Course Syllabus

Code - Course Title	**BİM106 - Office Programs**
Course Type	I. SEMESTER
Laboratory + Practice	0+3
ECTS	**4.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. MELİHA NUR ÖZEN BORA

Mode of Delivery	In the computer lab, 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	Students are given practical assignments.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Basic computer concepts - File and folder concepts; Creating, selecting, changing names, copying, moving, deleting, sharing files and folders	
Week - 2		Office Programs - Word; Start, use menus and toolbars, dialog boxes, create a new document, edit the text, undo, duplicate, save the document, share the document.	
Week - 3		Writing in the Word, setting the page structure with example of petition, previewing the document, preparing the information and sub information, printing the document.	
Week - 4		Excel; Launching, entering information into cells, changing content, deleting cells, copying, moving operations.	
Week - 5		Excel; Formatting numbers, aligning, adding columns and rows, changing hiding widths and heights, conditional formatting	
Week - 6		Writing formulas in Excel, error messages, functions, graphic drawing and sample applications and printer settings	
Week - 7		Pivot analysis explanation and examples in Excel	
Week - 8		Midterm	
Week - 9		Purposes of using presentation programs and issues to be considered in presentations, creating slides in Power Point, applying different effects to objects, setting time for transitions between slides, recording methods of slides, slide sharing.	
Week - 10		Methods and examples of creating presentations with Prezi and Google Slides.	

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 11		Publisher menu presentation, using Publisher for sale, rental advertising, brochure preparation methods and examples	
Week - 12		Sample works with Publisher	
Week - 13		General introduction of the Internet environment; faster and easier browsing the web, finding, printing and saving the desired information.	
Week - 14		Working with Outlook; Managing Mail Messages; Finding and Organizing; General repetition	

Learning Outcomes

#	Learning Outcome
1	Knows basic computer concepts
2	Can use Microsoft Office programs
3	Can easily find information on the internet and use it for your intended purpose.
4	knows how to perform simple calculations with the help of a spreadsheet formula

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

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

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	50
Practice	1	20
	Sum (%)	**100**