Course Syllabus

Code - Course Title	**BYA104U -**
Course Type	II. SEMESTER
Laboratory + Practice	0+0
ECTS	**6.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ASSOC. PROF. DR. AYSEL KAYA

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

✓ Economics, Finance and Management ✓ Innovation Skills

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**