



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

|  |   |   |            |                            |   |                                  |   |            |   |
|--|---|---|------------|----------------------------|---|----------------------------------|---|------------|---|
| Course Title                                     |   | Office Programs I   |            |                            |   |                                  |   |            |   |
| Course Code                                      |   | KPO153  |            | Course 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*] = <b>ECTS</b> |          |             |          | 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     |

