Kastamonu University

DADAY NAFİ AND ÜMİT ÇERİ VOCATIONAL SCHOOL
ACCOUNTING AND TAX APPLICATIONS

MUH12111	OFFICE PROGRAMS-I				
Semester	**Course Code**	**Course Name**	**L+P**	**Credit**	**ECTS**
1	MUH12111	OFFICE PROGRAMS-I	3	2	2

Language of Instruction:
Türkçe
Course Level:

Work Placement(s):
No
Department / Program:
ACCOUNTING AND TAX APPLICATIONS
Course Type:
Seçmeli
Goals:
With this lesson, students' word, excel, such as programs learn are aimed.
Teaching Methods and Techniques:
Document Preparation, Editing a page, Making document-related complex applications, Preparing CVs and petition.
Prerequisites:

Course Coordinator:

Instructors:
Instructor Sibel ŞAHİN
Assistants:

Recommended Sources

Textbook	:	1. Yıldız B., (2010) Office 2010, Kodlap yayınları.
Resources	:	
Documents	:	2. Curtis Frye, Joan Lambert, Joyce Cox (2010) Adım Adım Microsoft Office Professional Arkadaş yayınları.
Assignments	:	
Exams	:	Curtis Frye, Joan Lambert, Joyce Cox (2010) Adım Adım Microsoft Office Professional Arkadaş yayınları.,Yıldız B., (2010) Office 2010, Kodlap yayınla

Course Category

Mathmatics and Basic Sciences	:		**Education**	:
Engineering	:		**Science**	:
Engineering Design	:		**Health**	:
Social Sciences	:		**Field**	: 100

Course Content

Week	Topics	Study Materials	Materials
1	Preparing and formatting a document	Written resources, Research, Computer, Verbal Expression, Application, Course B
2	Using document audit spellings	Written resources, Research, Computer, Verbal Expression, Application, Course B
3	Adding and editing to a document	Written resources, Research, Computer, Verbal Expression, Application, Course B
4	Editing Page	Written resources, Research, Computer, Verbal Expression, Application, Course B
5	Making review operations of pages	Written resources, Research, Computer, Verbal Expression, Application, Course B
6	Taking the document from the printer	Written resources, Research, Computer, Verbal Expression, Application, Course B
7	Creating a table in a document	Written resources, Research, Computer, Verbal Expression, Application, Course B
8	Making complex applications to the document	Written resources, Research, Computer, Verbal Expression, Application, Course B
9	DEfining rapid-access keyboard functions	Written resources, Research, Computer, Verbal Expression, Application, Course B
10	Preparing Resumes	Written resources, Research, Computer, Verbal Expression, Application, Course B
11	Writing a petition	Written resources, Research, Computer, Verbal Expression, Application, Course B
12	Writing an official letter	Written resources, Research, Computer, Verbal Expression, Application, Course B
13	Posting Official articles	Written resources, Research, Computer, Verbal Expression, Application, Course B
14	Creating a table and graphMaking calculations in tables	Written resources, Research, Computer, Verbal Expression, Application, Course B

Course Learning Outcomes

No	Learning Outcomes
C01	Creating a text file on the computer
C02	Text file operations
C03	To prepare professional writing on the computer
C04	To create mathematical and logical files on the computer

Program Learning Outcomes

No	Learning Outcome
P12	Using packaged software
P13	Making company transactions
P11	Identifying cost elements, making cost calculations and recordings
P09	Getting information about commercial law
P10	Making business mathematical operations and calculations
P14	Taking leal transactions, making tax dept and penalty transactions
P18	Making transactions of bank accounting and recordings
P19	Analysing and commenting financial statements
P17	Making transactions of company constitution
P15	Making financial analisys and planning
P16	Distinguishing public economic activities and preparing budget
P08	Analysing macroeconomic transactions and balance evolution
P01	Making accounting transactions and recordigs
P02	Making business transactions
P23	Following labour and social security operations
P21	Making stocks and shares transactions and evaluating financial devices
P22	Making accounting audit transactons
P03	Distinguishing priciples of economy and making microeconomic analisys
P06	Making vocational mathematical operations
P07	Collecting statistical data, converting them into serials and evaluating their results
P05	Idenifying basic law concepts, law systems and types, carrying out law operations
P04	Using Office programs
P20	Distinguishing income types in Turkish Tax System, accounting taxes and arranging proclamation

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
Total		**%100**

ECTS Allocated Based on Student Workload

Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	7	2	14
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	12	12
Total Work Load			**120**
ECTS Credit of the Course			**4**

Course Contribution To Program

Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant

	P01	P04	P13
C01	4	5	4
C02	4	5	4
C03	4	5	4
C04	4	5	4