Course Syllabus

Code - Course Title	**BYA105U -**
Course Type	I. SEMESTER
Laboratory + Practice	0+0
ECTS	**8.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	LECTURER ÖMER ÖZÇELİK

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		Concepts Related to Management	
Week - 2		Concepts Related to Office Management	
Week - 3		Concepts Related to Human Resources Management	
Week - 4		Concepts Related to Financial Management	
Week - 5		Concepts Related to Marketing Management	
Week - 6		General Review with Questions	
Week - 7		Midterm	
Week - 8		Concepts Related to Information Systems	
Week - 9		Concepts Related to Office Ergonomics	
Week - 10		Concepts Related to Time and Meeting Management	
Week - 11		Concepts Related to Oral and Written Expression	
Week - 12		General Review with Questions I	
Week - 13		General Review with Questions II	
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	You will be able to define and explain the Basic Concepts of Management and Office Administration.
2	You will be able to understand and explain the concepts related to Human Resources Management.
3	You will be able to define and explain the basic concepts of Financial Management.
4	You will be able to understand and explain concepts related to Marketing Management.
5	You will be able to explain the basic concepts of Information Systems.
6	You will be able to explain the concepts and importance of Office Ergonomics.
7	You will be able to understand and explain concepts related to Time and Meeting Management.
8	You will be able to understand and explain the basic concepts of Turkish Oral and Written Expression.

Sustainable Development Goals

No content has been provided.

Course Theme

✓ Economics, Finance and Management

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**