Course Syllabus

Code - Course Title	**KOİ205U - Office Management**
Course Type	III. SEMESTER
Laboratory + Practice	0+0
ECTS	**7.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ASSOC. PROF. DR. ENGİN BAYRAKTAROĞLU

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Work Placement	Not Applicable

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Front Office in Accommodation Enterprises	
Week - 2		Human Resources in the Front Office	
Week - 3		Responsibilities of the Front Office	
Week - 4		Pricing at the Front Office	
Week - 5		Midterm Exam Questions & Answers Activity 1	
Week - 6		Midterm Exam Questions & Answers Activity 2	
Week - 7		Sales and Reservation at the Front Office	
Week - 8		Accommodation Process and Guest Accounts	
Week - 9		Yield Management in the Front Office	
Week - 10		Audit and Reporting in the Front Office	
Week - 11		Final Exam Questions & Answers Activity 1	
Week - 12		Final Exam Questions & Answers Activity 2	

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.

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