AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Advanced Office Applications								
Course Code	ENF120		Couse Level	Short Cycle (Associate's Degree)					
ECTS Credit	4	Workload	97 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	The aim of this course is; to enable students to use all the features of office software and to create macro software to gain skills								
Course Content	Advanced Excel: Table and chart reports, formulas and graphics. Advanced Word: Reporting. Advanced Powerpoint: Presentation preparation and slide design								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Individual Study								
Name of Lecturer(s)	Ins. Tolga EVREN								

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading	
1	Microsoft Office-Pusula Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Login, Introduction, Watch Course
2	Theoretical	Word Processor Software Footnote, Label, Source, Quote, Bibliography, Table of Contents Add
3	Theoretical	Word Processing Software Creating Custom Bulleted Lists, Adding Checkboxes and Text, Creating Templates, Adding Content Controls to a Template, and Protecting Content
4	Theoretical	Spreadsheet Software Data and Table Concept, Conditional Formatting, Special Selection and Copy Operations
5	Theoretical	Spreadsheet Software Creating and Using Styles and Templates, Page Setup Output Settings
6	Theoretical	Protection of Spreadsheet Software Workbooks, Encryption, Graphics, Customizing Graphics
7	Theoretical	Spreadsheet Software Operations and Creating Custom Formulas, Absolute Address Structure
8	Intermediate Exam	Mid Term exam
9	Intermediate Exam	Mid Term exam
10	Theoretical	Spreadsheet Software Functions
11	Theoretical	Spreadsheet Software Creating and Running Macro, Introduction to Macro Programming, Variables, Definitions, Condition Structures and Loops, Formatting and Applications
12	Theoretical	Spreadsheet Software Creating and Running Macro, Introduction to Macro Programming, Variables, Definitions, Condition Structures and Loops, Formatting and Applications
13	Theoretical	Spreadsheet Software Creating and Running Macro, Introduction to Macro Programming, Variables, Definitions, Condition Structures and Loops, Formatting and Applications
14	Theoretical	Templates and Creating New Templates in Presentation Preparation Software Design Programs
15	Theoretical	Presentation Preparation Software Styles and Templates, Impressive Presentation Creation Techniques
16	Final Exam	Final exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	1	14	14	28
Lecture - Practice	1	14	14	28
Assignment	3	4	2	18
Midterm Examination	1	7	1	8

Final Examination	1	14	1	15
			Total Workload (Hours)	97
			[Total Workload (Hours) / 25*] = **ECTS**	4
**25 hour workload is accepted as 1 ECTS*				

Learning Outcomes	
1	Provide the ability to analyze and design a process for a defined goal
2	Gain the ability to make interdisciplinary and interdisciplinary teamwork
3	Analyze the data and interpret the results
4	Show oral and written contact information
5	They can act according to social, scientific and ethical values ??while adapting their knowledge and skills to business life
6	Knows what social rights are in business life and can use these rights when necessary
7	Bring solutions to problems in business life, take responsibility as a team member
8	Adapt the acquired knowledge and skills to business life
9	Define the basic concepts and ideas

Programme Outcomes *(Business Administration Management)*	
1	
2	
3	
4	
5	
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7	
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9	
10	

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

	L1	L2	L3	L4	L5	L6	L7	L8	L9
P1	4	2	4	3	2	4	2	3	2
P2	3	3	3	2	3	2	3	2	3
P3	4	2	4	3	4	4	2	3	2
P4	3	3	3	2	3	3	3	4	3
P5	2	4	4	3	2	4	4	3	4
P6	3	3	3	2	4	3	4	4	2
P7	3	4	2	3	2	2	3	3	4
P8	4	3	3	4	4	3	2	2	3
P9	3	2	3	3	3	4	3	3	2
P10	2	3	4	3	4	3	4	4	3