



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 (Accounting and Tax Practices)

1	Being an individual who is respectful to his own values, fits ethical rules, investigates and examines environment, events, and takes lessons.
2	To have theoretical knowledge and to manage the process which will contribute to the solution of the various problems that may arise during the professional activity and to obtain the expected practical results in practice.
3	To have theoretical knowledge supported by textbooks with current information, application tools and other resources, and to be able to discuss using any kind of information related to this field.
4	Be able to apply and evaluate all the techniques that the accounting profession should have.
5	Ability to plan, implement and evaluate all activities (such as financial statements and financial statements, keeping accounts in a computer environment, etc.) performed in the business and finance world, accounting bureaus and tax-related institutions.
6	In the sector or institutions that it supports during its activities; to be able to interpret and evaluate data using the knowledge and skills gained in the field, to be able to recognize and analyze problems, and to be able to develop evidence-based solutions.
7	Ability to gain personality traits showing planning and decision making skills.
8	To be able to comprehend the importance of the developments of the business and financial world and the knowledge that they have in this direction, to be able to develop the concepts of creativity and creative thinking, to be able to realize the effects of professional activities in the applied fields.
9	To be able to evaluate and interpret the knowledge and skills gained in the professional field.
10	Be able to develop personality traits that develop environmental awareness, respect for differences, and adapt to different situations and social roles.
11	To be able to use communication techniques properly while maintaining human relations.
12	To be able to use information and communication technologies together with the computer software required by the professional field
13	To be able to inform related persons and institutions about the issues related to the field during the professional work, to be able to transmit suggestions of solutions to problems and problems in writing and orally.
14	To have sufficient consciousness about the universality of social rights, social justice, protection of quality culture and cultural values and environmental protection, occupational health and safety issues.

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

	L1
P14	3

