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:	1
6	Semester:	1
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.Dr. MÜRÜVVET MANGUT
15	Course Lecturers:	Meslek Yüksekokullarının görevlendirdiği öğretim elamanları Öğr.Gör.Dr. Mürüvvet MANGUT, Öğr.Gör. Naci KANATLAR
16	Contact information of the Course Coordinator:	mangut@uludag.edu.tr
17	Website:	
18	Objective of the Course:	This course aim to provides the skills of the students by self improvement about the information technologies, by using the Microsoft Office programmes at the middle grade.
19	Contribution of the Course to Professional Development:	Ability to use Microsoft Office programs effectively thoroughout business life
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	will be able to create a footnote, endnote, using references in the use of bibliography and table 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	they will learn the method of assistance and self-improvement as needed.
	6	Basic skills of using Power Point from office programs will be gained.
	7	As a result of this cource, 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

#	Topic	Method
1	Creating a Word döküment, explaining common tasks of menus and ribbons linked to menus	Application of the theorical subject
2	Introductory ribbon: using clipboard, font, paragraph, styles and edit groups.	Application of the theorical subject
3	insert ribbon: using pages, tables, drawings, links, comments, header and footer, text and icons groups	Application of the theorical subject
4	Design and layout ribbon: using document formats, themes, page backgraund, page setup, paragraph and layout groups	Application of the theorical subject
5	referange band: table of contens, footnotes, quotations and bibliography, captions, index groups usage	Application of the theorical subject
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 theorical subject
7	strips added later design and layout uses	Application of the theorical subject
8	open the Excel book and examine the diffrences from the office Word program, examine the columns and rows, scroll trough the cells, create new sheets. ezamining the formula bar and MIDTERM EXAM	Application of the theorical subject
9	file and input strips to review, save and open: alignment, number styles and cells, editing.	Application of the theorical subject
10	creating tables and graphs, creating background.	Application of the theorical subject
12	data strip: using sequencing data tools and review options	Application of the theorical subject
18	Creating a PowerPoint döküment, explaining menus	Application of the theorical subject
	master slayt usage.	
23	Materials: Assesment	Ömer Bağcı, Bilgisayarım B sı. (Geçkin Yayıncılık)
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	1.00	14.00
Homeworks	1	18.00	18.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	6.00	6.00
Others	0	0.00	0.00
Final Exams	1	10.00	10.00
Total Work Load			90.00
Total work load/ 30 hr	R		3.00
ECTS Credit of the Course			3.00

Quiz	0	0.00
Home work-project	1	20.00
Final Exam	1	60.00
Total	3	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	Practice, quiz, sample problems	

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	3	1	1	4	1	0	4	5	5	0	0	0	0	0
ÖK2	1	1	3	1	1	4	1	0	4	5	5	0	0	0	0	0
ÖK3	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0
ÖK4	1	1	4	1	1	4	1	0	5	5	5	0	0	0	0	0
ÖK5	1	1	3	1	1	4	1	0	4	4	4	5	0	0	0	0
ÖK6	0	0	0	0	0	0	0	0	0	0	5	5	0	0	0	0
ÖK7	2	2	3	2	2	4	2	1	4	4	4	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			