



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Administration - II							
Course Code		İŞT182		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of the course is to teach the basic concepts and objectives of business and business management, to determine the relations with the environment, to classify the businesses, to list the establishment phases of the business, to teach business functions,							
Course Content		Basic concepts of management and organization and management theories; modern pre-modern period and post-modern period.							
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	İşletmelerde Yönetim ve Organizasyon- Prof. Dr. İsmail Efil
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Week	Weekly Detailed Course Contents	
1	Theoretical	Management concept and history, analysis of management and manager concepts, differences between leadership and management, organization concept and organization principles
2	Theoretical	History of management thinking, development of management thinking, classical management approaches and basic assumptions
3	Theoretical	Scientific management approach, management process approach, bureaucracy approach
4	Theoretical	Neo-classical management approach and basic assumptions
5	Theoretical	Modern management approaches, system approach
6	Theoretical	Situational approach, post-modern management thought
7	Theoretical	Situational approach, post-modern management thought
8	Theoretical	The functions of steering, coordination and control
9	Intermediate Exam	midterm
10	Theoretical	Contemporary organizational structures and management practices
11	Theoretical	Human relationships in organizations
12	Theoretical	organizational behavior management, motivation and group management
13	Theoretical	Conflict and stress management, organizational creativity, image and reputation management
14	Theoretical	Contemporary management techniques, management by purpose, organization development, change, vision, mission management, exception management
15	Theoretical	Organizational communication, crisis management, meeting management, time management
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	12	4	1	60



Lecture - Practice	2	2	4	12
Assignment	1	10	2	12
Midterm Examination	1	6	2	8
Final Examination	1	6	2	8
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Students learn basic information about management and organization and management theories and functions.
2	Students learn the definition of management and basic information about management, differences between management and leadership, historical history of management, management theories.
3	Explain the concept of management, features, process and manager concept
4	Give information about motivation concept, characteristics and theories
5	Give information about current approaches in management

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	4				
P5		4	4	4	4

