# OFFICE PROGRAMS AND ACCOUNT STATEMENTS

| 1 | Course Title: | OFFICE PROGRAMS AND ACCOUNT STATEMENTS |
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| 2 | Course Code: | OSPZ048 |
| 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<br>B.U.Ü. Orhaneli Meslek Yüksekokulu<br>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: | |

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|---|---|---|
| | 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 | |
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| 21 | Course Content: | |
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| | **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 |
| 13 | Spreadsheets (Ms Excel) | To make operations and calculations on the prepared sheets, create formatted tables and graphics |
| 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 |
| 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 |

| TERM LEARNING ACTIVITIES | NUMBE | WEIGHT |
|--------------------------|-------|--------|
| Midterm Exam | 1 | 30.00 |
| Home work project | 1 | 10.00 |
| 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 eyaluation is carried out according to the principles of Bursa Uludağ University Associate and Undergraduate Education Regulation. |

| 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 | 3 | 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 |
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