Course Syllabus

Code - Course Title	**BYA104U -**
Course Type	II. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Work Placement	Not Applicable

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Modern Office Functions	
Week - 2		Management in Modern Offices	
Week - 3		Office Systems in Modern Offices	
Week - 4		Document Management in Modern Offices	
Week - 5		Design and Layout of Modern Offices	
Week - 6		New Approaches in Office Design	
Week - 7		Midterm	
Week - 8		Business Ethics	
Week - 9		Social Media in Offices	
Week - 10		Effective Communication Process and Management in Offices	
Week - 11		Use of Electronic Communications in Modern Offices	
Week - 12		Features and business models of Start-Ups	
Week - 13		Digitalization, Automation, Robots and Artificial Intelligence in Business Life	
Week - 14		Final Examination	

Learning Outcomes

#	Learning Outcome
1	Defining the Modern Office Functions
2	Explaining the Modern Office Practices
3	Explaining the Design and Layout of Modern Offices
4	Ethics, Morality, Value, Principle, Professional Ethics and Business Ethics Concepts will be defined
5	Social Media Usage in Offices will be explained
6	Communication Management in Modern Offices will be examined
7	The Concept of Start Up will be defined
8	Explaining the Future of the Business Life

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	30
Final Exam	1	70
	Sum (%)	**100**