**AYDIN ADNAN MENDERES UNIVERSITY**
**COURSE INFORMATION FORM**

| Course Title | Office Software III | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Course Code | BO204 | | Couse Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 3 | Workload | 0 *(Hours)* | 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 (%) |
|---|---|---|

**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**