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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Office management** | |  | 2 | 4+0 | 4 | 4 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | With this course, it is aimed to provide the student with the competencies of doing office management works. | | | | | | | Course Learning Outcomes | At the end of this course, the student;  1. Analyze the basic concepts of office management,  2. Organizes the office ergonomically,  3. Makes a business plan,  4. Learns office management and techniques. | | | | | | | Course Content | Management and Office Management, Office Organization, Office Types, Post Modern Office Types (Branch-Mobile-Home-Virtual), Office Managers' Duties, Authorities and Responsibilities, Computer and Information Systems in Offices, Machinery and Materials Used in Offices, Ergonomics in Offices, Office Management Techniques (Business Planning-Work Simplification-Work Organization-Work Arrangement), Official Correspondence, Correspondence Rules. | | | | | | | **Weeks** | **Topics** | | | | | | | one | Administration and Office Management | | | | | | | 2 | Office Organization | | | | | | | 3 | Office Types | | | | | | | 4 | Post Modern Office Types (Branch-Mobile-Home-Virtual) | | | | | | | 5 | Duties, Authorities and Responsibilities of Office Managers | | | | | | | 6 | Duties, Authorities and Responsibilities of Office Managers | | | | | | | 7 | Computer and Information Systems in Offices | | | | | | | 8 | Computer and Information Systems in Offices | | | | | | | 9 | Machinery and Materials Used in Offices | | | | | | | 10 | Ergonomics in Offices | | | | | | | 11th | Office Management Techniques (Business Planning-Work Simplification-Work Organization-Work Arrangement) | | | | | | | 12 | Office Management Techniques (Business Planning-Work Simplification-Work Organization-Work Arrangement) | | | | | | | 13 | Official Correspondence | | | | | | | 14 | Correspondence Rules | | | | | |  |  | | --- | | **General Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **resources** | | Aytürk, N., (2013), *Office Management and Executive Secretariat* , Nobel Publishing. | | **Evaluation System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **WITH PROGRAM LEARNING OUTCOMES**  **COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** | | | | | | | | | | | | | | | | | | |  | **PO1** | **PO2** | | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | **PO12** | | **LO1** | 5 | - | | 5 | 5 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **LO2** | 5 | - | | 5 | 5 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **LO3** | 5 | - | | 5 | 5 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **LO4** | 5 | - | | 5 | 5 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **REVENGE: Learning Outputs OP: Program Outputs** | | | | | | | | | | | | | | | | | | | **Contribution**  **level** | | | **1 Very Low** | | | **2 Low** | | | **3 Medium** | | | **4 High** | | | **5 Very High** | | |   Relation of Program Outcomes and Related Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | **office management** | 5 | - | 5 | 5 | 5 | 5 | - | 5 | 4 | - | - | - | |