

OFFICE PROGRAMMES

1	Course Title:	OFFICE PROGRAMMES	
2	Course Code:	OSPZ056	
3	Type of Course:	Compulsory	
4	Level of Course:	Short Cycle	
5	Year of Study:	2	
6	Semester:	3	
7	ECTS Credits Allocated:	4.00	
8	Theoretical (hour/week):	3.00	
9	Practice (hour/week):	0.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:		
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr.Gör. Nilgün Özel	
15	Course Lecturers:	Öğr.Gör.Dr. MÜRÜVVET MANGUT Öğr.Gör.Nilgün ÖZEL	
16	Contact information of the Course Coordinator:	Öğr.Gör.Nilgün ÖZEL Bursa Uludağ Üniversitesi, Mustafakemalpaşa MYO, İşletme Yönetimi Programı, Atariye Mh. Cumhuriyet Cd. No:4/1 16500 Mustafakemalpaşa / BURSA ozeln@uludag.edu.tr, 0(224) 613 31 30-535	
17	Website:		
18	Objective of the Course:		
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
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21	Course Content:		
	Course Content:		
Week	Theoretical	Practice	
1			
2			
3			

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22	Textbooks, References and/or Other Materials:	
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23	Assesment	
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TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	40.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	60.00

Activites	Number	Duration (hour)	Total Work Load (hour)
Contribution of Final Exam to Success Grade	60.00	3.00	42.00
Practicals/Labs	0	0.00	0.00
Self study and preparation	14	4.00	56.00
Measurement and Evaluation Techniques Used in the			
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	10.00	10.00
Others	0	0.00	0.00
Final Exams	1	10.00	10.00
Total Work Load			118.00
Total work load/ 30 hr			3.93
ECTS Credit of the Course			4.00

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	4	4	0	5	3	2	3	1	2	3	2	2	0	0	0	0
ÖK2	4	4	1	5	3	2	3	1	2	2	2	2	0	0	0	0
ÖK3	4	4	0	4	2	2	3	1	2	3	2	2	0	0	0	0
ÖK4	4	4	0	5	2	2	3	1	4	1	3	2	0	0	0	0

ÖK5	4	4	0	5	4	2	3	1	4	2	3	2	0	0	0	0
ÖK6	4	4	0	5	4	3	3	1	4	2	3	2	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			