OFFICE PROGRAMS-WORD PROCESSING

1	Course Title:	OFFICE PROGRAMS-WORD PROCESSING
2	Course Code:	EKO2004
3	Type of Course:	Optional
4	Level of Course:	First Cycle
5	Year of Study:	2
6	Semester:	4
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:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Doç. Dr. VESİLE SİNEM ARIKAN KARGI
15	Course Lecturers:	Yok
16	Contact information of the Course Coordinator:	Doç. Dr. V. Sinem Arıkan Kargı vesa@uludag.edu.tr 0224 2941105 Uludağ Üniversitesi İktisadi ve İdari Bilimler Fakültesi A Blok 16059 Nilüfer/Bursa
17	Website:	
18	Objective of the Course:	The aim of this course is to give theoretical knowledge in nature of general culture about computers, to inform students about computer hardware and software, to ensure effective use windows operating system and Word 2010 programs.
19	Contribution of the Course to Professional Development:	To be able to have general knowledge about computers. To be able to understand the programming logic. To be able to use windows operating system effectively. To be able to use effective word 2010 program
20	Learning Outcomes:	
	1	To be able to have general knowledge about computers
	2	To be able to learn about computer software
	3	To be able to understand the programming logic
	4	To be able to use effective word 2010 program
	5	To be able to use windows operating system effectively
	6	To able to use the internet
	7	To be able to prepate the presentation
	8	To be able to gain the quality of web page design
	9	
	10	
21	Course Content:	

	Course Content:	
Week	Theoretical	Practice
1	General information about computers	

2	The development processes, management structure, memory units of measure and components of the computer of personal computers	
3	Software and programming logic	
4	Internet	
5	Installation of microsoft office 2010 program suite and general information about Word 2010	
6	Explaning of the file tab in Word 2010	
7	Explaning of the input tab in word 2010	
8	Explaning of the add tab in word 2010	
9	Explaning of the page layout tab in Word 2010	
10	Explaning of the applications layout tab in Word 2010	
11	Explaning of the mails tab in Word 2010	
12	Explaning of the review tab in Word 2010	
13	Explaning of the view tab in Word 2010	
14	Explaning of the add-ins tab in Word 2010	

22	Textbooks, References and/or Other Materials:	1.Bilişim Eğitim Merkezi, Microsoft Office, , Pusula Yayınları, 2016.
23	Assesment	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	3.00	42.00
Quiz	0	0.00	
Practicals/Labs	0	0.00	0.00
Self study and preperation	14	6.00	84.00
Final Exam	1	60.00	
Homeworks	1	4.00	4.00
Projects	0	0.00	0.00
Contribution of Term (Year) Learning Activities to	40.00		
Field Studies	0	0.00	0.00
Midterm exams			
Contribution of Final Exam to Success Grade	60	100	10.00	10.00
Others	0	0.00	0.00
Final Exams	1	10.00	10.00
Measurement and Evaluation Techniques Used in the	Test Exam		
Total Work Load			160.00
24	ECTS / WORK LOAD TABLE		
Total workload / 30 h.			5.00
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	4	3	3	5	4	5	4	3	3	3	1	4	0	0	0	0
ÖK2	3	5	5	5	3	3	3	4	1	2	4	2	0	0	0	0
ÖK3	2	3	3	4	4	4	4	4	2	3	3	1	0	0	0	0
ÖK4	2	2	3	5	3	4	4	4	5	2	1	2	0	0	0	0

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

LO: Learning Objectives   PQ: Program Qualifications

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