

Vocational School / Medical Documentation and Secretariat
2022 - 2023 Academic Year
OFFICE of MANAGEMENT & ARCHIVE INFORMATION
Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
OFFICE of MANAGEMENT & ARCHIVE INFORMATION	TDS2136750	Fall Semester	2+0	2	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Aslıhan DEMİRCAN				
Name of Lecturer(s)	Lect. Halil YORULMAZ				
Assistant(s)					
Aim	The main aim of this lecture is specifying the qualifications of the personnel office will work in management science to examine, take place in office to pass information about the creation of archives and understand the roles and responsibilities of personnel to work in offices reveal.				
Course Content	This course contains; 1. Meeting with students, lesson plans and course objectives are specified.,2. The basic concepts of administrative activities.,3. The historical development of managerial thought,4. The office management,5. Bureau activities,6. Planning of office management,7. Organization of firm management,8. Office management orientation,9. Control of office management,10. Time management in offices,11. Bureau of stress management,12. management in Office document,13. Filing and types,14. Archiving.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Learn management science and its about definition of the field			1, 10, 2, 3	A	
2. Learn the subject is in office management.			1, 10, 2	A	
3. Learn Government planning			1, 10, 2, 3	A	
4. Learn the organizational issues management.			1, 10, 3	A	
5. Learn time management in offices.			1, 10, 2, 3	A	
6. Learns types of archives and types of classification of it in Bureaus			1, 10, 2, 3	A	
Teaching Methods	1: Lecture, 10: Brainstorming, 2: Question - Answer, 3: Discussion				
Assessment Methods	A: Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	1. Meeting with students, lesson plans and course objectives are specified.				
2	2. The basic concepts of administrative activities.				
3	3. The historical development of managerial thought				
4	4. The office management				
5	5. Bureau activities				
6	6. Planning of office management				
7	7. Organization of firm management				
8	8. Office management orientation				
9	9. Control of office management				
10	10. Time management in offices				
11	11. Bureau of stress management				
12	12. management in Office document				
13	13. Filing and types				
14	14. Archiving				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Instructor's lecture notesDosya ve arşiv yönetimi, Mehmet Altınöz Büro Yönetimi, ed. Dilaver Tengilimoğlu.