AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Office Programs I						
Course Code		KPO153		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 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 (Local Authorities)

1	They can be informed in the filed of management and follow up improvements in Turkey and the world in the field of local government.
2	They have qualification of solving problems in the local level with following economic and social events up.
3	They will have basic theoretical knowledge to comment with following Turkeys' and The Worlds' current political problems up.
4	They will gain the ability of research independently and presenting in the field of Local Goverment with have basic information about research methods.
5	They will understand the relevant legal texts, interpret, and set up the relationship problems
6	They will informed about constitution, fundamental rights and freedom, civil service law, public law legislation and professional ethic.
7	They will use information technologies, documents management, archiving and reporting.

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	5	4	5	5
P2	5	5	4	4	5
P3	5	4	4	4	4
P4	4	4	5	5	4
P5	4	3	4	3	3
P6	4	3	4	3	4
P7	3	3	3	2	2