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 (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	2	2	2	5	5

P2	2	2	2	4	4
P3	1	1	1	5	4
P4	4	4	3	3	4
P5	2	2	2	3	3
P6	2	1	1	3	3
P7	5	4	4	2	3