



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Programs II							
Course Code		ÇMH102		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		It aims to give the ability to produce solutions by using office software in connection with each other.							
Course Content		Working with templates-MS Word, Styles and outlines -Ms Word, Using applications, Merge documents and documents, Preparing envelopes and labels, Mail merge wizard-MS Word-Excel, Using Onenote, Using infopath, Using Sharepoint server Developing office solutions in enterprises .							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion					
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	Using MS Word
2	Theoretical	Using MS Word
3	Theoretical	Using MS Word
4	Theoretical	Using MS Word
5	Theoretical	Using MS Powerpoint
6	Theoretical	Using MS Powerpoint
7	Theoretical	Using MS Powerpoint
8	Theoretical	Using MS Powerpoint
9	Theoretical	Using MS Excel
10	Theoretical	Using MS Excel
11	Theoretical	Using Ms Excel
12	Theoretical	Using Ms Excel
13	Theoretical	Preparing Printed Publications
14	Theoretical	Communication with Computers
15	Theoretical	An overview
16	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	2	0	6	12
Term Project	2	0	25	50
Midterm Examination	1	4	1	5
Final Examination	1	4	1	5
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Can prepare templates using MS Word
---	-------------------------------------



2	Can create interactive forms for the web
3	You can find and use the appropriate office software for the contents of the document you are preparing
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	3	3	3	4	4
P4	4	3	4	5	5
P5	2	1	2	3	4
P6	2	3	3	2	3
P7	2	2	3	3	3
P8	2	1	1	1	1
P9	1	1	1	1	1
P10	1	1	1	1	1

