Course Syllabus

Code - Course Title	**İSG104U -**
Course Type	IV. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	Doç.Dr. Arman Aziz KARAGÜL\nDr.Öğr.Üyesi Alper Kürsat UYSAL\nDr.Öğr.Üyesi Sinan AYDIN\nDr.Öğr.Üyesi Ertan ÇINAR\nDr.Öğr.Üyesi Serap CAVKAYTAR\nDoç.Dr. Mehmet Emin MUTLU\nDr.Öğr.Üyesi Nejdet KARADAĞ\nDr.Öğr.Üyesi İlker USTA

Mode of Delivery	Distance Learning
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There are no courses recommended for students who have/will take this course.
Recommended Resources	The textbook will suffice.
Work Placement	There is no internship or practice.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Management and Office Management Concepts	
Week - 2		Human resources Management Concepts	
Week - 3		Social Security System: Documents and Sanctions	
Week - 4		Social Insurance Relationship	
Week - 5		Human resources Knowledge in Management and Document Security	
Week - 6		Information and Document Security	
Week - 7		Midterm	
Week - 8		With Information Systems Related Concepts	
Week - 9		Information Security Management	
Week - 10		Office with Ergonomics Related Concepts	
Week - 11		Ergonomics Practices in Offices	
Week - 12		Time and Meeting Management Concepts	
Week - 13		Oral and Written Expression Concepts, Expression Disorders	

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	Will be able to give information about business information systems and human resources information systems.
2	Will be able to explain information and document security in human resources management.
3	Will be able to define the concepts of information systems.
4	Will be able to explain the concepts of time and meeting management.
5	Will be able to define the concepts of verbal and written expression.
6	Will be able to explain word processors.
7	Will be able to evaluate presentation technologies.
8	Will be able to give information about spreadsheets.

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**