



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Decision Making and Problem Solving							
Course Code		ÖGK219		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To examine the decision-making method and different decision-making methods							
Course Content		Definition and importance of decision-making, information characteristics and sources of decision-making process, elements of decision-making process, decision-makers and their features, features of decision-making process, decision-making methods, decision-making process, decision-making and problem solving methods							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study, Individual 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	Adair, John (2000) Decision Making and Problem Solving, (Translated by Nurdan Kalayci), Gazi Publications, Ankara.
2	mrek, M. Kemal (2003) Decision Making Techniques for Managers, Beta Printing Publishing, Istanbul.
3	Strategic Management in Business, Tahir akgemci, H. Kürşat Güleş

Week	Weekly Detailed Course Contents	
1	Theoretical	Importance of Decision Making
2	Theoretical	Qualifications and Information Sources of Knowledge in Decision Making Process
3	Theoretical	Elements of Decision Making
4	Theoretical	Decision makers and their qualifications
5	Theoretical	Characteristics of Decision Subject and Decision Types
6	Theoretical	Stages in Decision Making
7	Theoretical	Approaches in Decision Making
8	Theoretical	Decision Making and Problem Solving Methods
9	Intermediate Exam	Midterm
10	Theoretical	Karar Verme ve Problem Çözme Yöntemleri
11	Theoretical	Utility Theory
12	Theoretical	Utility Theory
13	Theoretical	Developing Options and Making Predictions in the Decision Making Process
14	Theoretical	Developing Options and Making Predictions in the Decision Making Process
15	Theoretical	Developing Options and Making Predictions in the Decision Making Process
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	9	1	10



Final Examination	1	11	1	12
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	Comprehend the importance of decision making
2	Learn managerial decision making techniques
3	Learn the nature of information to be used in decision making
4	learn strategic decision making
5	Learn how to solve different problems

### 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
P5	4				
P6		4	4	4	
P15					4

