



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Programs II							
Course Code		KPO152		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	79 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		The aims of course is to create and develop the ability of basic computer and office programs usage.							
Course Content		To be able to create tables, to be able to make mathematical calculations on statements, can create and manage a data base, can create multiple reports, to be able adapt text files and tables.							
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	Recognize presentation equipment and software
	Preparation Work	Related chapters in the course book
2	Theoretical	Prepare a presentations
	Preparation Work	Related chapters in the course book
3	Theoretical	Make a presentation
	Preparation Work	Related chapters in the course book
4	Theoretical	Make a presentation
	Preparation Work	Related chapters in the course book
5	Theoretical	Data entry environment, determine hardware and software
	Preparation Work	Related chapters in the course book
6	Theoretical	The data types and the data processing operations
	Preparation Work	Related chapters in the course book
7	Theoretical	Fast access to data
	Preparation Work	Related chapters in the course book
8	Theoretical	Fast access to data
	Preparation Work	Related chapters in the course book
9	Preparation Work	Midterm exam
	Intermediate Exam	Midterm exam
10	Theoretical	Data security
	Preparation Work	Related chapters in the course book
11	Theoretical	Web page transactions



11	Preparation Work	Related chapters in the course book
12	Theoretical	Web pages design
	Preparation Work	Related chapters in the course book
13	Theoretical	Publish and update Web pages.
	Preparation Work	Related chapters in the course book
14	Theoretical	Publish and update Web pages.
	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	15	1	1	30
Midterm Examination	1	8	0.5	8.5
Final Examination	1	10	0.5	10.5
Total Workload (Hours)				79
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Create a presentation
2	Create a database and create a database report
3	Make Web transactions

