

# OFFICE MANAGEMENT AND TECHNOLOGIES

1	Course Title:	OFFICE MANAGEMENT AND TECHNOLOGIES	
2	Course Code:	TDSZ208	
3	Type of Course:	Compulsory	
4	Level of Course:	Short Cycle	
5	Year of Study:	2	
6	Semester:	4	
7	ECTS Credits Allocated:	2.00	
8	Theoretical (hour/week):	2.00	
9	Practice (hour/week):	0.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	None	
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr. Gör. FİKRET CEYLAN	
15	Course Lecturers:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları	
16	Contact information of the Course Coordinator:	Öğr.Gör.Fikret CEYLAN e-posta: fceylan@uludag.edu.tr Tel: (0224) 2942491	
17	Website:		
18	Objective of the Course:	Upon successful completion of this course, each student will learn, the profession of information about the office work and also learn office administrative functions Office management techniques will be learning the professional life of their jobs more efficiently and effectively to execute successfully. At the end of this course, students gain an ability to use office machines effectively.	
19	Contribution of the Course to Professional Development:	Contributes to success in business life by learning the necessary information about office management	
20	Learning Outcomes:		
		1	Understands and implements office administrative functions
		2	Gain information about the organization of the offices
		3	Analyze the basic concepts in with office management
		4	Services more efficient and successful work environment telematics services, and applies them to fulfill the business plan
		5	Learns the time management process in offices
		6	Recognizes the machines used in offices
		7	Learns the working principles and simple maintenance of office machines
		8	
		9	
		10	
21	Course Content:		
		<b>Course Content:</b>	
Week	Theoretical	Practice	

1	OFFICE -The concept of office -Bureau definition -Types of office			
2	Function and the functions of the Offices The concept of-office employees Office Manager			
3	OFFICE MANAGEMENT Office Management			
4	Office Management Functions			
5	THE TECHNIQUES APPLIED IN OFFICES -Techiques applied in offices -Job simplifications techniques			
6	-Job analysis technique -Job Distribution technique			
7	-Workflow technique Movement economy technique			
8	-Midterm Area and settlement study technique			
9	-Form analysis techniques in offices			
10	-Getting used to work - Job design			
11	-Time Managemenet			
12	MACHINES USED IN OFFICES -Office machines concept			
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical	3-Computer 4-Presentation and Image Transfer machines	14	2.00	28.00
Practicals/Labs		0	0.00	0.00
Self study and preparation	6-Other Office machines	5	1.00	5.00
Homeworks		0	0.00	0.00
Projects	Materials: Office Management and Communication Techniques, Özlem Sakar N. Küçüktaşlan	0	0.00	0.00
Field Studies		0	0.00	0.00
Midterm exams	Office Management Techniques, A.Fikret Ar İnst. Fikret Ceylan, Office Management and Technologies	0	0.00	0.00
Others		0	0.00	0.00
Final Exams		Services, Bursa-2012	15.00	15.00
Total Work Load				68.00
Total work load per hr				1.93
ECTS Credit of the Course				2.00
	n			
Midterm Exam	1	40.00		
Quiz	0	0.00		
Home work-project	0	0.00		
Final Exam	1	60.00		
Total	2	100.00		
Contribution of Term (Year) Learning Activities to Success Grade		40.00		
Contribution of Final Exam to Success Grade		60.00		
Total		100.00		
Measurement and Evaluation Techniques Used in the Course		Measurement and evaluation is carried out according to the principles of Bursa Uludağ University Associate and Undergraduate Education Regulation		

24	ECTS / WORK LOAD TABLE															
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	2	3	1	1	3	4	4	1	1	1	1	1	0	0	0	0
ÖK2	2	1	1	1	1	4	4	1	1	1	1	1	0	0	0	0
ÖK3	2	2	2	2	1	4	4	1	1	3	3	1	0	0	0	0
ÖK4	2	3	2	1	4	4	2	3	1	3	1	1	0	0	0	0
ÖK5	2	3	3	2	5	1	1	5	1	2	2	5	0	0	0	0
ÖK6	2	1	1	1	1	1	2	5	4	4	1	5	0	0	0	0
ÖK7	2	2	1	2	3	4	1	5	4	1	1	5	0	0	0	0
LO: Learning Objectives    PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			