OFFICE PROGRAMMES

1	Course Title:	OFFICE PROGRAMMES
2	Course Code:	OSPS046
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	3
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	1.00
9	Practice (hour/week):	2.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr.Gör. Nilgün Özel
15	Course Lecturers:	Meslek Yüksek okulları yönetim kurulların görevlendirdiği öğretim elemanları.
16	Contact information of the Course Coordinator:	Bursa Uludağ Üniversitesi, Mustafakemalpaşa MYO, İşletme Yönetimi Programı, Atariye Mh. Cumhuriyet Cd. No:4/1 16500 Mustafakemalpaşa / BURSA ozeln@uludag.edu.tr, 0(224) 613 31 30
17	Website:	
18	Objective of the Course:	To improve the ability of students to use the Office Programs (Word, Excel, etc.) they will need at every stage of their lives.
19	Contribution of the Course to Professional Development:	Students will be able to use them in processes such as processing, recording, classification, which they need in the professional field with their course outcomes
20	Learning Outcomes:	

	1	General information will be obtained about what office programs are and what they will be used for.
	2	Office programs will gain the ability to use Word, open, edit, save, change, etc.
	3	Students will be able to create footnote, endnote, bibliography contents and table by using references in Word.
	4	Basic skills of using Excel from office programs will be gained. You will gain basic skills such as creating charts, tables and calculations.
	5	Will learn help and self-improvement methods when necessary
	6	As a result of this course, more effective and efficient use of computers and office programs will be gained.
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21	Course Content:	
		Course Content:

Week	Theoretical	Practice
1	Creating a Word document, explaining common tasks of menus and ribbons linked to menus	Introduction and application of the topics covered in the course with Word
2	Introductory ribbon: Using Clipboard, Font, Paragraph, Styles and Edit groups	Practice with Word with examples
3	Insert Ribbon: Using pages, tables, drawings, links, comments, headers and footers, text and icons groups	Application of the topic with examples with Word
4	IDesign and Layout Ribbon: Using document formats, themes, page background, page setup, paragraph and Layout groups	Application of the topic with examples with Word
5	Reference Band: Table of contents, footnotes, quotations and bibliography, captions, index groups usage	Application of the topic with examples with Word
6	Posts and Review Ribbon: Compose, mail and mail merge, write and add fields, preview results. Proofing, language, comments, tracking, changes, compares and preserve.	Application of the topic with examples with Word
7	Strips added later Design and Layout uses	Application of the topic with examples with Word
8	Repeating courses and Midterm Exam	Evaluation sample applications
9	Open the Excel book and examine the differences from the office Word program, examine the columns and rows, scroll through the cells, create new sheets. Examining the formula bar.	Open the office Excel book and make lecture applications
10	Creating tables and graphs. Creating drawings.	Applying applications related to the course with Excel
11	Creating tables and graphs. Creating drawings.	Applying applications related to the course with Excel
12	Filters and links to add equations and symbols. Print width, height, header and background.	Applying applications related to the course with Excel
13	Data Strip: Using sequencing data tools and external data retrieval	Applying applications related to the course with Excel
14	Using the view and review options.	Applying applications related to the course with Excel
22	Textbooks, References and/or Other Materials:	All Microsoft Office books and electronic or various resources
23	Assesment	

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	40.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	60.00
Total	2	100.00
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00
Measurement and Evaluation Techniques Used in the Course		Measurement and eyaluation is carried out according to the principles of Bursa Uludağ University Associate and Undergraduate Education Regulation.

24	**ECTS / WORK LOAD TABLE**

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	1.00	14.00
Practicals/Labs	14	2.00	28.00
Self study and preperation	14	2.00	28.00
Homeworks	1	5.00	5.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	5.00	5.00
Others	0	0.00	0.00
Final Exams	1	10.00	10.00
Total Work Load			90.00
Total work load/ 30 hr			3.00
ECTS Credit of the Course			3.00

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	3	4	2	1	5	3	2	0	2	1	2	4	0	0	0	0
ÖK2	3	3	2	0	5	3	2	1	2	1	3	4	0	0	0	0
ÖK3	3	3	2	0	5	3	2	1	2	1	3	4	0	0	0	0
ÖK4	3	3	2	0	5	3	2	1	2	0	2	5	0	0	0	0
ÖK5	2	2	2	1	5	4	3	1	1	0	3	5	0	0	0	0
ÖK6	2	2	2	1	5	4	3	1	1	0	3	5	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low		2 low		3 Medium		4 High			5 Very High						