AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Office Programs II						
Course Code	KPO152		Couse 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 create tables, to make mathematical calculations on tables, to create and manage databases, to create multiple reports, to make text files and table files harmonize						
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	Getting to know presentation devices and software
	Practice	Getting to know presentation devices and software
	Preparation Work	Related chapters in the course book
2	Theoretical	Prepare a presentations
	Practice	Prepare a presentations
	Preparation Work	Related chapters in the course book
3	Theoretical	Presentation structure Page settings Insert page number Insert top / bottom information
	Practice	Presentation structure Page settings Insert page number Insert top / bottom information
	Preparation Work	Related chapters in the course book
4	Theoretical	Add a presentation structure Top Page settings page numbers / insert footer
	Practice	Add a presentation structure Top Page settings page numbers / insert footer
	Preparation Work	Related chapters in the course book
5	Theoretical	Image Graphic Table Object operations Audio Video
	Practice	Image Graphic Table Object operations Audio Video
	Preparation Work	Related chapters in the course book
6	Theoretical	Animation layouts, Presentation demonstration settings, Print preview
	Practice	Animation layouts, Presentation demonstration settings, Print preview
	Preparation Work	Related chapters in the course book
7	Theoretical	Electronic Spreadsheet
	Practice	Electronic spreadsheet
	Preparation Work	Related chapters in the course book
8	Theoretical	Provide fast access to data
	Practice	Provide fast access to data

8	Preparation Work	Related chapters in the course book
9	Preparation Work	Midterm
	Intermediate Exam	Midterm
10	Theoretical	Row / column width settings Border Color / Fill Text formatting options
	Practice	Row / column width settings Border Color / Fill Text formatting options
	Preparation Work	Related chapters in the course book
11	Theoretical	Row / column width settings Border Color / Fill Text formatting options
	Practice	Row / column width settings Border Color / Fill Text formatting options
	Preparation Work	Related chapters in the course book
12	Theoretical	Formulas and Functions
	Practice	Formulas and Functions
	Preparation Work	Related chapters in the course book
13	Theoretical	Formulas and Functions
	Practice	Formulas and Functions
	Preparation Work	Related chapters in the course book
14	Theoretical	Graphics
	Practice	Graphics
	Preparation Work	Related chapters in the course book
15	Preparation Work	Final exam
	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	Prepare presentation
2	Can build a database
3	Can make spreadsheet
4	Can make calculation
5	Use basic formulas

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	1	1	1
P2	5	5	5
P3	2	1	4
P4	1	1	2
P5	1	2	1
P6	1	3	2
P7	1	1	1
P8	1	1	1
P9	1	1	1
P10	1	1	1
P11	5	5	5
P12	1	1	2