Course Syllabus

Code - Course Title	**SOS237 - Business Skills**
Course Type	III. SEMESTER
Laboratory + Practice	2+0
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 are no prerequisites for the course.
Courses Recomended	None
Recommended Resources	Tutar, H. Erdönmez, C. (2005) İşletme Becerileri Grup Çalışması. Detay Yayıncılık.
Work Placement	None.

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Business Management	
Week - 2		Problem Solving Approach in Enterprises	
Week - 3		Conflict Resolution in Enterprises	
Week - 4		Organizational Communication	
Week - 5		Meeting Management	
Week - 6		Delegation of Authority - Being able to say no	
Week - 7		Our Paradigm and Habits	
Week - 8		Responsibility in Businesses	
Week - 9		Communication in Businesses	
Week - 10		Communication Techniques in Businesses	
Week - 11		Modern Period Businesses	
Week - 12		Crisis and Stress Management in Businesses	
Week - 13		Communication and Personal Development	
Week - 14		Case Studies Covering All Topics	

Learning Outcomes

#	Learning Outcome
1	They can explain suggestions that will contribute to personal development.
2	Analyzing Business Functions and Organizational Structures
3	Applying Managerial Communication and Problem-Solving Skills
4	Adopting Business Ethics, Teamwork, and Project Management Principles

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.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	40
Final Exam	1	60
	Sum (%)	**100**