



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Programs I							
Course Code		KPO153		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	77 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		To create and develop the ability to use office programs in the student							
Course Content		Ability to make formatting skills according to the rules of writing documents and tables created in word processing program. Gain ability to prepare and interpret graphics based on numerical values of worksheets programs and basic principles of data entry features and worksheets. Preparing presentation							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)		Ins. Halil TEKATLI							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	BAĞCI, Ömer (2010) "Bilgisayarın B'si", Seçkin Yayıncılık
2	BAYRAM, Yıldız (2010) "Office 2010", Kodlab Yayın

Week	Weekly Detailed Course Contents	
1	Theoretical	To prepare a document format
	Practice	To prepare a document format
	Preparation Work	Section from the textbook
2	Theoretical	Use text formatting and document control authoring
	Practice	Use text formatting and document control authoring
	Preparation Work	Section from the textbook
3	Theoretical	Adding and editing a document
	Practice	Adding and editing a document
	Preparation Work	Section from the textbook
4	Theoretical	Page to make arrangements
	Practice	Page to make arrangements
	Preparation Work	Section from the textbook
5	Theoretical	Performing overhead processing of pages and adding objects to the document
	Practice	Performing overhead processing of pages and adding objects to the document
	Preparation Work	Section from the textbook
6	Theoretical	Remove the document from the printer, create a table into the document
	Practice	Remove the document from the printer, create a table into the document
	Preparation Work	Section from the textbook
7	Theoretical	To create a document into the table
	Practice	To create a document into the table
	Preparation Work	Section from the textbook
8	Theoretical	To create tables and graphics, perform calculations in tables
	Practice	To create tables and graphics, perform calculations in tables
9	Preparation Work	Section from the textbook
	Intermediate Exam	Midterm
10	Theoretical	Resumes to prepare
	Practice	Resumes to prepare
	Preparation Work	Section from the textbook
11	Theoretical	Write a petition, post official letters



11	Practice	Write a petition, post official letters
	Preparation Work	Section from the textbook
12	Theoretical	To create tables and graphics, perform calculations in tables
	Practice	To create tables and graphics, perform calculations in tables
	Preparation Work	Section from the textbook
13	Theoretical	Presentation structure, page settings, object operations, adding graphics, adding hyperlinks
	Practice	Presentation structure, page settings, object operations, adding graphics, adding hyperlinks
	Preparation Work	Section from the textbook
14	Theoretical	Add animations and animations to slides
	Practice	Add animations and animations to slides
	Preparation Work	Section from the textbook
15	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	1	28
Lecture - Practice	14	1	1	28
Midterm Examination	1	10	0.5	10.5
Final Examination	1	10	0.5	10.5
Total Workload (Hours)				77
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	The computer can create a text file
2	Text file operations can make Prepare
3	computer professional writing
4	Prepare presentation
5	Add animation and audio files to presentations

### Programme Outcomes (Business Administration Management)

1	Use the economical information obtained in micro and macro scale, in their occupational lives.
2	Use information and communication technologies at the level required by their field.
3	Manage business finance, analyze business financial situation, and solve financial problems.
4	Gain management skill by managing and enhancing human resource effectively in accordance with business aims
5	Understand production and marketing functions as a whole, have proficiency in applying new production and marketing techniques.
6	Have proficiency in calculating cost, making entry, preparing and interpreting financial statements
7	Have proficiency in using business management function and applying and following new management techniques
8	Have proficiency for performing legal responsibilities of business, following and applying legislation
9	Have proficiency in following and applying vocational current and economic developments in national and international area.
10	Take responsibilities as a team member when dealing with issues and problems encountered in practice
11	Have the ability to use the computer and the required packaged software
12	Have the professional ethics in business life and business relations

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

	L1	L2	L3
P1	2	4	5
P2	3	2	2
P3	1	1	1
P4	5	5	4
P5	4	3	3
P6	4	2	2
P7	1	2	5
P8	2	1	1



P9	3	4	3
P10	1	4	5
P11	2	3	5
P12	2	2	3

