

Department of Computer Technologies / Department of Computer Technologies /						
Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
BİL109	OFFICE SOFTWARE	2.00	1.00	0.00	3.00	5.00
Course Detail						
Course Language	: Turkish					
Qualification Degree	: PreBachelor					
Course Type	: Compulsory					
Preconditions	: Not					
Objectives of the Course	: The aim of this course is to gain the competencies related to the use of office programs in every branch of information technologies.					
Course Contents	: 1. Use word processing program 2. To use electronic spreadsheet program 3. Presentations to use design tool					
Recommended or Required Reading	: Yardımcı ders kitabı, projeksiyon,bilgisayar 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	: Lecture Method, Question Answer, Discussion Method, Individual Study Method					
Recommended Optional Programme Components	: Students should review the topics they learned each week with different examples before the previous week.					
Course Instructors	: Öğr. Gör. Fethullah Mustafa Akalp					
Presentation Of Course	: Face to face					
Update Date	: 8/28/2025 2:44:05 PM					
Dosya İndirilme Tarihi	: 9/12/2025					

Course Outcomes
Upon the completion of this course a student :
1 Can edit documents and texts used in dailylife 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.
6 Can write documents and texts used in dailylife using a word processing program
7 Can edit presentations on a computer.

Preconditions						
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Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Recognizing Basic topics related to different office programs	*Recognizing Basic topics related to different office programs	*Recognizing Basic topics related to different office programs	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf Page 9 - 13	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
2.Week	*Working with basic features of a word processing program such as fonts, styles, and paragraphs; performing find and replace	*Working with basic features of a word processing program such as fonts, styles, and paragraphs; performing find and replace	*Working with basic features of a word processing program such as fonts, styles, and paragraphs; performing find and replace operations	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page 39 -69	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	

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	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
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	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page 71-94	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
4.Week	*Doing Document formatting and page background settings in a word processing program	*Doing Document formatting and page background settings in a word processing program	*Doing Document formatting and page background settings in a word processing program	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page 104-107	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
5.Week	*Doing Page layout and arrangement operations in a word processing program	*Doing Page layout and arrangement operations in a word processing program	*Doing Page layout and arrangement operations in a word processing program	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page107-115	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
6.Week	*Doing Creating a table of contents, footnotes, citations and bibliography, captions, index, and performing spelling checks in a word processing program	*Doing Creating a table of contents, footnotes, citations and bibliography, captions, index, and performing spelling checks in a word processing program	*Doing Creating a table of contents, footnotes, citations and bibliography, captions, index, and performing spelling checks in a word processing program	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf Sayfa 116-122	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
7.Week	*Recognizing Basic topics of presentation software and key points to consider while presenting on a computer	*Recognizing Basic topics of presentation software and key points to consider while presenting on a computer	*Recognizing Basic topics of presentation software and key points to consider while presenting on a computer	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page 206-219 234-249	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
8.Week	*mid-term exam					
9.Week	*doing Slide transitions and timing operations in a presentation program	*Doing Slide transitions and timing operations in a presentation program	*Doing Slide transitions and timing operations in a presentation program	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page 257-262	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
10.Week	*Doing Animation and master slide operations in a presentation program	*Doing Animation and master slide operations in a presentation program	*Doing Animation and master slide operations in a presentation program	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page 220-233	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
11.Week	*Doing Operations related to slide shows in a presentation program	*Doing Operations related to slide shows in a presentation program	*Doing Operations related to slide shows in a presentation program	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page 249-256	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
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	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page144-153	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
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	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page164 -169	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	

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14.Week	*Working with formulas in spreadsheet software	*Working with formulas in spreadsheet software	*Working with formulas in spreadsheet software	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page173 -183	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
15.Week	*Doing Importing and transforming external data, applying sorting and filters, and performing forecasting in spreadsheet software, Working with the developer menu in spreadsheet software	*Doing Importing and transforming external data, applying sorting and filters, and performing forecasting in spreadsheet software, Working with the developer menu in spreadsheet software	*Doing Importing and transforming external data, applying sorting and filters, and performing forecasting in spreadsheet software, Working with the developer menu in spreadsheet software	*https://kitap.eba.gov.tr/panel/dosyalar/upload/1455/0/U_0_31_03_2021_14_29_08_378.pdf page186-194	*Lecture Method, Question Answer, Discussion Method, Individual Study Method	
16.Week	*Final exam					

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

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Final	1	1.00	1.00
Vize	1	1.00	1.00
Ara Sınav Hazırlık	7	1.00	7.00
Uygulama / Pratik	14	2.00	28.00
Final Sınavı Hazırlık	14	1.00	14.00
Laboratuvar	14	3.00	42.00
Uygulama / Pratik Sonrası Bireysel Çalışma	14	1.00	14.00
Teorik Ders Anlatım	14	1.00	14.00
Ders Sonrası Bireysel Çalışma	14	1.00	14.00
Gösterim	14	1.00	14.00
Problem Çözme	1	1.00	1.00
Total : 150.00			
Sum of Workload / 30 (Hour) : 5			
ECTS : 5.00			

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
L.O. 1	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0
L.O. 2	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0
L.O. 3	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0
L.O. 4	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0
L.O. 5	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0
L.O. 6	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0
L.O. 7	5	0	5	5	0	5	0	0	0	0	0	0	0	0	0
Avarage	5.00	0	5.00	5.00	0	5.00	0	0	0	0	0	0	0	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 Nevsehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.