AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	The Use Of Technology						
Course Code	BYA213		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	3	Workload	75 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	With this course, technological devices will be used.						
Course Content	Using office technology, automation services, web services and technological services.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Discussion				
Name of Lecturer(s)							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Bülbül, Halil İbrahim; Gürbüz, Ramazan (2013). Bürolarda Teknoloji Kullanımı. Ankara: Seçkin Yayıncılık
2	Günüç, Selim (2014). Eğitimde Teknoloji Entegrasyonunun Kuramsal Temelleri. Ankara: Anı Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Establishing office technology
2	Theoretical	Establishing office technology
3	Theoretical	Establishing office technology
4	Theoretical	Maintenance and repair
5	Theoretical	Maintenance and repair
6	Theoretical	Communication technology
7	Theoretical	Communication technology
8	Theoretical	Computer technology
9	Intermediate Exam	Midterm
10	Theoretical	Automation technology
11	Theoretical	Automation technology
12	Theoretical	Using Internet
13	Theoretical	Web services
14	Theoretical	Various technological services
15	Theoretical	Establishing office technology
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	35	0	1	35
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
			Total Workload (Hours)	75
			[Total Workload (Hours) / 25*] = **ECTS**	3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Use technological tools in the office
2	Using computer and communication technology

3	To benefit from technological services
4	Teaches to master the rapid developments in technology.
5	Teaches the optimum use of technology to increase the functionality and efficiency of offices.

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 theorical 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	5	5	5		
P2	4	4	4		
P3	4	4	4		
P4	4	4	4		
P5	4	4	4	4	
P6	4	4	4		
P7	4	4	4		5
P8	4	4	4		
P9	4	4	4		
P10	4	4	4		
P11	4	4	4		
P12	4	4	4		
P13	4	4	4		
P14	4	4	4		
P15	4	4	5		