

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. Fikret Ceylan	
15	Course Lecturers:		
16	Contact information of the Course Coordinator:	fceylan@uludag.edu.tr (0 224) 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 and technologies effectively.	
19	Contribution of the Course to Professional Development:		
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	Utensils used in offices to allow cleaning and maintenance and repair materials.
		6	Recognizes the technological tools that are used in offices.
		7	Office successfully uses technology effectively.
		8	Learn the ways of eliminating the causes of malfunction and the Machines.
		9	
		10	
21	Course Content:		
		Course Content:	
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 Functions	
4	Management Approaches Offices organizing Resources management-office	
5	THE TECHNIQUES APPLIED IN OFFICES Business Analysis technique Work Flow technique	
6	Business Distribution technique Simplify the technique of-Business	
7	Economy-motion technique Study Area and the technique of-settlement	
8	-Midterm Analysis technique is a form-in offices	
9	OFFICE TOOLS AND MACHINES 1 - Overview of office machines (the importance and benefits, terms of use, purchasing procedures, proper handling, installation ...) 2 - Clean and repair materials 3 - Office tools and equipment	
10	4 - Machinery used in offices a) Typewriters (Mechanical - Electronic typewriters) b) Dictation machines	
11	c) The replication machinery (Used copiers in offices) (Typesetting and printing machines and printing machines for preparing Master)	
12	d) Calculators e) Communication equipment -Phone, -Fax, -Pager, -Radio	
13	f) Computers and hardware units	
14	g) Presentation, teleconferencing, video and transfer tools -Transparencies, electronic whiteboards and projector h) Others	
22	Textbooks, References and/or Other Materials:	Supporting Resources: Office Management and Communication Techniques, Özlem Şakar-N.Küçükaslan Offices of Technology Use, Tutar Hasan and et all. Office Management Techniques, A.Fikret AR Inst. Fikret Ceylan. Office Management and Technologies Course Lecture Notes, Vocational School of Health Services, Bursa-2012
23	Assesment	
TERM LEARNING ACTIVITIES		NUMBE R
Midterm Exam		1
Quiz		0
Home work-project		0
		WEIGHT
		40.00
		0.00
		0.00

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	2.00	28.00
Practicals/Labs	0	0.00	0.00
Self study and preperation	10	1.00	10.00
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	7.00	7.00
Others	0	0.00	0.00
Final Exams	1	15.00	15.00
Total Work Load			60.00
Total work load/ 30 hr			2.00
ECTS Credit of the Course			2.00

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	2	3	0	0	3	4	4	0	0	0	0	0	0	0	0	0
ÖK2	2	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0
ÖK3	2	1	0	2	0	4	4	0	0	0	0	0	0	0	0	0
ÖK4	2	3	0	0	0	4	0	0	0	0	0	0	0	0	0	0
ÖK5	2	0	0	0	0	0	0	5	0	0	0	5	0	0	0	0
ÖK6	2	0	0	0	3	0	0	5	4	0	0	5	0	0	0	0
ÖK7	2	2	0	2	3	4	0	5	4	0	0	5	0	0	0	0
ÖK8	2	2	0	0	0	0	0	5	0	0	0	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			