

|                     |                    |                      |                  |
|---------------------|--------------------|----------------------|------------------|
| Dentistry (English) |                    |                      |                  |
| Bachelor            | TR-NQF-HE: Level 6 | QF-EHEA: First Cycle | EQF-LLL: Level 6 |

## Course Introduction and Application Information

|   |  |  |  |
|---|--|--|--|
| Course Code:                              | UNI188   |  |  |
| Course Name:                              | Building Managerial Skills   |  |  |
| Semester:                                 | Fall   |  |  |
| Course Credits:                           | <div>ECTS</div> <div>5</div>   |  |  |
| Language of instruction:                  | English  |  |  |
| Course Condition:                         |  |  |  |
| Does the Course Require Work Experience?: | No   |  |  |
| Type of course:                           | University Elective  |  |  |
| Course Level:                             | <div> <div>Bachelor</div> <div>TR-NQF-HE:6.<br/>Master`s Degree</div> <div>QF-<br/>EHEA:First<br/>Cycle</div> <div>EQF-LLL:6.<br/>Master`s Degree</div> </div> |  |  |
| Mode of Delivery:                         | E-Learning   |  |  |
| Course Coordinator:                       | Dr. Öğr. Üy. GÜLSÜM GÖKGÖZ   |  |  |
| Course Lecturer(s):                       | Dr. Öğr. Üy. Gülsüm Gökgöz   |  |  |
| Course Assistants:                        |  |  |  |

## Course Objective and Content

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| Course Objectives: | The aim of the course is to give participants the knowledge and skills of leading managerial positions within the framework of modern management approaches. The students are taught the necessary skills and practices in order to take successful steps in the process of change and teach good results, focuses on the employee-manager relationship in the changing business world. |
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| Course Content: | This course encompasses basic management concepts / management with goals, development of executive personality, development of managerial skills through decision making and problem solving, team building and management, leadership and motivation, time management and conflict management. |
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## Learning Outcomes

The students who have succeeded in this course;

- 1) Explains the relationship between manager and related concepts.
- 2) Understand and link the evolutionary process of manager and leadership theories.
- 3) Interpret the effects of the manager inside and outside the business.
- 4) Understands the manager's decision-making process and employee relations.
- 5) Explains the changing roles of the managers.
- 6) Understands the causes of conflicts in the workplace and knows conflict management strategies.
- 7) Can apply the principles of time management.

## Course Flow Plan

| Week | Subject   | Related Preparation |
|------|---|---------------------|
| 1)   | Introduction to the Course Best Choice: Being a Manager or a Leader?(1)   |                     |
| 2)   | Best Choice: Being a Manager or a Leader?(2)  |                     |
| 3)   | Conceptual Ability: Decision Making and Problem Solving   |                     |
| 4)   | Foreseeing the Future: Planning   |                     |
| 5)   | Leading Your Teams  |                     |
| 6)   | A Way of Persuasion and Rapport: Communication  |                     |
| 7)   | Midterm1 ( a session will be organized other than class hour) Willingness to Work: Motivation1                        |                     |
| 8)   | Willngness to Work: Motivation 2  |                     |
| 9)   | Never Ending Need: Employee Education, Performance Evaluation and Feedback  |                     |
| 10)  | Understanding the Inner Environment: Organizational Values, Culture and Climate                                       |                     |
| 11)  | Disagreements are Normal: Conflict Management   |                     |
| 12)  | Midterm2 (a session will be organized other than class hour) A Scarce Resource: Time Management and Handling Meetings |                     |
| 13)  | Student Presentations (Due to Eid Mubarek, a make up class will be organized)   |                     |

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| 14) | Student Presentations |  |
| 15) | Final Exams           |  |

## Sources

|                           |  |
|---------------------------|--|
| Course Notes / Textbooks: | Timothy A. Judge, Stephen P. Robbins, Organizational Behavior, 17th ed., Pearson Ltd, 2017 (pdf version is available)<br>Stephen P. Robbins, Mary Coulter, Management, 14th ed., Pearson Ltd, 2019 (pdf version will be shared online) |
| References:               | Lecturer's notes   |

## Course - Program Learning Outcome Relationship

| Course Learning Outcomes   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| Program Outcomes   |   |   |   |   |   |   |   |
| 1) Has basic and up-to-date knowledge in the field of dentistry, follows scientific publications, and applies evidence-based data to his/her professional practice.  |   |   |   |   |   |   |   |
| 2) Knows well and effectively uses devices, tools, and materials specific to diagnosis and treatment in the field of dentistry.  |   |   |   |   |   |   |   |
| 3) Evaluates the knowledge in the field of dentistry critically, integrates it with the knowledge of disciplines in the field of health, uses it by analyzing and synthesizing it.   |   |   |   |   |   |   |   |
| 4) Produces projects related to the field of dentistry, can work with other health disciplines, takes part as a member of the research team and evaluates and reports the results obtained at a scientific level.  |   |   |   |   |   |   |   |
| 5) Uses information that will contribute to the dentistry profession during practice, takes responsibility, and produces solutions in unforeseen situations.   |   |   |   |   |   |   |   |
| 6) Shares, compares, and exchanges dental knowledge with professional colleagues in social and scientific environments in written, verbal, and visual forms.   |   |   |   |   |   |   |   |
| 7) Within the framework of social, scientific, and ethical values including patient privacy, communicates with patients and their relatives, knows all the characteristics of the patient, and recommends the most appropriate treatment with a patient-centered approach. |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |

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| 8) Follows technological developments, participates in national and international studies, and shares and presents own observations, experiences, and research to further advance dental practices.                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9) By adopting the principle of lifelong learning throughout the dentistry profession, follows current evidence-based dental knowledge and uses it during his professional practice.   |   |   |   |   |   |   |   |
| 10) During dental practice, in cases such as abuse and addiction, performs the treatment by exhibiting the behaviors required by social ethics and legal rules, and collects and records the relevant data.                              |   |   |   |   |   |   |   |
| 11) Uses basic and current knowledge in the field of dentistry during professional practice for the benefit of society within the framework of national values and country realities.  |   |   |   |   |   |   |   |
| 12) In natural disasters and emergency cases, takes the protective measures required by the dentistry profession; performs professional practices that benefit patients and society  |   |   |   |   |   |   |   |
| 13) Generates ideas regarding health policy in dentistry, prioritizes individual and public health, and carries out preventive and therapeutic medical practices within the framework of scientific, ethical, and quality processes.     |   |   |   |   |   |   |   |
| 14) Differentiates the signs and symptoms commonly encountered in the dentistry profession, makes a treatment plan and refers when necessary, and manages diseases and clinical situations regarding their urgency and patient priority. |   |   |   |   |   |   |   |
| 15) Can assume the leadership responsibility of the team he/she works for, manage it following scientific criteria, and support the professional development of the team.  |   |   |   |   |   |   |   |

### Course - Learning Outcome Relationship

| No Effect | 1 Lowest | 2 Average | 3 Highest |
|-----------|----------|-----------|-----------|
|           |          |           |           |

|    | Program Outcomes   | Level of Contribution |
|----|--|-----------------------|
| 1) | Has basic and up-to-date knowledge in the field of dentistry, follows scientific publications, and applies evidence-based data to his/her professional practice. |                       |
| 2) | Knows well and effectively uses devices, tools, and materials specific to diagnosis and  |                       |

|     |   |  |
|-----|---|--|
|     | treatment in the field of dentistry.  |  |
| 3)  | Evaluates the knowledge in the field of dentistry critically, integrates it with the knowledge of disciplines in the field of health, uses it by analyzing and synthesizing it.   |  |
| 4)  | Produces projects related to the field of dentistry, can work with other health disciplines, takes part as a member of the research team and evaluates and reports the results obtained at a scientific level.  |  |
| 5)  | Uses information that will contribute to the dentistry profession during practice, takes responsibility, and produces solutions in unforeseen situations.   |  |
| 6)  | Shares, compares, and exchanges dental knowledge with professional colleagues in social and scientific environments in written, verbal, and visual forms.   |  |
| 7)  | Within the framework of social, scientific, and ethical values including patient privacy, communicates with patients and their relatives, knows all the characteristics of the patient, and recommends the most appropriate treatment with a patient-centered approach. |  |
| 8)  | Follows technological developments, participates in national and international studies, and shares and presents own observations, experiences, and research to further advance dental practices.  |  |
| 9)  | By adopting the principle of lifelong learning throughout the dentistry profession, follows current evidence-based dental knowledge and uses it during his professional practice.   |  |
| 10) | During dental practice, in cases such as abuse and addiction, performs the treatment by exhibiting the behaviors required by social ethics and legal rules, and collects and records the relevant data.   |  |
| 11) | Uses basic and current knowledge in the field of dentistry during professional practice for the benefit of society within the framework of national values and country realities.   |  |
| 12) | In natural disasters and emergency cases, takes the protective measures required by the dentistry profession; performs professional practices that benefit patients and society   |  |
| 13) | Generates ideas regarding health policy in dentistry, prioritizes individual and public health, and carries out preventive and therapeutic medical practices within the framework of scientific, ethical, and quality processes.  |  |
| 14) | Differentiates the signs and symptoms commonly encountered in the dentistry profession, makes a treatment plan and refers when necessary, and manages diseases and clinical situations regarding their urgency and patient priority.                                    |  |
| 15) | Can assume the leadership responsibility of the team he/she works for, manage it following scientific criteria, and support the professional development of the team.   |  |

## Assessment & Grading

| Semester Requirements       | Number of Activities | Level of Contribution |
|-----------------------------|----------------------|-----------------------|
| Presentation                | 1                    | % 10                  |
| Project                     | 1                    | % 10                  |
| Midterms                    | 2                    | % 50                  |
| Final                       | 1                    | % 30                  |
| <b>total</b>                |                      | <b>% 100</b>          |
| PERCENTAGE OF SEMESTER WORK |                      | % 70                  |
| PERCENTAGE OF FINAL WORK    |                      | % 30                  |
| <b>total</b>                |                      | <b>% 100</b>          |

## Workload and ECTS Credit Calculation

| Activities              | Number of Activities | Workload   |
|-------------------------|----------------------|------------|
| Course Hours            | 15                   | 60         |
| Presentations / Seminar | 2                    | 6          |
| Project                 | 6                    | 16         |
| Midterms                | 2                    | 22         |
| Final                   | 3                    | 16         |
| <b>Total Workload</b>   |                      | <b>120</b> |