Course Syllabus

Code - Course Title	**İŞL215 - Time Management**
Course Type	II. SEMESTER
Laboratory + Practice	1+1
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Area Elective Courses
Course Instructor(s)	ÖĞR. GÖR. BURCU TETİK DEMİRHAN

Mode of Delivery	face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Recommended Resources	Nuran Öztürk Başpınar ve Ünver Bayramlı, Time ve Stres Management, Eskişehir: Anadolu Üniversitesi AÖF Yayınları 1829/949, 2008
Work Placement	Not Applicable

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Time concept	
Week - 2		Time manegement	
Week - 3		Historical development of time manegement	
Week - 4		Time traps	
Week - 5		Time traps	
Week - 6		Authority Transferring-Ability of saying 'NO'	
Week - 7		Suplemantary Techniques in Time Manegement	
Week - 8		Suplementary Time Manegement Techniques	
Week - 9		Suplementary Time Manegement Techniques	
Week - 10		First Generation, Second Generation, Third Generation	
Week - 11		First Generation, Second Generation, Third Generation	
Week - 12		Time Using Matrix	
Week - 13		Importance of Communication and Personel Development	
Week - 14		Case Studies	

Learning Outcomes

#	Learning Outcome
1	explains the concept of time and time manegement.
2	Explains time traps.
3	explains suggestions for personal development.

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.