

## OFFICE SOFTWARE

1	Course Title:	OFFICE SOFTWARE
2	Course Code:	EMEZ103
3	Type of Course:	Compulsory
4	Level of Course:	Short Cycle
5	Year of Study:	1
6	Semester:	1
7	ECTS Credits Allocated:	4.00
8	Theoretical (hour/week):	3.00
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. NACİ KANATLAR
15	Course Lecturers:	İsmet GÜCÜYENER
16	Contact information of the Course Coordinator:	İsmet GÜCÜYENER ismetguc@uludag.edu.tr, 02242942349, U.Ü. TBYO Mekatronik Prg. Bşk. Görükle Bursa
17	Website:	
18	Objective of the Course:	In this course, aimed to gain the competencies needed in every branch of information technologies which are using of the office software
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	
	1	Being able to use components of the operating system
	2	Being able to do the file processes
	3	Being able to prepare every type document
	4	Being able to prepare tabulation processes
	5	Being able to prepare the macros which are needed in software
	6	Being able to record the input values in database program
	7	Being able to prepare submission
	8	Being able to prepare simple website
	9	
	10	
21	Course Content:	
	<b>Course Content:</b>	
Week	Theoretical	Practice
1	Operating system	Introduction of laboratory
2	Document controlling, printing and table processes	Word document examples
3	Object processes and expanded specifications	Styles and pictures
4	Macros and specifications	Simple macro usage

5	Workspace, data input and formatting processes	Tabulation examples
6	Formulas and Functions	Preparing function
7	Graphic processes and data analysis	Graphical processes
8	Repeating courses first midterm	Graphical processes
9	Printing, Macros and specifications	Simple visual basic macros
10	Workspace, slide processes and forms	Preparing submission
11	Data base tables and forms	Access usage
12	Queries and reports	Access usage
13	Repeating courses second midterm	HTML and XML codes
14	Preparing website	HTML and XML codes

22	Textbooks, References and/or Other Materials:	Course notes, Microsoft web site
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23	Assesment
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TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	2	50.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	50.00
Total	3	100.00

Activites	Number	Duration (hour)	Total Work Load (hour)
Contribution of Final Exam to Success Grade	1	2.00	28.00
Theoretical	14	2.00	28.00
Total	14	2.00	28.00
Practicals/Labs	14	2.00	28.00
Measurement and Evaluation Techniques Used in the Self study and preperation	14	2.00	28.00
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	2	10.00	20.00
Others	0	0.00	0.00
Final Exams	1	20.00	20.00
Total Work Load			124.00
Total work load/ 30 hr			4.13
ECTS Credit of the Course			4.00

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	3	3	5	5	5	5	3	4	4	5	0	0	0	0	0
ÖK2	0	3	4	4	4	4	0	3	5	5	4	0	0	0	0	0
ÖK3	1	3	4	4	5	5	4	5	3	3	4	0	0	0	0	0
ÖK4	1	3	4	4	4	4	0	4	4	4	3	0	0	0	0	0

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