Course Syllabus

Code - Course Title	**SEK217 - Office Management**
Course Type	I. SEMESTER
Laboratory + Practice	3+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	PROF. DR. NURAN ÖZTÜRK BAŞPINAR

Mode of Delivery	Face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	Meeting ManagementTime ManagementHuman Resources ManagementTeam Management and LeadershipCrisis and Stress ManagementContemporary Management Approaches
Recommended Resources	Nuran Öztürk Başpınar ve Ünver Bayramlı, Office Management, Ankara: Nobel Yayınevi, 2003
Work Placement	Not Applicable

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Management and office administration concepts	
Week - 2		The concept of manager and managerial roles	
Week - 3		Office manager and responsibilities	
Week - 4		Duties and responsibilities of office staff	
Week - 5		Qualifications and job descriptions of office staff	
Week - 6		Types of offices	
Week - 7		Office organizational structures	
Week - 8		Planning in office management	
Week - 9		Organizing in office management	
Week - 10		Employee selection and staffing processes	
Week - 11		Workforce planning and placement	
Week - 12		Physical environment and layout of offices	
Week - 13		Ergonomics and working conditions	

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 14		Methods of increasing office productivity and time management	

Learning Outcomes

#	Learning Outcome
1	Explains different types of offices.
2	Arranges the office environment according to employees’ physical, psychological, and mental needs.
3	Organizes office management functions.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.