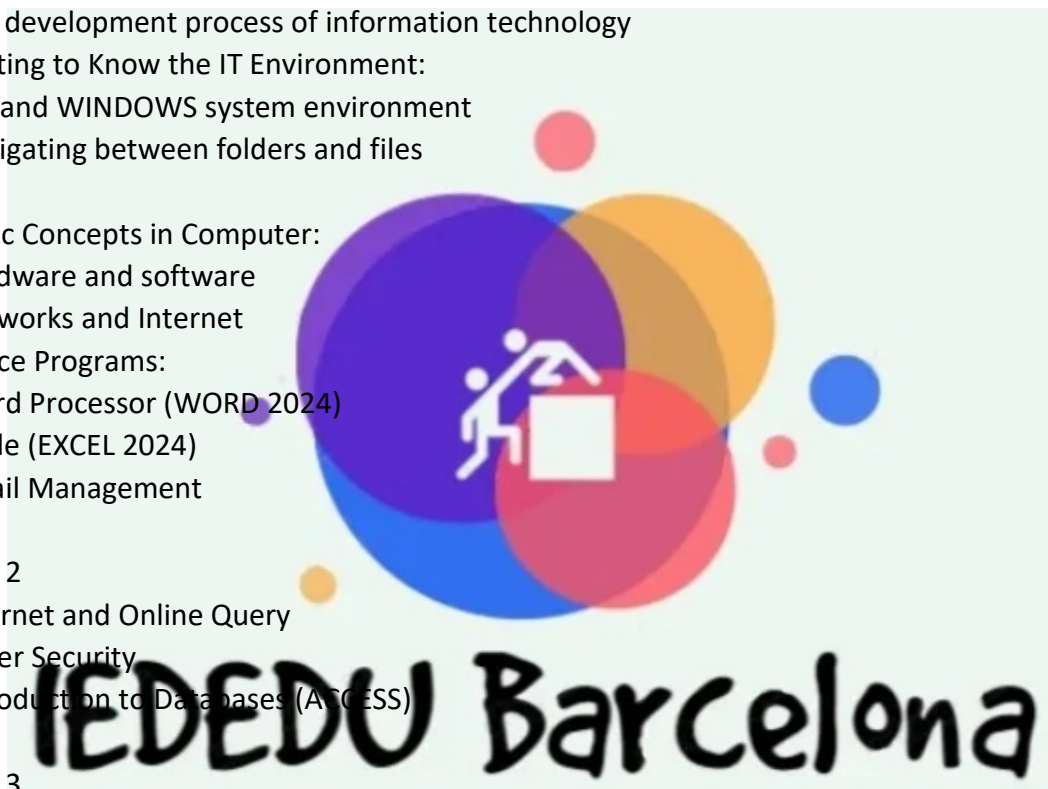
Advanced Office Tools

Microsoft Word Advanced: Long documents, table of contents, advanced chart insertion.

Advanced Excel: Complex functions, data analysis, introduction to macros and automation.

Advanced Cybersecurity Principles: Multi-layered security, password management, awareness of new threats.

Productivity and Project Management



Course Dates:
03-02-2025 – 14-02-2025
20 Participants
Courses Details:

Project Management Tools: Deep dive into project management tools like Trello, Asana, or Microsoft Planner.

Advanced Collaboration and Communication: Integration of tools like Slack, Microsoft Teams, and others for effective communication.

Day 6

Advanced IT Security and Data Protection

Applied IT Professional Behaviors.

Day 7

WordPress

Introduction

WordPress Installation and Setup

User and Role Management

Themes and Customization

Extensions (Plugins)

Content Creation

8. Gün

SEO ve İçerik Optimizasyonu

Güvenlik ve Bakım

WooCommerce ile E-ticaret

Hız ve Performans Optimizasyonu

Gelişmiş Özelleştirme

9. Gün

Adobe InDesign'a Giriş

AutoCAD Arayüzünü Keşfetme

Teknik Çizimler Oluşturma

Nesneleri Değiştirme ve İşleme

Katmanları ve Açıklamaları Yönetme

10. Gün

Gelişmiş Çizim Araçları

Excel ile Tabloları ve Bağlantıları Yönetme

Düzen ve Yazdırma

Üretkenliği Optimize Etme

Sonuç ve Sorular

