BKE201 - SCIENTIFIC AND CULTURAL ACTIVITIES I - Meslek Yüksekokulu - Büro Hizmetleri ve Sekreterlik Bölümü General Info

Objectives of the Course

The aim of this course is to encourage students to participate in social activities.

Course Contents

Activities such as cinema, theater, conference or sports.

Recommended or Required Reading

Etkinlik Biletleri

Planned Learning Activities and Teaching Methods

Participate in scientific, cultural and social activities.

Recommended Optional Programme Components

Ensuring student participation in social and cultural activities.

Instructor's Assistants

No helper

Presentation Of Course

Application

Dersi Veren Öğretim Elemanları

Inst. Dr. Barış İbrahim Dilek

Program Outcomes

- 1. Can have knowledge about various social and artistic activities.
- 2. can interpret cultural events.
- 3. can explain their observations about the activities they participate in.
- 4. Students will be able to improve their social skills
- 5. Can increase the interest of scientific and cultural activities
- 6. Be able to develop positive attitude regarding the scientific and cultural activities.
- 7. Can show willingness in attending various social, cultural-art activities.
- 8. Can create awareness of lifelong learning and inquiry.

Weekly Contents

Order	PreparationInfo Laboratory	TeachingMethods	Theoretical	Practise
1		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
2		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
3		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
4		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
5		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
6		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.

Order	PreparationInfo Laboratory	TeachingMethods	Theoretical	Practise
7		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
9		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
10		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
11		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
12		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
13		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
14		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.
15		Participate in scientific and cultural activities outside the classroom		Participate in activities such as scientific meetings, seminars, panel, workshops, museum education, art and culture trips, cinema, theater, concerts, exhibitions, sporting events, club events and social responsibility projects.

Workload

Activities	Number	PLEASE SELECT TWO DISTINCT LANGUAGES							
Derse Katılım	14	1,00							
Seminer	4	1,00							
Panel	2	1,00							
Diğer	10	7,00							

Assesments

Activities	Weight (%)
Rapor	100,00

	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15
L.O. 1					2	3									
L.O. 2			4		5										
L.O. 3			4												
L.O. 4					4	5	4								
L.O. 5	3														
L.O. 6	3		4												
L.O. 7	4		4												
L.O. 8	5		4												

Table :

- P.O. 1: Mesleği ile ilgili temel, güncel ve uygulamalı bilgilere sahip olur.
- P.O. 2: İş sağlığı ve güvenliği, çevre bilinci ve kalite süreçleri hakkında bilgi sahibi olur.
- P.O. 3: Mesleği için güncel gelişmeleri ve uygulamaları takip eder, etkin şekilde kullanır.
- P.O. 4: Mesleği ile ilgili bilişim teknolojilerini (yazılım, program, animasyon vb.) etkin kullanır.
- P.O. 5: Mesleki problemleri ve konuları bağımsız olarak analitik ve eleştirel bir yaklaşımla değerlendirme ve çözüm önerisini sunabilme becerisine sahiptir.
- P.O. 6: Bilgi ve beceriler düzeyinde düşüncelerini yazılı ve sözlü iletişim yolu ile etkin biçimde sunabilir, anlaşılır biçimde ifade eder.
- P.O. 7: Alanı ile ilgili uygulamalarda karşılaşılan ve öngörülemeyen karmaşık sorunları çözmek için ekip üyesi olarak sorumluluk alır.
- P.O. 8: Kariyer yönetimi ve yaşam boyu öğrenme konularında farkındalığa sahiptir.
- P.O. 9: Alanı ile ilgili verilerin toplanması, uygulanması ve sonuçlarının duyurulması aşamalarında toplumsal, bilimsel, kültürel ve etik değerlere sahiptir.
- P.O. 10: Bir yabancı dili kullanarak alanındaki bilgileri takip eder ve meslektaşları ile iletişim kurar
- **P.O. 11:** Yönetime ilişkin temel kavramları, yönetimin fonksiyonlarını ve yönetim yaklaşımlarını açıklar.
- **P.O. 12:** Büro yönetimi ve organizasyonunu bilir.
- **P.O. 13 :** Sekreterlik için gerekli çağdaş teknikleri ve çalışma araçlarını kullanır.
- **P.O. 14:** Yöneticiyi asiste eder, resmi yazışmaları ve organizasyonları gerçekleştirir.
- P.O. 15: Türkiye Cumhuriyeti tarihi ve Atatürk İlkeleri ve İnkılâpları hakkında bilgi sahibi olur
- L.O. 1: Çeşitli sosyal ve sanatsal faaliyetler hakkında bilgi sahibi olabilir.
- L.O. 2: Kültürel etkinlikleri yorumlayabilirler.
- L.O. 3: Katıldıkları etkinliklere ilişkin gözlemlerini açıklayabilirler.
- L.O. 4: Sosyal becerilerini geliştirebilir.
- L.O. 5: Bilimsel ve kültürel etkinliklere olan ilgisini artırır
- **L.O. 6:** Bilimsel ve kültürel etkinliklere ilişkin olumlu tutum geliştirir.
- L.O. 7: Çeşitli sosyal, kültürel ve sanatsal etkinliklere katılmada isteklilik gösterir
- **L.O. 8:** Yaşamboyu öğrenme ve sorgulama bilinci oluşturur.