

## OFFICE PROGRAMS AND ACCOUNT STATEMENTS

1	Course Title:	OFFICE PROGRAMS AND ACCOUNT STATEMENTS
2	Course Code:	OSPS048
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
5	Year of Study:	1
6	Semester:	2
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	0.00
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 kurullarının 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. Gain basic skills such as creating charts, tables and calculations
	5	Will learn methods of assistance and self-improvement as needed
	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:	
	<b>Course Content:</b>	
Week	Theoretical	Practice

1	Creating a Word document, explaining common tasks of menus and ribbons linked to menus			
2	Introductory ribbon: Using Clipboard, Font, Paragraph, Styles and Edit groups			
3	Insert Ribbon: Using pages, tables, drawings, links, comments, headers and footers, text and icons groups			
4	Ribbon: Using document formats, themes, page background, page setup, paragraph and Arrange groups			
5	Reference Band: Table of contents, footnotes, quotations and bibliography, captions, index groups usage			
6	Posts and Review Ribbon: Compose, mail and mail merge, write and add fields, preview results. Proofing, language, comments, tracking, changes, compares and preserve.			
7	Strips added later Design and Layout uses			
8	Subject repetition and midterm exam			
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.			
10	View, save and open File and Input Strips: Alignment, number styles and cells editing			
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical symbols. Print width, height, header and background		14	2.00	28.00
Practicals/Labs		0	0.00	0.00
Self study and preparation		14	3.00	42.00
Homeworks		0	0.00	0.00
Projects		0	0.00	0.00
22 Textbooks, References and/or Other		Computer and office books can be used as resources		
Field Studies		0	0.00	0.00
Midterm Assessment		1	10.00	10.00
Others		0	0.00	0.00
Final Exams		1	10.00	10.00
Midterm Exam		1	10.00	10.00
Total Work Load				90.00
Quiz		0	0.00	0.00
Total work load/ 30 hr				3.00
Home work project		0	0.00	0.00
ECTS Credit of the Course				3.00
Final Exam		1	10.00	10.00
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			

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	1	1	1	3	3	2	2	2	1	2	2	4	0	0	0	0
ÖK2	2	1	1	3	3	2	2	2	2	2	3	4	0	0	0	0
ÖK3	3	2	3	4	3	2	2	2	2	3	3	4	0	0	0	0
ÖK4	3	2	3	5	3	2	1	2	2	3	3	4	0	0	0	0
ÖK5	3	2	3	5	3	2	2	3	3	3	3	5	0	0	0	0
ÖK6	3	3	3	5	3	2	2	3	3	3	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			