Course Syllabus

Code - Course Title	**BİM106 - Office Programs**
Course Type	IV. SEMESTER
Laboratory + Practice	0+3
ECTS	**4.0**
Language of Instruction	Türkçe
Course Type	Area Elective Courses
Course Instructor(s)	ÖĞR. GÖR. RUŞEN YILMAZ

Mode of Delivery	In the computer lab, 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	Basic Information Technologies
Recommended Resources	Basic computer books, Books for the use of Microsoft Office programs...
Work Placement	Not required
Aims of the Course	At the offices, being able to use computers, office software (Word, Excel, Outlook, etc.), and Ai applications accurately and securely in order to manage the flow of information.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1**	The process of using computers and office software in the office	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 2	**LO-1** **LO-2**	Using office software together; working with text	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 3	**LO-1** **LO-3**	Using office software together; pagination	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 4	**LO-1** **LO-3**	Enriching documents with images in office software	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 5	**LO-1** **LO-3**	Enriching documents with drawings and graphics in office software	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 6	LO-1 LO-2 LO-3	Creating and using tables in office software documents	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 7	LO-1 LO-2 LO-3	Creating forms in different formats in office software	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 8	LO-1 LO-2 LO-3	Midterm	Practice/Practical Work/Workshop
Week - 9	LO-1 LO-2 LO-3	Using office software in conjunction with other tools: Interactive Presentations	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 10	LO-2 LO-3 LO-4	Using office software in conjunction with other applications: Address-Mail Merging	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 11	LO-2 LO-3 LO-4	Working with fields and macros in office software.	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 12	LO-1 LO-3	Obtaining different outputs from office software	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 13	LO-1	Storing and sharing files and documents created with office software	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 14	LO-1 LO-2 LO-3	Using office software in conjunction with Ai	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop

Learning Outcomes

#	Learning Outcome
1	Knows what office software is used on computers in offices.
2	Can create different types of forms using office softwares.
3	Can create presentations using MS Word, MS Excel, and MS PowerPoint together.
4	Can use the mail-merge function for various purposes on office software.

Sustainable Development Goals

✓ Quality Education ✓ Decent Work and Economic Growth ✓ Industry, Innovation and Infrastructure ✓ Partnerships for Purposes

Course Theme

✓ Communication Technologies and the IoT ✓ Media, Design and Creative Arts ✓ Society, Law and Communication ✓ Data Science ✓ Artificial Intelligence ✓ Software, Cloud and Blockchain

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	1.00	14	14
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	7.00	2	14
Ödevler	7.00	2	14
Proje - Rapor - Sunum Hazırlama	7.00	2	14
Ara Sınav Hazırlığı (sınav süresi dahil)	3.00	2	6
Final Sınavı Hazırlığı (sınav süresi dahil)	3.00	2	6
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	2.00	14	28
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**4.0**

Assessment Method and Passing Requirements

✓ Project ✓ Homework

Community Service Activity

This course does not include any Community Service activities.