Course Syllabus

Code - Course Title	**BOP103 - Word Processors**
Course Type	I. SEMESTER
Laboratory + Practice	2+2
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. PERİHAN ÖNDEŞ

Mode of Delivery	The mode of delivery of this course is Face to face
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	It is recommended to take this course concurrently with BOP117 Professional Language for Computer Operation I and TÜR115 Written and Oral Expression for Computer Operation I, which are offered in the same semester. Professional Language I supports the computer terminology used in the program, while Written and Oral Expression I supports the writing and expression skills required for document preparation. Following this course, BOP114 Typesetting, BOP206 Spreadsheets, and BOP211 Computer-Aided Presentation Applications are recommended.
Recommended Resources	1. Visual-aided instructional handouts, presentations, and subtitled screen recording videos prepared by the instructor.2. Microsoft Support, Word help, and learning pages.3. Regulation on the Procedures and Principles to be Applied in Official Correspondence (for official correspondence applications).
Work Placement	The course does not have an external internship component. The weekly 2-hour practical session is conducted in the school's computer laboratory.
Aims of the Course	The aim of this course is to provide students with fundamental concepts regarding word processing software and to develop their skills in preparing professional documents—such as official correspondence, reports, and resumes—in accordance with writing and accessibility standards, utilizing file management, text and page layout, printing, formatting, tables, drawing tools, and object operations within Microsoft Word.

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1** **LO-2**	Program introduction, general information, and window elements (the concept of word processors, word processing software, opening Word, the ribbon, tabs, and the document area)	Lecture, Demonstration and Practice
Week - 2	**LO-3**	File operations and text operations: new document, opening, saving, saving as PDF; text selection, copying, moving, find and replace, spell check (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 3	LO-3 LO-4	Page layout and printing operations: paper size, orientation, margins, columns, page breaks, headers, footers, page numbering; preview and print settings (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 4	LO-4	Formatting operations: character and paragraph formatting (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 5	LO-4	Formatting operations: bullet points and numbering, borders and shading, format painter, styles (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 6	LO-5	Table operations: creating tables, adding and deleting rows and columns, merging and splitting cells (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 7	LO-5	Table operations: table formatting, borders and shading, sorting, converting text to table (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 8	LO-6	Drawing tools and objects: inserting shapes, pictures, text boxes, WordArt, and SmartArt	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 9	LO-2	Toolbars: ribbons and tabs, Quick Access Toolbar, mini toolbar, customizing the ribbon, views (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 10	LO-6	Styles and themes; automatic table of contents (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 11	LO-7	Other features: automatic table of contents, footnotes and endnotes, captions (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 12	LO-7	Other features: mail merge for addresses, envelopes, and labels; adding comments and tracking changes (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 13	LO-8	Applications covering all procedures: preparing official correspondence and petitions (Application)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 14	LO-8	Applications encompassing all operations: report and resume preparation; document writing and accessibility checks (Application)	Problem Solving, Practice/Practical Work/Workshop

Learning Outcomes

#	Learning Outcome
1	Can explain the basic concepts regarding word processing software.
2	The student can use the interface components and toolbars of word processing software during the document preparation process.
3	The user can perform basic file management, text editing, and page printing settings in a word processor document.
4	The user can apply character, paragraph, and page layout formatting to the document.
5	They can create appropriate tables to present the data within the document.
6	The student can use drawing tools and objects in accordance with the document layout.
7	The student can apply advanced tools such as tables of contents, citations/bibliographies, and mail merge in document management.
8	By combining the operations learned, the student can design a formatted, integrated document that complies with writing and digital accessibility standards.

Sustainable Development Goals

✓ Decent Work and Economic Growth ✓ Reducing Inequalities

Course Theme

✓ Software, Cloud and Blockchain

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0.00	0	0
Ödevler	1.00	10	10
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	3.00	1	3
Final Sınavı Hazırlığı (sınav süresi dahil)	6.00	1	6
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	2.00	14	28
Staj Uygulaması	0.00	0	0

AKTS Workload

Activity	Duration (Hour)	Count	Workload
		Calculated ECTS	3.0

Assessment Method and Passing Requirements

✓ Multiple Choice Test ✓ True-False Test ✓ Fill-in-the-Blank Test ✓ Homework