

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE SYLLABUS FORM**

BUS 105 Computer Applications in Business I							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Computer Applications in Business I	BUS 105	1	2	1		3	5

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Problem Solving, Teamwork, Report Writing

Course Objective
The aim of this course is to teach students the general principles of computer use, the use of MS Word, MS Power Point and MS Excel programs and to raise them to a level where they can use these programs on their issues

Learning Outcomes
<p>On successful completion of this course, candidates should be able to:</p> <ul style="list-style-type: none"> • Will have knowledge of general concepts in computer usage • Will be able to know and apply Microsoft Word features • Know and apply Microsoft Powerpoint features • Will reach the level of knowing and applying Microsoft Excel features.

Course Outline
At the end of this course, students will be able to learn the general principles of computer use and make applications, know the features of MS Word, MS Power Point and MS Excel programs and will be able to practice using these programs.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Chapter 1: (WORD) Exploring the Interface and Formatting Elements	Making practices related to the learned subject
2	Chapter 2: (WORD) Creating Lists and Constructing Advanced Tables	Making practices related to the learned subject
3	Chapter 3: (WORD) Creating Professional Documents	Making practices related to the learned subject
4	Chapter 4: (WORD) Versions, Restrictions, and Comparisons	Making practices related to the learned subject
5	Chapter 5: (PowerPoint) The PowerPoint Interface and Presentation Options	Making practices related to the learned subject
6	Chapter 6: (PowerPoint) Formatting Slides, Tables, Charts, and Graphic Elements	Making practices related to the learned subject
7	Chapter 7: (PowerPoint) Photo Albums, Sections, and Show Tools	Making practices related to the learned subject
8	MIDTERM EXAM	
9	Chapter 8: (Excel) Formatting, Manipulating, and Presenting Data Visually	Making practices related to the learned subject
10	Chapter 9: (Excel) Applying Formulas and Functions	Making practices related to the learned subject
11	Chapter 10: (Excel) Analyzing and Organizing Data	Making practices related to the learned subject
12	Chapter 11: Exporting and Optimizing Files and the Browser View Chapter 12: Sharing and Protecting Files	Making practices related to the learned subject
13	Chapter 13: (Access) Database Organization and Setting Relationships	Making practices related to the learned subject
14	Chapter 14: (Access) Building Forms and Report Design	Making practices related to the learned subject
15	Chapter 15: (Access) Constructing Queries to Analyze Data	Making practices related to the learned subject
16	FINAL EXAM	

Textbook (s)/References/Materials:
<p>TEXTBOOK: "Learn Microsoft Office 2019 A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook" Linda Foulkes, Copyright © 2020 Packt Publishing</p>

Assessment		
Studies	Number	Contribution margin (%)
Attendance		

Lab		
Classroom and application performance grade	1	20
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	30
General Exam / Final Jury	1	50
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week: 16 x total course hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	3	48
Presentation / Seminar Preparation			
Projects			
Reports			
Homework	4	4	16
Quizzes / Studio Review			
Preparation Time for Midterm Exam / Midterm Jury	1	4	4
Preparation Period for the Final Exam / General Jury	1	4	4
Total Workload/25 hours	(120/25 = 4.8)		
ECTS	5		

Relationship Between Course Learning Outcomes and Program Competencies						
No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	Will have knowledge of general concepts in computer usage					X
L02	Will be able to know and apply Microsoft Word features					X
L03	Know and apply Microsoft Powerpoint features					X
L04	Will reach the level of knowing and applying Microsoft Excel features.					X

Relationship Between Course Learning Outcomes and Program Competencies							
No	Program Competencies	Learning Outcomes					Total Effect (1-5)
		L01	L02	L03	L04	L05	
1	Know the basic concepts and practical information about the science of business administration and core business activities						
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesise the data and find solutions to business related problems						
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities	X	X	X	X		4
4	Carry out independent studies in the field by utilizing obtained knowledge and skills	X	X	X	X		4
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies						
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them						
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability						
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs	X	X	X	X		4
9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues	X	X	X	X		4
10	Use the information and communication technologies and computer software required	X	X	X	X		4

	by the field						
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency	X	X	X	X		4
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values						
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization						
14	Give research proposals, be able to design research studies, prepare and present research reports	X	X	X	X		4
15	Manage work time and personal time; fulfil the requirements of his/her duties on time	X	X	X	X		4
16	Have the competence to work in non-governmental organizations, private sector and public entities	X	X	X	X		4
Total Effect							36

Policies and Procedures

Web page: <https://www.ostimteknik.edu.tr/business-administration-1240/907>

Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real world phenomenon, through analyzing the situation, distinguishing problems and by suggesting solutions. The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. Exams are composed of a final exam comprising 50% of the student's grade and a mid-term exam, with less weight. The rest of the grade comes from other assessment methods, shown in the assessment table included in this syllabus. The Department of Business Administration does not tolerate any act of academic dishonesty. Examinations are individual and must be completed without any outside assistance. Students who attempt to cheat during exams will receive a failing grade from that exam. The case could also be carried to the Dean's Office for additional disciplinary action.

Assignments: The assignments could be in the form of Homeworks. Scientific Research Ethic Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them

appropriately. The students must not adopt "cut-copy-paste" behavior from the sources in the internet or use the contents of any type of previous work in their assignments. Plagiarism is unethical behavior and is subject to disciplinary action.

Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.

Projects: Not applicable.

Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.

Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.