OFFICE PROGRAMS -CALCULATION

1	Course Title:	OFFICE PROGRAMS -CALCULATION
2	Course Code:	EKO2003
3	Type of Course:	Optional
4	Level of Course:	First Cycle
5	Year of Study:	2
6	Semester:	3
7	ECTS Credits Allocated:	5.00
8	Theoretical (hour/week):	3.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	No
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Doç. Dr. VESİLE SİNEM ARIKAN KARGI
15	Course Lecturers:	Doç.Dr.V.Sinem arıkan Kargı
16	Contact information of the Course Coordinator:	vesa@uludag.edu.tr Uludağ University Faculty of Economics and Administrative Sciences A Block 16059 Nilüfer/Bursa
17	Website:	http://homepage.uludag.edu.tr/~kemal/
18	Objective of the Course:	The aim of this course is to be able to use the students a spreasheet program.
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	

		1	To be able to use a spreadsheet program
		2	To be able to apply the file tab in a spreadsheet
		3	To be able to apply the input tab in a spreadsheet
		4	To be able to apply the add tab in a spreadsheet
		5	To be able to apply the formulas tab in a spreadsheet
		6	To be able to apply the data tab in a spreadsheet
		7	To be able to apply the view tab in a spreadsheet
		8	To be able to do Programming in a spreadsheet
		9	
		10	

21	Course Content:	

Course Content:	

Week	Theoretical	Practice
1	Introduction to Excel and data entry	
2	Excel file tab	
3	Excel introduction tab	
4	Excel add tab	
5	Excel page layout and formulas tab	

6	Excel data, revise tab	
7	Excel view tab (Midterm Exam)	
8	Introduction to VBA	
9	Object hierarchy, programming logic	
10	With structure, range command	
11	Logical control and cycles	
12	Work with other Excel objects	
13	Variables with index	
14	Subprograms	
22	Textbooks, References and/or Other Materials:	1. Osman Gürkan, Microsoft Excel 2016, Nirvana Yayınları,2016
23	Assesment	

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	40.00
Quiz	1	10.00
Home work-project	1	10.00
Final Exam	1	40.00
Total	4	100.00
Contribution of Term (Year) Learning Activities to Success Grade		60.00

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical Measurement and Evaluation Techniques Used in the	14	3.00	42.00
Practicals/Labs	0	0.00	0.00
Self study and preperation **24. ECTS / WORK LOAD TABLE**	14	5.00	70.00
Homeworks	1	5.00	5.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	30.00	30.00
Others	0	0.00	0.00
Final Exams	1	30.00	30.00
Total Work Load			177.00
Total work load/ 30 hr			5.90
ECTS Credit of the Course			5.00

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS

	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	2	2	4	3	4	3	4	2	3	3	2	4	0	0	0	0
ÖK2	2	3	4	4	3	4	4	3	4	4	5	3	0	0	0	0
ÖK3	3	4	4	3	5	3	4	4	3	3	4	3	0	0	0	0
ÖK4	4	4	3	4	3	3	4	4	5	5	4	4	0	0	0	0

ÖK5	3	5	4	3	4	4	4	3	4	3	1	5	0	0	0	0
ÖK6	3	4	2	3	3	3	4	4	3	5	3	4	0	0	0	0
ÖK7	3	3	3	4	2	5	3	4	3	3	4	3	0	0	0	0
ÖK8	3	3	4	4	3	3	4	3	3	3	3	3	0	0	0	0

LO: Learning Objectives   PQ: Program Qualifications

Contrib ution Level:	1 very low	2 low	3 Medium	4 High	5 Very High