



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Office Management And Communication Techniques							
Course Code		IYO160		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	73 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to teach students functioning forms of office and the place and importance in business							
Course Content		Offices functions, types, role and importance in business, the business areas and office workers, importance of communication, types, organizational communication tools, communication skills and management, filing systems and organizational significance, data sheet system, the grouping of documents, file classification system and official letters types of topics covered.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Lecture notes
2	GÖRAL Ramazan, Büro Yönetimi ve İletişim Teknikleri, Mikro Yayınları, Ankara,2003

Week	Weekly Detailed Course Contents	
1	Theoretical	Office concept
2	Theoretical	Office varieties
3	Theoretical	The concept of office workers
4	Theoretical	The duties and responsibilities of the office manager
5	Theoretical	Communication in offices
6	Theoretical	Sources of the management
7	Theoretical	Planning and programming in the offices
8	Theoretical	The choice of location
9	Intermediate Exam	Midterm exam
10	Theoretical	Process in office organization
11	Theoretical	Information systems and office automation
12	Theoretical	Correspondence types
13	Theoretical	Official and business papers
14	Theoretical	Filing systems
15	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	13	1	14
Final Examination	1	16	1	17
Total Workload (Hours)				73
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Basics of office management
2	Communication



3	Preparing a filing system and management
4	To learn the office and the types of office
5	Evaluates different aspects of office management.

