



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Management							
Course Code		BYA203		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 ( <i>Hours</i> )	Theory	3	Practice	1	Laboratory	0
Objectives of the Course		With this course, office management jobs.							
Course Content		The concept of office, types of office, planning and organization of office works, time and movement in the branches.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)		Ins. Mustafa ALP							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Bayramlı, Ünver Ünlü; Başpınar, Nuran Öztürk (2012). Büro Yönetimi. Ankara: Nobel Akademik Yayıncılık
2	Öztürk, Hilal; Yıldırım, Duygu Topal (2018). Ofis Yönetimi. Ankara: Seçkin Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Management and office management in general
2	Theoretical	Management and office management in general
3	Theoretical	Office types and forms
4	Theoretical	Office types and forms The concept of office workers
5	Theoretical	Time management
6	Theoretical	Time management Time and movement
7	Theoretical	Time and movement
8	Theoretical	Ergonomic design in the crowd Business management in the underworld
9	Intermediate Exam	Midterm
10	Theoretical	Job simplification techniques
11	Theoretical	Basic concepts
12	Theoretical	Stages of the crisis period
13	Theoretical	Stages of the crisis period
14	Theoretical	Managing stress
15	Theoretical	Management and office management in general
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Assignment	32	0	1	32
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	To analyze basic concepts of office management
2	Erecting the büroy in an ergonomic way
3	Make a business plan
4	Make an appointment and guest reception program
5	To work in harmony of office workers.

**Programme Outcomes** (*Office Mangement and Executive Assistantship*)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of enteprenurism.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

**Contribution of Learning Outcomes to Programme Outcomes** 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	4	4	4	4	
P2	4	4	4	4	
P3	4	4	4	4	
P4	4	4	4	4	
P5	4	4	4	4	
P6	4	4	4	4	5
P7	4	4	5	4	
P8	4	4	4	4	
P9	4	4	4	4	
P10	4	4	4	4	
P11	4	4	4	4	
P12	4	4	4	4	
P13	4	4	5	4	
P14	4	4	4	4	
P15	4	4	4	4	

