



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Software I							
Course Code		BO104		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	0 (<i>Hours</i>)	Theory	2	Practice	1	Laboratory	0
Objectives of the Course									
Course Content									
Work Placement		N/A							
Planned Learning Activities and Teaching Methods									
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
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Recommended or Required Reading

Week Weekly Detailed Course Contents

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Total Workload (Hours)				0
[Total Workload (Hours) / 25*] = ECTS				0
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

