



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Programs - I							
Course Code		BPR185		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to enable students perform basic operations related with computers.							
Course Content		Word processor operations, Preparing bussiness letters, Preparing mathematical and logical files							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)		Lec. Çağlar ALTAY							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	How to use computers and office programmes Ramazan Baykal Ekin Yayın evi
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Week	Weekly Detailed Course Contents	
1	Theoretical	Opening and fomatting documents
2	Theoretical	Use document auditing software
3	Theoretical	Adding and editing documents
4	Theoretical	Editing pages
5	Theoretical	Doing page review
6	Theoretical	Printing out the documents
7	Theoretical	Inserting tables into documents
8	Theoretical	Doing complex operations on documents
9	Intermediate Exam	Midterm exam
10	Theoretical	Preparing CV
11	Theoretical	Writing petitions
12	Theoretical	Writing formal letters, postşng formal letters
13	Theoretical	Preparing table and graphs
14	Theoretical	Preparing table and graphs
15	Theoretical	Preparing table and graphs
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	15	0	2	30
Assignment	15	0	2	30
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	Using text files in computers
2	Doing text and file operations



3	Preparing professional documents using computers
4	Creating mathematical and logical files by using computers
5	To be able to access the latest information on this subject by following the latest developments in Information Technologies
6	Create, edit and send documents, spreadsheets and slides using Office programs

