



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Management							
Course Code		TS209		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	47 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		In this course students will have the ability to do office administration work							
Course Content		Administration, administrator, office administration and office administrator To make work scheme in offices Organization , organization rules and organization of offices Organization, function and position schemes Simplifying work and efficiency Techniques of work distribution, work flow, motion economy Space and accommodation etude technique Principles of using and developing forms in offices							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)		Ins. Perihan ÖĞDÜM							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Tutar, H., Altınöz, M., (2007). Büro Yönetimi ve İletişim Teknikleri, 6. Baskı, Seçkin Yayıncılık, Ankara.
2	Başpınar, N., Bayramlı, U. Ü., (2003). Büro Yönetimi, Nobel Yayınları, Ankara.

Week	Weekly Detailed Course Contents	
1	Theoretical	Administration, administrator, office administration and office administrator
2	Theoretical	Making work scheme in offices
3	Theoretical	Organization, organization rules and organization of offices
4	Theoretical	Organizational charts
5	Theoretical	Function and position schemes
6	Theoretical	Simplifying work and efficiency
7	Theoretical	Work distribution technique
8	Intermediate Exam	arasınav
9	Theoretical	Work distribution technique
10	Theoretical	Work flow technique
11	Theoretical	Motion economy technique
12	Theoretical	Space and accommodation etude technique
13	Theoretical	Space and accommodation etude technique
14	Theoretical	Principles of using and developing forms in offices
16	Theoretical	PREPARATION FOR THE FINAL EXAMINATION

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	1	1	2
Final Examination	1	2	1	3
Total Workload (Hours)				47
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	To analyze basic concepts related to office administration
2	To organize offices ergonomically
3	To make work scheme
4	Makes business analysis
5	know and apply the concept of corporate culture.

Programme Outcomes (*Medical Documentation and Secretarial Practices*)

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

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

	L1	L2	L3	L4	L5
P4	5	5	5	5	5
P5	2	2	2	2	2
P6	2	2	2	2	2
P7	2	2	2	2	2
P8	3	3	3	2	2
P9	5	5	5	5	5
P10	2	2	2	2	2
P11	2	2	2	2	2
P12	5	5	5	5	5
P13	5	5	5	5	5
P14	5	5	5	5	5
P15	5	5	5	5	5
P17	5	5	5	5	5

