AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Office Programs - II						
Course Code	BPR186		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	This course aims to teach presentation, database and web operations.						
Course Content	Creating presentations, creatiing databases, web operations						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Case Study, Individual Study						
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	Microsoft Office 2016 Nirvana Yayınları

Week	Weekly Detailed Course Contents	
1	Theoretical	Getting to know presentation devices and software
2	Theoretical	prepare a presentation
3	Theoretical	give a presentation
4	Theoretical	give a presentation
5	Theoretical	Determining the data entry environment, hardware and software
6	Theoretical	Do data types and data manipulation operations
7	Theoretical	Provide quick access to the data
8	Theoretical	Report and store.
9	Intermediate Exam	Midterm exam
10	Theoretical	Ensure data security
11	Theoretical	Do web page operations
12	Theoretical	Designing web pages
13	Theoretical	Publish and update web pages
14	Theoretical	Publish and update web pages
15	Theoretical	Publish and update web pages
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Reading	10	0	6	60
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	Creating a presentation by using all the functions in the presentation programme.
2	Creating database
3	Creating a database report

4	Making web transactions
5	To provide data security
6	Creating and publishing a web page