

OFFICE PROGRAMS AND ACCOUNT STATEMENTS

1	Course Title:	OFFICE PROGRAMS AND ACCOUNT STATEMENTS	
2	Course Code:	OSPS048	
3	Type of Course:	Compulsory	
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):	1	
11	Prerequisites:	None	
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr.Gör. AKIN ÖLMEZ	
15	Course Lecturers:	Meslek Yüksek okulları yönetim kurullarının görevlendirdiği öğretim elemanları.	
16	Contact information of the Course Coordinator:	Öğr. Gör. Akın ÖLMEZ B.U.Ü. Orhaneli Meslek Yüksekokulu 0 (224) 294 26 86 - 62431	
17	Website:		
18	Objective of the Course:	To improve the ability of students to use office software (such as Word, Powerpoint and Excel), to ensure that they can use spreadsheets effectively in the field of Accounting and Tax Practice	
19	Contribution of the Course to Professional Development:	Will be able to realize the reporting requests needed in the professional field with the ability to use office software (such as Word, Powerpoint and Excel).	
20	Learning Outcomes:		
		1	Students can effectively use the basic features and functions of office software such as Microsoft Office (Word, Excel, Powerpoint) or Google Workspace.
		2	Students can format, print and publish documents such as assignments, articles, theses, etc. at a basic level.
		3	Students will be able to prepare reports and presentations at a good level and present them effectively.
		4	Students will be able to enter, edit, calculate, analyze and report data in spreadsheets.
		5	Students will be able to analyze and report on financial statements using spreadsheets, graphs and other visual tools.
		6	
		7	
		8	
		9	
		10	
21	Course Content:		
		Course Content:	

Week	Theoretical	Practice
1	Basic computer concepts	Recognize Hardware, Software and User definitions and functions
2	Operating Systems Concepts and Windows operating system	Recognition of personal and multi-user operating systems other than MS, including GNU licensed ones, and knowledge of their functions
3	Word processor (Ms Word)	In MS Word program, opening, editing, formatting, etc. documents, using the standard toolbar and menus.
4	Word processor (Ms Word)	In MS Word program, find-and-replace, page layout, inserting pictures, tables, etc., working with columns, working with footers and headers, etc.
5	Word processor (Ms Word)	To make a magazine work using many functions in MS Word program
6	Presentation Programs (MS Powerpoint)	Using the Add New Slide, Delete, Duplicate and Standard Formatting Tools in MS Powerpoint program
7	Presentation Programs (MS Powerpoint)	Using Slide Design, Transitions, Animations in MS Powerpoint program
8	Presentation Programs (MS Powerpoint)	To prepare a timed rehearsed presentation on a selected topic using MS Powerpoint program and using the topics mentioned in the previous weeks
9	Spreadsheets (Ms Excel)	In MS Excel program, Row, Column, Cell concepts and standard formatting operations, preparing simple tables and arithmetic operators with 4 operations and percentage calculations
10	Spreadsheets (Ms Excel)	In MS Excel program, recognize the formula bar and functions and use simple functions on tables
11	Spreadsheets (Ms Excel)	Using sorting, filter, etc. features in MS Excel program, using functions in the data menu
12	Spreadsheets (Ms Excel)	In MS Excel program, perform operations between multiple sheets, create formatted tables and graphs
13	Spreadsheets (Ms Excel)	To make operations and calculations on the prepared Balance Sheet and Income Statement
14	Spreadsheets (Ms Excel)	Performing operations and calculations on other prepared financial statements
22	Textbooks, References and/or Other Materials:	Computer and office books can be used as resources. The web site of Microsoft
23	Assesment	
TERM LEARNING ACTIVITIES		WEIGHT
Midterm Exam	1	30.00
Quiz	0	0.00
Home work-project	1	10.00
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		Measurement and evaluation 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	2.00	28.00
Practicals/Labs	14	1.00	14.00
Self study and preperation	14	1.00	14.00
Homeworks	1	14.00	14.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	10.00	10.00
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	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK2	3	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK3	3	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK4	3	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			