



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Programs - I							
Course Code		BPR185		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to enable students perform basic operations related with computers.							
Course Content		Word processor operations, Preparing bussiness letters, Preparing mathematical and logical files							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)		Lec. Çağlar ALTAY							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	How to use computers and office programmes Ramazan Baykal Ekin Yayın evi
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Week	Weekly Detailed Course Contents	
1	Theoretical	Opening and fomatting documents
2	Theoretical	Use document auditing software
3	Theoretical	Adding and editing documents
4	Theoretical	Editing pages
5	Theoretical	Doing page review
6	Theoretical	Printing out the documents
7	Theoretical	Inserting tables into documents
8	Theoretical	Doing complex operations on documents
9	Intermediate Exam	Midterm exam
10	Theoretical	Preparing CV
11	Theoretical	Writing petitions
12	Theoretical	Writing formal letters, postşng formal letters
13	Theoretical	Preparing table and graphs
14	Theoretical	Preparing table and graphs
15	Theoretical	Preparing table and graphs
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	15	0	2	30
Assignment	15	0	2	30
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Using text files in computers
2	Doing text and file operations



3	Preparing professional documents using computers
4	Creating mathematical and logical files by using computers
5	To be able to access the latest information on this subject by following the latest developments in Information Technologies
6	Create, edit and send documents, spreadsheets and slides using Office programs

Programme Outcomes (Business Administration Management)

1	To be able to use the theoretical knowledge in business management in working life
2	Having the ability to use the management functions of the business and following new management techniques
3	To be able to fulfill the legal responsibilities of the operator, to have the knowledge and equipment to follow and implement the relevant legislation
4	To be able to use the information and communication technologies at the level required by the field, to adapt the new technologies to the operating systems by following the technological changes
5	To identify, analyze and bring solutions to problems encountered in professional practice
6	Managing business financing; bringing a solution to the financial problems by making the financial analysis of the business
7	Gaining the ability to manage the business by ensuring that the human resources operate and develop efficiently in line with business objectives
8	To be able to comprehend the basic functions of production and marketing as a whole and to be able to apply new production and marketing techniques
9	To be able to perform cost calculations in enterprises, to hold accounting records, to prepare financial statements and to be able to interpret
10	Having professional ethical values sought in the qualified personnel required by the market, and able to use Turkish language effectively in written and oral communication; To be able to have professional foreign language knowledge that can make international correspondences related to the field
11	Having analytical analysis, interpretation, evaluation and solution skills of field related information
12	To be able to follow and apply current and economic developments in national and international framework related to his / her profession

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L4
P4	3	4

