AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Office Programs I					
Course Code		ÇMH101		Couse Level	Short Cycle (Associate's Degree)		
ECTS Credit	4	Workload	100 *(Hours)*	Theory	2	Practice	2	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, Breeze quick access, Web page preparation, Publishing and updating.					
Work Placement		N/A					
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Demonstration, Individual Study, Problem Solving					
Name of Lecturer(s)							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Microsoft Office 2016, Tolga Demirhan, Seçkin Publishing.

Week	Weekly Detailed Course Contents	
1	Theoretical	Document preparation
2	Theoretical	Control and quick access
3	Theoretical	Page layout and printing Various applications on lyre
4	Theoretical	Sending a document Presentation devices and software
5	Theoretical	Prepare a presentation Make a presentation
6	Theoretical	Table and chart
7	Theoretical	Making calculations
8	Intermediate Exam	Midterm
9	Theoretical	Data input
10	Theoretical	Data types and operations
11	Theoretical	Veria quick access
12	Theoretical	Report and registration Data security
13	Theoretical	Web page preparation
14	Theoretical	Post and update
15	Theoretical	Virtual broadcasts

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Term Project	25	0	1	25
Individual Work	7	0	1	7
Midterm Examination	1	5	1	6

Final Examination	1	5	1	6
		Total Workload (Hours)		100
		[Total Workload (Hours) / 25*] = **ECTS**		4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Create text files on a computer
2	Creating a presentation
3	To create tables, files and documents by doing mathematical and logical operations
4	Preparing the database.
5	To learn MS Office Programs.

Programme Outcomes *(Call Center Services)*

1	Ability to use information and communication technology tools and other professional tools and techniques
2	Ability to plan and implement professional processes
3	Foreign language communication skills
4	Professional confidence
5	Entrepreneurship Skills
6	Ability to use theoretical domain knowledge in practice
7	Ability to manage a process to meet requirements
8	Work skills in teams, including interdisciplinary
9	Ability to identify and solve problems in professional practice
10	Professional ethics and accountability

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