



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Management							
Course Code		BYY203		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	4	Practice	0	Laboratory	0
Objectives of the Course		With this course, students will gain proficiency in office management.							
Course Content		Management and office management - Types of office and their forms - Job simplification techniques - Time management - Time and movement study - Ergonomic design in the main office - Stress management - Stages of the crisis process - Office workers concept							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)		İns. İsmet ANIK BAYSAL							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Contemporary Office Management, Prof.Dr. Dilaver Tengilimoğlu, Assoc.Dr.Hasan Tutar
2	Office Management and Communication Techniques, Assoc. Muharrem Tuna, lecturer. Ayşen Akbaş Tuna
3	Office Management Concepts and Principles, Melih Topaloglu, Hakan Koç
4	Case Analysis in Office Management and Secretariat, Assist. Assoc. Dr. Nuran Ozturk Başpınar

Week	Weekly Detailed Course Contents	
1	Theoretical	Management and office management
2	Theoretical	Management and office management
3	Theoretical	Office types and shapes
4	Theoretical	Office types and shapes
5	Theoretical	Time management
6	Theoretical	Time management
7	Theoretical	Time and motion study
8	Intermediate Exam	Midterm exam
9	Theoretical	Ergonomic design in office
10	Theoretical	Business management in office
11	Theoretical	Business simplification techniques
12	Theoretical	Basic concepts
13	Theoretical	Crisis management
14	Theoretical	Stres management
15	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	4	56
Assignment	6	0	2	12
Term Project	10	0	2	20
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 the basic concepts of office management.
2	Arranging the buoy ergonomically.
3	Making a business plan.
4	To have knowledge about the concept of management.
5	To have information about office types.

Programme Outcomes (Office Management and Executive Assistantship)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	5
P2	5	4	5	5	5
P4	5	5	5	5	5
P5	2	2	2	2	3
P6	3	3	3	3	4
P7	3	3	4	4	4
P8	2	2	2	2	2
P9	3	5	5	5	5
P10	1	1	1	1	1

