



# Akdeniz University

Rektörlük Servis  
Rektörlük Servis

ENF 115 Advanced Office Applications					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	ENF 115	Advanced Office Applications	2	2	2

**Mode of Delivery:**

Face to Face

**Language of Instruction:**

Turkish

**Level of Course Unit:**

Bachelor's Degree

**Work Placement(s):**

No

**Department / Program:**

Rektörlük Servis

**Type of Course Unit:**

Elective

**Objectives of the Course:**

The aim of the course is to enable students to use all the features of office software and to create macro software.

**Content of the Course:**

Advanced features of office programs, Macro creation

**Prerequisites and co-requisites:****Course Coordinator:****Name of Lecturers:**

Instructor Şahin AKBUNAR Instructor Ramazan UYAR Instructor Dr. Uğur ERCAN

**Assistants:****Recommended or Required Reading**

**Resources** Microsoft Word, Excel, and PowerPoint: Just for Beginners by Dorothy House  
Lecture notes by Lecturer

**Course Category**

<b>Mathematics and Basic Sciences</b>	: 10	<b>Education</b>	:
<b>Engineering</b>	: 50	<b>Science</b>	: 10
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	: 30	<b>Field</b>	:

**Weekly Detailed Course Contents**

Week	Topics	Study Materials	Materials
1	Tabs, groups, and command buttons in word processing software	Footnote insertion	Adding an axis head
2	Create a new style	Use built-in heading styles	Create an envelope - print - save
3	Create a custom bulleted list	Add checkboxes and text	Creating templates
4	Electronic Spreadsheet Software	Data and table concept	Accurate and fast data entry, replacement, Condi
5	To keep the workbooks open, to change, to remove protections	Protect the structure of the workbook, hic	
6	Create graphs, change options, and work with multiple charts	Add trend bars, error bars, draw biaxial gra	
7	Relative and absolute addresses	Arithmetic operations and functions in Excel	Total, average, mode, mediar
8	Midterm		
9	Use of logical functions	Search for values in a data list (vertical and horizontal)	Conditional statistical inform
10	Formula control, tracking changes, lookout	Create summary tables (Pivot table)	Scenario management, de
11	Macros	Create a macro, run it, Introduction to Macro (VBA) programming	Macro edit, delete, write new fun
12	Variables	Cell identification	Condition structures
13	Loops and formatting commands in macro (VBA) programming		
14	Database Software	Database concept, Database software, Creating a table, Add, delete and update records	
15	Presentation Preparation Software	Professional Presentation Techniques	

**Course Learning Outcomes**

No	Learning Outcomes
C01	Uses all the features of word processing software at a high level
C02	Use all the features of electronic spreadsheet software
C03	Uses all the features of presentation software in a high level and can prepare presentations suitable for professional presentation techniques
C04	Can create macro

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%30
Quizzes	0	%0
Assignment	1	%10
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	15	2	30
Hours for off-the-c.r.stud	9	2	18
Assignments	1	10	10
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>60</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Contribution of Learning Outcomes to Programme Outcomes
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