



F. Course Description

Course Name						Advanced Office Applications											
Course Language						Turkish											
Course Level						Associate Degree (x)		First Cycle (x)		Second Cycle ()		Third Cycle ()					
Mode of Delivery																	
Formal (x)				Distance Learning (x)				Others (x)									
Course Type						Course Unit Code						Course Code					
Required ()			Elective (x)			ENF						115					
Theory (Hours)			Application (Hours)			Total		Semester		National Credits		ECTS					
2			0			2		Fall / Spring/Summer		2		4					
Course Objectives						This lesson aims to get the students to gain knowledge and skills to create macro software and to be able to use highly all characteristics of the Office programs.											
Course Content						Advanced features of Office programs, writing macros											
Pre-requisites																	
Recommended Elective Courses																	
Course Learning Outcomes						A student completing the subject successfully: 1. Is able to use all the features of word processor program efficiently. 2. Is able to use electronic tabulation program successfully. 3. Uses all features of presentation preparation program highly, and can prepare presentations according to professional presentation preparation techniques. 4. Forming macro											
Course Coordinator						Instructor Şahin AKBUNAR											
Course Lecturer(s)						Department Academic Members											
Course Assistants																	
Teaching Methods																	
(x) Oral Presentation				() Case Study				(x) Computer assisted									
() Discussion				() Drama				(x) Laboratory									
(x) Problem Solving				() Invention				(x) Demonstration-Moviations									
() Experiment				(x) Project				()									
Course Notes / Textbooks						İleri Düzey Excel 2007, Ömer BAĞCI, 1.baskı, Seçkin Yayınevi											
Evaluation System																	
(x) Direct Conversion System						() Relative Assessment											
Mesarument and Evaluation System						Requirements			Number		Percentage of Grade						
						Attendance			15		10 %						
						Quizzes			0								
						Midterm Exam(s)			0		25 %						
						Homework(s) / Seminar(s)			3								
						Term Assignment(s) / Project			1		15 %						
						Application (Laboratory, Atelier , Field Work, Problem Based Learning- PBL Reports)			0								
						Others (.....)			0								
						Final Exam			1		50 %						
			Total		20		100 %										

Distribution of Topics By Weeks		
Weeks	Topics	Preparatory Work
1	Word processing program <ul style="list-style-type: none"> • Tabs, groups and command buttons on word process software • Adding footnote • Adding axis title headline • Forming label • Setting returning address • Finding source • Adding source and quotation • Forming bibliography 	Installation of Office Programs
2	<ul style="list-style-type: none"> • Forming new style • Using settled headgear style • Forming envelope, printing, saving • Revision, checking changes 	
3	<ul style="list-style-type: none"> • Forming special material marked list • Approval boxes and adding text • Forming template • Adding content controls to template • Adding protection to all contents of template 	
4	Electronic Worksheet Software <ul style="list-style-type: none"> • Data and worksheet concept • Inputting and changing correct and quick knowledge • Changing conditionally of the data • Special choosing and sticking techniques, searching and changing data in pages • Forming and using style and templates • Page structure, printer output adjustments 	
5	<ul style="list-style-type: none"> • Preventing workbooks' opening, changing and uninstalling protections • Protecting the workbook; hiding and showing formula • Opening the text files from Excel and save them in different ways • Working among different workbooks and saving as groups • Connecting knowledge among workbooks and constructing bridges 	
6	<ul style="list-style-type: none"> • Forming graphics, changing options and working with graphics • Adding tenderly line, mistake bars, drawing two axes graphics • Preparing tables, data entry, data sorting, filtering, subprograms 	
7	<ul style="list-style-type: none"> • Relative and absolute addresses • Arithmetic operations and functions in Excel • Sum, average, mode, median, maximum, minimum and standard deviation • Regression, correlation, variance, covariance 	
8	<i>Midterm</i>	
9	<ul style="list-style-type: none"> • Logical functions • Searching data values in a data list/ horizontal and vertical search • Conditional statistic • Descriptive statistic • Random number production 	
10	<ul style="list-style-type: none"> • Control the Formula, follow the changes • Forming summary table 	

	<ul style="list-style-type: none"> Scenario management and target search Detecting a problem using solution and solving the problem 	
11	Macros <ul style="list-style-type: none"> Forming macro, running Introduction to macro programming Arranging macro, delete, write new functions 	
12	<ul style="list-style-type: none"> Variables Defining cell Condition structure 	
13	<ul style="list-style-type: none"> Loops and formatting commands on macro programming 	
14	Database Software <ul style="list-style-type: none"> Database concept Database software Forming table Adding, deleting and updating record Keys and relations Forming form Forming Query 	
15	Supply Preparing Software <ul style="list-style-type: none"> Professional supply preparing techniques 	

Program Outcomes	Course Learning Outcomes*									
	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9	LO10
PO 01- A basic, theoretical and practical knowledge about basic information technologies.	5	5	5	5						
PO 02- Information about design and development of hardware and software solutions.	4	4	4	4						
PO 03- Constructing and implementing identified problems and models at using use of information technology and applying of basic solution suggestions.	5	5	5	5						
PO 04- Developing software specifications defined which components.				5						
PO 05- Following current developments of information and communication technologies by awareness of lifelong learning necessity.	4	4	4	3						
PO 06- Communicating by published and visual materials developed information and communication technologies.	2	2	5	2						
PO 07- Having algorithmic though and using planning approach on their applications.				5						
PO 08- Carrying professional and ethical responsibility having professional ethics awareness about IT applications. Taking necessary cautions about information security	2	2	2	2						

* 1: Low

2: Lowest

3: Average

4: High

5: Highest