



# Kastamonu University

DADAY NAFİ AND ÜMİT ÇERİ VOCATIONAL SCHOOL  
BANKING AND INSURANCE

BVS17131 OFİS PROGRAMLARI - I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	BVS17131	OFİS PROGRAMLARI - I	4	3	4

**Language of Instruction:**

Türkçe

**Course Level:****Work Placement(s):**

No

**Department / Program:**

BANKING AND INSURANCE

**Course Type:**

Seçmeli

**Goals:**

Learning the basic concepts of computers including software and hardware. On a basic level, being able to create documents and spreadsheets. Helping new users in utilizing Microsoft Word and Excel efficiently.

**Teaching Methods and Techniques:**

Learning about the basic concepts of computers including internet and internet services, computer hardware: system unit, input/output devices, storage, computer software: system software and application software, computer communication and networks, database systems, development of information systems, application of Microsoft Word, Excel and Power Point.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ebru Demirkıran Ada

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Students should come to course by review of the literature related to course subjects in accordance with the weekly course flow chart.
<b>Resources</b>	:	
<b>Documents</b>	:	Erken ÇETİNER, Coşkun HAMZAÇELEBİ, Özgür ZEYDAN, (2010), Introduction to Computing. İstanbul: Ekin Kitabevi.
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	:	<b>Field</b>	:

**Course Content**

Week	Topics	Study Materials	Materials
1	Fundamental concepts of computer	Lecturer's presentation (Computer aided)	Oral presentation
2	Operating System	Lecturer's presentation (Computer aided)	Oral presentation
3	Operating Systems	Lecturer's presentation (Computer aided)	Oral presentation
4	Word Processing Program	Lecturer's presentation (Computer aided)	Oral presentation
5	Home and Insert Tabs	Lecturer's presentation (Computer aided)	Oral presentation
6	Page Layout and References Tabs	Lecturer's presentation (Computer aided)	Oral presentation
7	Mailings, Review, and View Tabs	Lecturer's presentation (Computer aided)	Oral presentation
8	Mid-term Exam		Implementation
9	Spreadsheets and Calculation Program	Lecturer's presentation (Computer aided)	Oral presentation
10	Home and Page Layout Tabs	Lecturer's presentation (Computer aided)	Oral presentation
11	Insert Tab	Lecturer's presentation (Computer aided)	Oral presentation
12	Data, Review, and View Tabs	Lecturer's presentation (Computer aided)	Oral presentation
13	Formulas Tabs	Lecturer's presentation (Computer aided)	Oral presentation
14	Formulas Tabs	Lecturer's presentation (Computer aided)	Oral presentation

**Course Learning Outcomes**

No	Learning Outcomes
C01	Enables the students to learn the hardware of computer.
C02	Enables the students to learn the operation rules of hardware kits.
C03	Enables the students to learn the software of computer.
C04	Enables the students to learn the different softwares.
C05	Enables the students to learn the word processing software.
C06	Enables the students to learn the spreadsheets and calculation software.

**Program Learning Outcomes**

No	Learning Outcome
P04	She knows how to use Office programs.
P03	Has analytical thinking ability.
P02	He has basic legal knowledge of banking law at the level of intermediate level in business life.
P06	Know basic finance information.
P09	Know the financial analysis techniques required by the business.
P08	He knows how to record daily financial events to the extent required by his work.
P07	Know basic banking knowledge.
P13	Has adequate social security and labor law knowledge.
P12	The banks have basic information about internal and external audits.
P10	Know the financial analysis techniques required by the business.
P14	Foreign trade transactions have enough information about bank marketing and public relations.
P01	It has basic economic knowledge required by its professions.
P11	He has information about the organizational structures of the banks.
P05	He has information about the accounting system and organization that his work requires.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
<b>Total Work Load</b>			<b>118</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program															
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant															

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	P13	P14
All	2	3	3	5	4	3	2	3	2	2	3	3	2	2
C01	2	3	3	5	3	3	2	3	3	3	3	2	2	2
C02	2	3	3	5	4	3	2	3	3	3	3	2	2	2
C03	2	3	3	5	4	3	2	3	2	3	3	2	2	2
C04	2	3	3	5	4	3	2	3	3	3	3	2	2	2
C05	2	3	3	5	4	3	2	3	3	3	2	2	2	2
C06	2	3	3	5	4	3	2	3	3	3	2	2	2	2