



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Occupational Ethics							
Course Code		İŞT254		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Introducing general information about business ethics and its framework							
Course Content		Introducing general information about business ethics and its framework							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)		Ins. Murat ÖZTÜRK, Ins. Saadet Nihal COŞKUN							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Nuran Öztürk Başpınar ve Demet Çakıroğlu, "Meslek Etiği", Nobel Yayın Dağıtım
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Week	Weekly Detailed Course Contents	
1	Theoretical	To examine the concepts of ethics and morality
2	Theoretical	To examine the concepts of ethics and morality
3	Theoretical	To examine ethical systems
4	Theoretical	To examine ethical systems
5	Theoretical	To examine the factors that play a role in the formation of morality
6	Theoretical	To examine the factors that play a role in the formation of morality
7	Theoretical	To examine the ethics of profession
8	Theoretical	midterm
9	Theoretical	To examine the ethics of profession
10	Theoretical	Mesleki yozlaşma ve meslek hayatında etik dışı davranışların sonuçlarını incelemek
11	Theoretical	Mesleki yozlaşma ve meslek hayatında etik dışı davranışların sonuçlarını incelemek
12	Theoretical	To examine the concept of social responsibility
13	Theoretical	To examine the concept of social responsibility
14	Theoretical	To examine the concept of social responsibility
15	Theoretical	To examine the concept of social responsibility
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	15	0	2	30
Midterm Examination	1	8	1	9



Final Examination	1	10	1	11
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	To examine the concepts of ethics and morality
2	To comply with professional ethics principles
3	Can classify ethical systems.
4	Define the concepts of professional ethics and social responsibility.
5	Interpret the results of unethical behaviors in professional life.

### 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
P6	4	4	4	4	
P15					4

