Course Syllabus

Code - Course Title	**SEK246 - Sectoral Practices**
Course Type	IV. SEMESTER
Laboratory + Practice	0+5
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	DOÇ. DR. BAHAR SUVACI, 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.