# 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 *(Accounting and Tax Practises)*

| 1 | |
|---|---|
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 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 | 3 | 4 | 3 | 4 | 3 | 4 | 2 |
| P2 | 3 | 3 | 4 | 3 | 4 | 4 | 4 | 3 | 3 |
| P3 | 4 | 4 | 3 | 4 | 4 | 3 | 3 | 4 | 2 |
| P4 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 3 | 3 |
| P5 | 3 | 3 | 3 | 3 | 4 | 3 | 3 | 4 | 4 |
| P6 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 4 |
| P7 | 3 | 3 | 4 | 3 | 2 | 4 | 3 | 3 | 3 |
| P8 | 4 | 4 | 3 | 4 | 3 | 4 | 2 | 4 | 2 |
| P9 | 4 | 3 | 4 | 3 | 4 | 3 | 3 | 3 | 3 |
| P10 | 3 | 4 | 3 | 4 | 3 | 4 | 4 | 4 | 4 |