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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Büro Yönetimi** | |  | 2 | 4+0 | 4 | 4 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrenciye, büro yönetimi işlerini yapma yeterlikleri kazandırılması amaçlanmaktadır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1. Büro yönetimiyle ilgili temel kavramları analiz eder,  2. Büroyu ergonomik şekilde düzenler,  3. İş planı yapar,  4. Büro yönetim ve tekniklerini öğrenir. | | | | | | | Dersin İçeriği | Yönetim ve büro yönetimi, büro örgütlenmesi, büro türleri, post-modern büro türleri (şube-mobil-ev-sanal), büro yöneticilerinin görev, yetki ve sorumlulukları, bürolarda bilgisayar ve bilişim sistemleri, bürolarda kullanılan makine ve malzemeler, bürolarda ergonomi, büro yönetim teknikleri (iş planlama-iş basitleştirme-iş örgütleme-iş düzenleme), resmi yazışmalar, yazışma kuralları. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Yönetim ve Büro Yönetimi | | | | | | | 2 | Büro Örgütlenmesi | | | | | | | 3 | Büro Türleri | | | | | | | 4 | Post Modern Büro Türleri (Şube-Mobil-Ev-Sanal) | | | | | | | 5 | Büro Yöneticilerinin Görev, Yetki ve Sorumlulukları | | | | | | | 6 | Büro Yöneticilerinin Görev, Yetki ve Sorumlulukları | | | | | | | 7 | Bürolarda Bilgisayar ve Bilişim Sistemleri | | | | | | | 8 | Bürolarda Bilgisayar ve Bilişim Sistemleri | | | | | | | 9 | Bürolarda Kullanılan Makine ve Malzemeler | | | | | | | 10 | Bürolarda Ergonomi | | | | | | | 11 | Büro Yönetim Teknikleri (İş Planlama-İş Basitleştirme-İş Örgütleme-İş Düzenleme) | | | | | | | 12 | Büro Yönetim Teknikleri (İş Planlama-İş Basitleştirme-İş Örgütleme-İş Düzenleme) | | | | | | | 13 | Resmi Yazışmalar | | | | | | | 14 | Yazışma Kuralları | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Aytürk, N., (2013), *Büro Yönetimi ve Yönetici Sekreterliği*, Nobel Yayınevi. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | **PÇ11** | | **ÖÇ1** | 5 | | - | 5 | | 5 | 5 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ2** | 5 | | - | 5 | | 5 | 5 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ3** | 5 | | - | 5 | | 5 | 5 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ4** | 5 | | - | 5 | | 5 | 5 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | | **Büro Yönetimi** | 5 | - | 5 | 5 | 5 | 5 | - | 5 | 4 | - | - | |