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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 |

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| **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. |

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| **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 | - | - | - |

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