



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Information Management							
Course Code		BYA158		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course students; knowledge management skills will be given.							
Course Content		Information concept, concept of information society, decision making, environmental analysis, classification of environmental variables.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Yazıcıoğlu, Osman; Borat, Oğuz; Kılıç, C. Hakan (2014). Bilgi Yönetimi. Ankara: Nobel Akademik Yayıncılık
2	Diñçmen, Murat (2010). Bilgi Yönetimi. İstanbul: Papatya Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Select a press
2	Theoretical	Press monitoring
3	Theoretical	Press monitoring
4	Theoretical	Decision making
5	Theoretical	Decision making
6	Theoretical	Decision making
7	Theoretical	Written and non-written rules
8	Theoretical	Declaration
9	Intermediate Exam	Midterm
10	Theoretical	Informing
11	Theoretical	Informing
12	Theoretical	Environmental analysis
13	Theoretical	Environmental analysis techniques
14	Theoretical	Classification of environmental variables
15	Theoretical	Vision and mission
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	10
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Making transactions related to printed / online professional publications
2	Providing information about business



3	Gathering information about environmental changes by making an external environment analysis
4	It teaches the subject of knowledge and management, which has become an important resource for enterprises in increasing global competition.
5	It teaches the value of material, semi-finished and finished stocks, machinery and equipment, building, land, money, shares, funds, etc.

Programme Outcomes (Office Management and Executive Assistantship)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	5	5	5		
P2	5	4	4		
P3	4	4	4		
P4	4	4	4		
P5	4	4	4		
P6	4	4	4	5	
P7	4	4	4		
P8	4	4	4		5
P9	4	4	4		
P10	4	4	4		
P11	4	4	4		
P12	4	4	4		
P13	4	4	4		
P14	4	4	4		
P15	4	4	4		

