

OFFICE SOFTWARES

1	Course Title:	OFFICE SOFTWARES
2	Course Code:	BLPS1202
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:	Doç. Dr. ŞAHİN İNANÇ
15	Course Lecturers:	MYO'ların Yönetim Kurullarının görevlendirdiği öğretim elemanları
16	Contact information of the Course Coordinator:	sahininanc@uludag.edu.tr, 0224 8613424, Keles MYO
17	Website:	
18	Objective of the Course:	With this course, the student, in every branch of information technologycompetencies needed on the use
19	Contribution of the Course to Professional Development:	In the Office Software course, students will have the skills of using word processing programs properly, preparing presentations, preparing tables that can calculate, and writing macros.
20	Learning Outcomes:	
	1	Able to establish the necessary programs and settings for office applications
	2	Use word processing programs
	3	Prepare the necessary documents, edit
	4	Create tables and charts
	5	Data analysis to make
	6	More effective documents using graphics to prepare drawings
	7	Ready to make calculations using the functions automatically
	8	Text, images, audio and video content to prepare presentations
	9	Learning the techniques of preparing and making effective presentation
	10	Prepare documents more effectively by writing Macros
21	Course Content:	
	Course Content:	
Week	Theoretical	Practice
1	Document Processing, Formatting Operations	
2	Document Control, Print, Table Operations	
3	Object Operations, Advanced Features	

4	Macros, Customization	
5	Study Area, Data Entry, Formatting Operations	
6	Formulas, Functions	
7	Charting, Data Analysis	
8	Data Analysis	
9	Print, Macros, Customization	
10	Work Area, Slide Processing, Design	
11	Slide Objects, Display Settings,	
12	Print, Privatization	
13	Internet Concepts	
14	E-Mail	

22	Textbooks, References and/or Other Materials:	Kollektif, Adım Adım Microsoft Office Access 2007, Arkadaş Yayınları 2008, Curtis Frye, Joyce Cox, Joan Lambert, Adım Adım Microsoft Office Professional 2010, Arkadaş Yayınları 2011
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23	Assesment	
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TERM LEARNING ACTIVITIES		NUMBER	WEIGHT		
Midterm Exam		1	30.00		
Quiz		0	0.00		
Activites		Number	Duration (hour)	Total Work Load (hour)	
Total Theoretical		3	100.00	28.00	
Contribution of Term (Year) Learning Activities to		45.00			
Practicals/Labs		0	0.00	0.00	
Self study and preperation		8	1.00	8.00	
Contribution of Final Exam to Success Grade		60.00			
Homeworks		2	7.00	14.00	
Total Projects		0	0.00	0.00	
Field Studies		0	0.00	0.00	
Midterm exams		Undergraduate Education Regulation.		16.00	
Others		0	0.00	0.00	
Final Exams		1	24.00	24.00	
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	5	5	4	3	5	4	0	2	2	3	0	5	0	0	0	0
ÖK2	5	5	4	4	5	3	2	2	0	0	0	5	0	0	0	0
ÖK3	5	5	4	3	5	4	0	0	2	0	0	5	0	0	0	0
ÖK4	5	5	4	4	5	4	0	3	0	0	0	5	0	0	0	0

ÖK5	5	5	4	4	5	3	0	0	0	0	0	5	0	0	0	0
ÖK6	5	5	4	3	5	4	0	0	0	2	2	5	0	0	0	0
ÖK7	5	5	4	3	5	4	0	0	2	2	0	5	0	0	0	0
ÖK8	5	5	4	4	5	3	0	2	0	0	0	5	0	0	0	0
ÖK9	5	5	4	4	5	5	0	0	0	2	0	5	0	0	0	0
ÖK10	5	5	4	4	5	4	0	0	0	0	0	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			