Course Syllabus

Code - Course Title	**SEK238 - Case Analysis**
Course Type	III. SEMESTER
Laboratory + Practice	3+0
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	PROF. DR. NURAN ÖZTÜRK BAŞPINAR

Mode of Delivery	Face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	None.
Recommended Resources	Büro Yönetimi ve Sekreterlikte Örnek Olay Analizi, Nuran Öztürk Başpınar
Work Placement	Not Applicable

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Discussing the Office Management	
Week - 2		Creating Cases to be discussed and processed	
Week - 3		Leading the students to think and to discuss	
Week - 4		Sample Problem Solving	
Week - 5		Sample Problem Solving	
Week - 6		Sample Problem Solving	
Week - 7		Understanding the process of problem solving	
Week - 8		Understanding possible problem areas	
Week - 9		Developing Problem Solving Ability	
Week - 10		Correcting mistakes	
Week - 11		Sample Problem Solving	
Week - 12		Sample Problem Solving	
Week - 13		Creative solutions	
Week - 14		Developing new ideas	

Learning Outcomes

#	Learning Outcome
1	Students discuss and dramatize the theoretical knowledge they have learned through real-life business cases.
2	Students examine situations encountered in Office Management and Secretarial work, discuss them, and develop solutions.
3	Students generate creative solutions.

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.