

İndirilme Tarihi

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DST224 - TIME MANAGEMENT - Kozaklı Meslek Yüksekokulu - Veri Tabanı, Ağ Tasarımı ve Yönetimi Bölümü

General Info

Objectives of the Course

The aim of the Time Management Course is to introduce and adopt the principles and techniques of using time effectively and efficiently in all kinds of work and personal life.

Course Contents

General Principles of Time Management, Purpose and Importance of Using Time Effectively; Time Use Behaviors and Methods; Reasons Why Managers Do Not Use Their Time Effectively

Recommended or Required Reading

Ders sınıf ortamında karşılıklı konu anlatımı, ödevler ve tartışma şeklinde gerçekleştirilecektir. Can.N., "Zaman Yönetimi", 2010,Pegem Akademi

Planned Learning Activities and Teaching Methods

Reading; presentation; lecture; discussion; brainstorming; question-answer

Recommended Optional Programme Components

In order to increase participation in the course, students' suggestions regarding course content and teaching methods will be taken into consideration.

Instructor's Assistants

Barış Dilek

Presentation Of Course

Face to face

Dersi Veren Öğretim Elemanları

Inst. Dr. Osman Yanık Inst. Dr. Merve Nurlu

Program Outcomes

1. Can the student defines the concept of time and explains its importance.
2. Can adopts and applies the techniques of using time effectively and efficiently.
3. Can analyzes time-use behaviors
4. Can creates communication and information systems related to Time Management.
5. Can apply the methods of meeting management.

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical	Practise
1	s.1-25		Oral and visual presentations, lectures, discussions, assignments	The Concept of Time, Its Importance and Types of Time	
2			Oral and visual presentations, lectures, discussions, assignments	Time Management Concepts, Approaches, and Processes	
3	s.49-95		Oral and visual presentations, lectures, discussions, assignments	The Role of Time Management in Personal and Professional Life	
4	s.49-95		Oral and visual presentations, lectures, discussions, assignments	The Role of Time Management in Personal and Professional Life	
5	s.96-120		Oral and visual presentations, lectures, discussions, assignments	Time Traps I: Traps Caused by the Individual	
6			Oral and visual presentations, lectures, discussions, assignments	Time Management Planning and Goals	
7	s.146-165		Oral and visual presentations, lectures, discussions, assignments	Önceliklendirme Teknikleri (ABC Analizi, Eisenhower Matris	
9			Oral and visual presentations, lectures, discussions, assignments	The Relationship Between Effective Decision-Making and Time Management	
10			Oral and visual presentations, lectures, discussions, assignments	Delegation of Authority	
11			Oral and visual presentations, lectures, discussions, assignments	Meeting Management and Effective Time Management	
12			Oral and visual presentations, lectures, discussions, assignments	Stress Management and Coping with Time Pressure	
13			Oral and visual presentations, lectures, discussions, assignments	Stress Management and Coping with Time Pressure	
14			Oral and visual presentations, lectures, discussions, assignments	Technological Tools and Digital Time Management	
15			Oral and visual presentations, lectures, discussions, assignments	Technological Tools and Digital Time Management	

Workload

Activities	Number	PLEASE SELECT TWO DISTINCT LANGUAGES
Vize	1	1,00
Final	1	1,00
Derse Katılım	14	2,00
Ders Öncesi Bireysel Çalışma	8	3,00
Ders Sonrası Bireysel Çalışma	8	3,00
Ara Sınav Hazırlık	3	2,00
Final Sınavı Hazırlık	3	2,00

Assesments

Activities	Weight (%)
Ara Sınav	40,00
Final	60,00

	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
L.O. 1	1									
L.O. 2										
L.O. 3										
L.O. 4										
L.O. 5										

Table :

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- P.O. 1 :** Use and manage health informatics systems effectively.
- P.O. 2 :** Process medical data in accordance with confidentiality and ethical rules.
- P.O. 3 :** Install, maintain, and monitor digital systems used in healthcare institutions.
- P.O. 4 :** Apply information security protocols to ensure patient data protection.
- P.O. 5 :** Work effectively as part of a team in health technology environments.
- P.O. 6 :** Follow innovations and current technologies in the field and adopt lifelong learning.
- P.O. 7 :** Communicate effectively with healthcare staff and technical teams.
- P.O. 8 :** Possess basic medical knowledge and terminology and use medical terms correctly.
- P.O. 9 :** Recognize and effectively use software and hardware supporting healthcare services.
- P.O. 10 :** Act in accordance with professional ethics and quality standards.
- L.O. 1 :** Can the student defines the concept of time and explains its importance.
- L.O. 2 :** Can adopts and applies the techniques of using time effectively and efficiently.
- L.O. 3 :** Can analyzes time-use behaviors
- L.O. 4 :** Can creates communication and information systems related to Time Management.
- L.O. 5 :** Can apply the methods of meeting management.