AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Computer Office Programs						
Course Code	BYY206		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 *(Hours)*	Theory	3	Practice	1	Laboratory	0
Objectives of the Course	With this course, students will gain proficiency in web operations.						
Course Content	Document preparation, Control and quick access, Document applications, Document submission, Presentation devices and software, Data types and operations, Brief quick access, Web page preparation, Publication and update						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Demonstration, Individual Study, Problem Solving					
Name of Lecturer(s)	Ins. Özgür YILMAZ						

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Introduction to Computer and Office Programs, Nuri KUTLU

Week	Weekly Detailed Course Contents	
1	Theoretical	Preparation of document
2	Theoretical	Preparation of documentCheck and quick access
3	Theoretical	Check and quick accessPage format and printingVarious applications in documents
4	Theoretical	Various applications in documentsDocument shipping Presentation of equipment and software
5	Theoretical	Preperation and presentationMake presentation
6	Theoretical	Table and graphic
7	Theoretical	Calculate
8	Theoretical	Calculate
9	Theoretical	Data types and operation
10	Theoretical	Data types and operation
11	Theoretical	Report and record
12	Theoretical	Report and record
13	Theoretical	Preperation of web web page
14	Theoretical	Publications and updates
15	Theoretical	Publications and updates
16	Final Exam	Semester final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Assignment	7	0	1	7
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
			Total Workload (Hours)	75
			[Total Workload (Hours) / 25*] = **ECTS**	3

25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Create text files on the computer.
2	Create a presentation.
3	To make tables, files and documents by doing mathematical and logical operations.
4	Creating a database.
5	Perform web operations.

Programme Outcomes *(Office Mangement and Executive Assistantship)*

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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