Course Syllabus

Code - Course Title	**ADL201U -**
Course Type	III. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	RESEARCH ASSISTANT DR. GAMZE TUNA BÜYÜKKÖSE

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There are no lessons related with the suggested lesson
Recommended Resources	Textbook, interactive e-book, e-course materials
Work Placement	There is no internship or practice for this course.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Nowadays Offices and Technology	
Week - 2		Equipments Used in Offices	
Week - 3		Online Technologies Used in Offices	
Week - 4		Access to Information Resources	
Week - 5		Education and e-Learning in Business	
Week - 6		Meeting and Presentation Systems	
Week - 7		MIDTERM	
Week - 8		Information Processing Systems in Business Life	
Week - 9		Mobile Technologies Used in Business Life	
Week - 10		Information Security and Management	
Week - 11		Office Environment and Ergonomics	
Week - 12		Accessibility in Offices	
Week - 13		Selection, Purchase and Effective Use of Office Equipment	
Week - 14		FINAL EXAM	

Learning Outcomes

#	Learning Outcome
1	Will be able to explain which tools are used in offices for what purpose and how.
2	Will be able to examine the functions of the computer in offices.
3	Will be able to examine which software has which functions in the office.
4	Will be able to explain issues such as selection, purchasing, ergonomic use and maintenance of tools and technologies used in offices.

Sustainable Development Goals

No content has been provided.

Course Theme

✓ Innovation Skills

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.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	70
	Sum (%)	**100**