

Year

Office Services and Secretarial Department / Office Services and Secretarial Department /						
Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
BYS202	COMPUTER OFFICE PROGRAMS	2.00	0.00	0.00	3.00	3.00
Course Detail						
Course Language	: Turkish					
Qualification Degree	: PreBachelor					
Course Type	: Optional					
Preconditions	: Not					
Objectives of the Course	: Students recognize general principles of communication means on internet and using this information to send a web page they prepared a Web server.					
Course Contents	: entification of means of communication on the Internet To know the general principles of communication Acquiring design tools Grip design program applying instructions Prepare and send to the web server for the purpose of a web page					
Recommended or Required Reading	: Book, projector, Compiter https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf Şencan, E. (2011). Bilgisayar ve Ofis Programları Kullanımı. Bursa:Alfa Aktüel https://acikders.ankara.edu.tr/course/view.php?id=8659 https://birecik.harran.edu.tr/tr/ogrenci/ofis-programlari-ders-notlari-ogr-gor-serkan-korkmaz/ https://web.itu.edu.tr/~toros/ofis/ofis.pdf https://www.btkakademi.gov.tr/portal/course/microsoft-word-temelleri-13241 https://www.btkakademi.gov.tr/portal/course/microsoft-excel-temelleri-13897 https://www.btkakademi.gov.tr/portal/course/microsoft-powerpoint-13365 Joyce, C. (2011). Adım adım Microsoft Office Professional 2010. Arkadaş					
Planned Learning Activities and Teaching Methods	: Narrative, question – answer, problem solving, application					
Recommended Optional Programme Components	: Weekly content should be followed and applications should be made					
Course Instructors	: Öğr. Gör. Fethullah Mustafa Akalp					
Instructor's Assistants	: Empty					
Presentation Of Course	: Face to face					
Update Date	: 2/5/2026 1:59:55 PM					
Dosya İndirilme Tarihi	: 2/5/2026					

Course Outcomes
Upon the completion of this course a student :
1 can write and edit documents and texts used in daily life using a word processing program
2 can perform spreadsheet operations.
3 can make necessary corrections and formatting on the created documents
4 can perform table and document operations and handle printing tasks.
5 can create presentations on a computer

Pre / Side Conditions							
Course Code	Course Name	Condition	Teorical	Practice	Laboratory	Credits	ECTS

Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Basic topics related to different office programs	*Basic topics related to different office programs	*Basic topics related to different office programs		*Lecture / Question - Answer, problem solving, presentation	
2.Week	*Working with basic features of a word processing program such as fonts, styles, and paragraphs; performing find and replace operations	*Working with basic features of a word processing program such as fonts, styles, and paragraphs; performing find and replace operations	*Working with basic features of a word processing program such as fonts, styles, and paragraphs; performing find and replace operations	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
3.Week	*Adding pages, tables, drawings, plugins, links, comments, headers and footers, text, and symbols to a word processing program	*Adding pages, tables, drawings, plugins, links, comments, headers and footers, text, and symbols to a word processing program	*Adding pages, tables, drawings, plugins, links, comments, headers and footers, text, and symbols to a word processing program	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
4.Week	*Document formatting and page background settings in a word processing program	*Document formatting and page background settings in a word processing program	*Document formatting and page background settings in a word processing program	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
5.Week	*Page layout and arrangement operations in a word processing program	*Page layout and arrangement operations in a word processing program	*Kelime işlem programında sayfa yapısı ve yerleştirme Page layout and arrangement operations in a word processing program	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
6.Week	*Creating a table of contents, footnotes, citations and bibliography, captions, index, and performing spelling checks in a word processing program	*Creating a table of contents, footnotes, citations and bibliography, captions, index, and performing spelling checks in a word processing program	*Creating a table of contents, footnotes, citations and bibliography, captions, index, and performing spelling checks in a word processing program	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
7.Week	*Basic topics of presentation software and key points to consider while presenting on a computer	*Basic topics of presentation software and key points to consider while presenting on a computer	*Basic topics of presentation software and key points to consider while presenting on a computer	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
8.Week	*mid exem					
9.Week	*Slide transitions and timing operations in a presentation program	*Slide transitions and timing operations in a presentation program	*Slide transitions and timing operations in a presentation program	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
10.Week	*Animation and master slide operations in a presentation program	*Animation and master slide operations in a presentation program	*Animation and master slide operations in a presentation program	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
11.Week	*Operations related to slide shows in a presentation program	*Operations related to slide shows in a presentation program	*Operations related to slide shows in a presentation program	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
12.Week	*Basic topics of spreadsheet software and working with alignment, number formats, styles, and cells	*Basic topics of spreadsheet software and working with alignment, number formats, styles, and cells	*Basic topics of spreadsheet software and working with alignment, number formats, styles, and cells	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
13.Week	*Working with pivot tables and charts in spreadsheet software	*Working with pivot tables and charts in spreadsheet software	*Working with pivot tables and charts in spreadsheet software	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
14.Week	*Working with formulas in spreadsheet software	*Working with formulas in spreadsheet software	*Working with formulas in spreadsheet software	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	
15.Week	*Importing and transforming external data, applying sorting and filters, and performing forecasting in spreadsheet software, Working with the developer menu in spreadsheet software	*Importing and transforming external data, applying sorting and filters, and performing forecasting in spreadsheet software, Working with the developer menu in spreadsheet software	*Importing and transforming external data, applying sorting and filters, and performing forecasting in spreadsheet software, Working with the developer menu in spreadsheet software	*Review of Previous Lessons	*Lecture / Question - Answer, problem solving, presentation	

Assesment Methods %
1 Ara Sınav : 40.000
3 Final : 60.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Final	1	1.00	1.00
Derse Katılım	6	1.00	6.00
Uygulama / Pratik	15	1.00	15.00
Ara Sınav Hazırlık	7	1.00	7.00
Gösterim	15	1.00	15.00
Teorik Ders Anlatım	15	3.00	45.00
Total : 90.00			
Sum of Workload / 30 (Hour) : 3			
ECTS : 3.00			

Program And OutcomeRelation															
	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13	P.O.14	P.O.15
	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15
L.O. 1	0	0	0	5	0	5	0	0	0	0	0	0	5	0	0
L.O. 2	0	0	0	5	0	0	0	0	0	0	0	0	5	0	0
L.O. 3	0	0	0	5	0	5	0	0	0	0	0	0	5	0	0
L.O. 4	0	0	0	5	0	0	0	0	0	0	0	0	5	0	0
L.O. 5	0	0	0	5	0	5	0	0	0	0	0	0	5	0	0
Avarage	0	0	0	6.00	0	3.60	0	0	0	0	0	0	6.00	0	0

Ders/Program Çıktıları İlişkisi														
P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15
0	0	0	5	0	3	0	0	0	0	0	0	5	0	0

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person s ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarlama Talebi : Engel durumuna ilişkin herhangi bir uyarlama talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.