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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Office Technologies** |  | 3 | 1+1 | 2 | 3 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Field Elective |
| Course Coordinator |   |
| Instructor |   |
| Course Assistants |   |
| The aim of lesson | To give information about the tools and equipment for information and communication technology used in office environments. |
| Course Learning Outcomes | At the end of this course, the student;1.Explains which tools are used in offices and for what purpose.2. Will be able to examine the functions of the computer in offices.3. Will be able to examine which software has which functions in the office.4.Explains the selection, purchasing, ergonomic use and maintenance of tools and technologies used in offices. |
| Course Content | Today's offices and technology, Office equipment and online technologies, Office equipment and online technologies, Access to information resources and e-learning, Meeting and presentation systems, Information processing systems and mobile communication, Information processing systems and mobile communication, Information security and management, Information Safety and management, Accessible offices and ergonomics, Accessible offices and ergonomics, Selection, purchase and effective use of office equipment, Selection, purchase and effective use of office equipment. |
| **Weeks** | **Topics** |
| one | Today's offices and technology |
| 2 | Office equipment and online technologies |
| 3 | Office equipment and online technologies |
| 4 | Access to information resources and e-learning |
| 5 | Meeting and presentation systems |
| 6 | Information processing systems and mobile communications. |
| 7 | Information processing systems and mobile communications. |
| 8 | Information security and management |
| 9 | Information security and management |
| 10 | Accessible offices and ergonomics |
| 11th | Accessible offices and ergonomics |
| 12 | Selection, purchase and effective use of office equipment |
| 13 | Selection, purchase and effective use of office equipment |
| 14 | An overview |

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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** |
| Bulbul, H.I. And Gürbüz, R. (2013). The use of technology in offices. Nobel publishing. Ankara. |
| **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** | 3 | 5 | - | - | 5 | 5 | - | 5 | 2 | - | - | - |
| **LO2** | 3 | 5 | - | - | 5 | 5 | - | 5 | 2 | - | - | - |
| **LO3** | 3 | 5 | - | - | 5 | 5 | - | 5 | 2 | - | - | - |
| **LO4** | 3 | 5 | - | - | 5 | 5 | - | 5 | 2 | - | - | - |
| **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 Technologies** | 3 | 5 | - | - | 5 | 5 | - | 5 | 2 | - | - | - |

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