Course Syllabus

Code - Course Title	**SOS114 - Office Personnel Behaviors**
Course Type	II. SEMESTER
Laboratory + Practice	2+0
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Area Elective Courses
Course Instructor(s)	DOÇ. DR. AYŞE TANRIDİLER

Mode of Delivery	This lecture is given face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course
Recommended Resources	N/A
Work Placement	Not applicable.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Basic concepts related to the office	
Week - 2		General information about office environments	
Week - 3		Types of Offices: Traditional Offices	
Week - 4		Types of Offices: Modern Offices	
Week - 5		Core components of the office system	
Week - 6		Task distribution in offices	
Week - 7		Office employees	
Week - 8		General characteristics of office employees	
Week - 9		Ethical principles for office employees	
Week - 10		Motivation in the office environment	
Week - 11		Stress management in the office environment	
Week - 12		Effective communication in the office environment	
Week - 13		Dealing with difficult people in the office environment	
Week - 14		Image and professionalism of office employees	

Learning Outcomes

#	Learning Outcome
1	Defines the concept of office
2	Explains the office system
3	Explains task distribution in offices:
4	Explains office employees
5	Explains the general characteristics of office employees
6	Explains the ethical princeples that office employees must follow
7	Explains motivation in the office environment
8	Explains stress management in the office environment
9	Explains effective communication in the office environment:
10	Explains how to deal with difficult people in the office environment
11	Explains image and professionalism in office employees

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	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	1.00	14	14
Ödevler	1.00	8	8
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	1.00	2	2
Final Sınavı Hazırlığı (sınav süresi dahil)	1.00	2	2
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0.00	0	0
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**2.0**

Assessment Method and Passing Requirements

No content has been provided.