



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Administration							
Course Code		İYP101		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	98 <i>(Hours)</i>	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		This course aims to learn the business functions and activities of the learners and to participate in the management activities.							
Course Content		Introduction to management, Business organization and its types, Manager and leadership, business functions,							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)		Ins. Gülbin TOĞUŞ POLAT, Ins. Mehmet TAŞDELEN, Lec. Hüseyin Önlem ERSÖZ							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	İsmet Mucuk, Modern İşletmecilik, Türkmen Kitabevi, İstanbul
2	Mümin Ertürk, İşletme Biliminin Temel İlkeleri, Beta Yayınları, İstanbul

Week	Weekly Detailed Course Contents	
1	Theoretical	Business and business concepts
2	Theoretical	Classification of enterprises
3	Theoretical	Environment of businesses
4	Theoretical	Objectives and responsibilities of enterprises, establish business reasons
5	Theoretical	The choice of location and business organizations
6	Theoretical	The choice of location and business organizations, factors and organizational goals
7	Theoretical	Firm Size
8	Intermediate Exam	Midterm Exam
9	Theoretical	management functions
10	Theoretical	Management functions
11	Theoretical	Production Function
12	Theoretical	Marketing function
13	Theoretical	Financing function
14	Theoretical	Human resources management function
15	Theoretical	Public relations function

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Assignment	2	5	0	10
Individual Work	14	1	0	14
Midterm Examination	1	10	1	11
Final Examination	1	20	1	21
Total Workload (Hours)				98
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	
2	
3	
4	
5	
6	

**Programme Outcomes** (*Accounting and Tax Practices*)

1	Have basic theoretical knowledge and skills in accounting and tax areas
2	The accounting and consultancy firm providing services in accounting, finance and accounting departments to meet the needs of the public or private sector organizations have the ability to think analytically and solve problems, be qualified accounting staff
3	To use at least one of the software packages related to accounting fluent
4	To follow the regulations related to the profession and have the basic legal information
5	Identify the data required for accounting for businesses, the ability to effectively collect and save
6	To be able to keep accounting records necessary to analyze financial transactions
7	General accounting, end of period accounting, cost accounting, and companies, understand and apply accounting control issues
8	Understand the obligations of a responsible and have knowledge about taxes and tax Turkish Tax System
9	By understanding and interpreting the problems of the profession, ideas orally or in writing, to express clearly
10	Knowledge they have taken in relation to the profession and to apply in a real business environment by identifying problems, interpret data and have the ability to analyze,
11	Professional and ethical responsibilities, understand the importance of job security
12	Be aware of the importance of following the regulations related to the profession
13	Correspondence related to the field can make using a computer, to store the information and use the stored information

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

	L1	L2	L3	L4	L5	L6
P9	5					
P12	5					
P13		5	5	5	5	5

