AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Office Programs I						
Course Code	KPO153		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	2	Workload	51 *(Hours)*	Theory	1	Practice	1	Laboratory	0
Objectives of the Course	The aim of the course is to create and develop skills of computer and office programs usage.						
Course Content	To gain the ability of formatting the documents and tables which are generated in word processing programs according to the writing rules. To gain the skills of understanding the basic principles of working table programs, and preparing graphs and interpreting.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation)				
Name of Lecturer(s)							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	BAĞCI, Ömer (2010) "Bilgisayarın B'si", Seçkin Yayıncılık
2	BAYRAM, Yıldız (2010) "Office 2010", Kodlab Yayın

Week	Weekly Detailed Course Contents	
1	Theoretical	Preparing and formatting a document
	Preparation Work	Related chapters in the course book
2	Theoretical	Using document spell check software
	Preparation Work	Related chapters in the course book
3	Theoretical	To insert in or edit a document
	Preparation Work	Related chapters in the course book
4	Theoretical	Doing page setup
	Preparation Work	Related chapters in the course book
5	Theoretical	Reviewing the page
	Preparation Work	Related chapters in the course book
6	Theoretical	Printing out a document
	Preparation Work	Related chapters in the course book
7	Theoretical	Creating a table in the document
	Preparation Work	Related chapters in the course book
8	Theoretical	Performing complex operations within the document
	Preparation Work	Related chapters in the course book
9	Preparation Work	Midterm exam
	Intermediate Exam	Midterm exam
10	Theoretical	Preparing a resume processes
	Preparation Work	Related chapters in the course book
11	Theoretical	Writing a petition

11	Preparation Work	Related chapters in the course book
12	Theoretical	Writing and mailing formal texts
	Preparation Work	Related chapters in the course book
13	Theoretical	Official letters to mail
	Preparation Work	Related chapters in the course book
14	Theoretical	Drawing tables and graphs and calculations within tables
	Preparation Work	Related chapters in the course book
15	Preparation Work	Final exam
	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	15	1	1	30
Lecture - Practice	1	15	1	16
Midterm Examination	1	2	0.5	2.5
Final Examination	1	2	0.5	2.5
			Total Workload (Hours)	51
		[Total Workload (Hours) / 25*] = **ECTS**		2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Creating a Text file on Computer
2	Doing Text File Transactions and preparing a Professional Tex
3	Composing Mathematical and Rational Documents on Computer