



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Programs							
Course Code		BPR183		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	5	Workload	125 (<i>Hours</i>)	Theory	3	Practice	1	Laboratory	0
Objectives of the Course		This course is designed to teach students using office programmes effectively.							
Course Content		Preparing online documents, Quick access and check, Sending documents, Document preparing programmes							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Individual Study					
Name of Lecturer(s)									

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 Yayinevi
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Week	Weekly Detailed Course Contents	
1	Theoretical	.Preparing documents
2	Theoretical	Document preparation Control and quick access
3	Theoretical	Page design and printing, various applications in documents
4	Theoretical	Sending documents
5	Theoretical	Preparing presentations
6	Theoretical	Tables and graphics
7	Theoretical	Calculations
8	Theoretical	Calculations and data entry
9	Intermediate Exam	midterm exam
10	Theoretical	Data types and operations
11	Theoretical	Reports and records, data security
12	Theoretical	Designing web pages
13	Theoretical	Designing web pages, editing and updating
14	Theoretical	Virtual broadcast
15	Theoretical	Preparing documents
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Assignment	8	0	4	32
Reading	5	0	5	25
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				125
[Total Workload (Hours) / 25*] = ECTS				5

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Preparing text documents by using computers
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2	Froming presentations
3	Preparing tabes, files and documents by using mathematical formula and logical operations
4	Forming databases
5	Doing web applications

Programme Outcomes (Office Mangement and Executive Assistantship)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of enteprenurism.
6	The ability of using theorical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

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

	L1	L2	L3	L4	L5
P1	5				
P5		5			
P8			4		
P9				4	
P15					4

