



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Filing and Archiving Techniques							
Course Code		KPO159		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	51 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		The aim is introducing students to the basic concepts of business administration . Establishment of business, business functions, and the concepts related to management regarding business environment describes.							
Course Content		The content of this course ; Examining the environmental conditions that affected their business activities with the definition of business concepts and to describe business functions .							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)									

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Karalar Rıdvan, Genel İşletme, Seçkin Yayıncılık, 2011
2	Koçel, Tamer, İşletme Yöneticiliği, 7. basım, Kültür Üniversitesi Yayınları, 1999,
3	Mucuk, İsmet ( 2011), Modern İşletmecilik, Türkmen Kitabevi.

Week	Weekly Detailed Course Contents	
1	Theoretical	Business and business management, business as an economic unit
2	Theoretical	Types of business , legal aspects of business types
3	Theoretical	Business foundation studies, business size
4	Theoretical	The choice of the business location
5	Theoretical	Definition of management , meaning and management functions, management levels and management skills
6	Theoretical	Management decision-making, total quality management, new concepts and techniques related to management
7	Theoretical	Production and production management, breakeven analysis , recent developments in production technology
8	Theoretical	Production planning and control
9	Intermediate Exam	Midterm Exam
10	Theoretical	Inventory management, business analysis, quality control
11	Theoretical	Marketing definition, function , marketing research , consumer and market characteristics
12	Theoretical	Market segmentation and target market selection , international marketing
13	Theoretical	Finance , human resources
14	Theoretical	Public relations , R & D decision-making in business management and decision making process



15	Final Exam	Final exam
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**Workload Calculation**

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	4	0.5	4.5
Final Examination	1	4	0.5	4.5
Total Workload (Hours)				51
[Total Workload (Hours) / 25*] = <b>ECTS</b>				2

\*25 hour workload is accepted as 1 ECTS

**Learning Outcomes**

1	Define the concepts underlying the business
2	Explain the basic business functions and gives examples from practice
3	Explain the concepts related to management of business environment
4	Explains the concepts related to management of business functions
5	Explains the management concepts related to the establishment of business

**Programme Outcomes (Business Administration Management)**

1	Use the economical information obtained in micro and macro scale, in their occupational lives.
2	Use information and communication technologies at the level required by their field.
3	Manage business finance, analyze business financial situation, and solve financial problems.
4	Gain management skill by managing and enhancing human resource effectively in accordance with business aims
5	Understand production and marketing functions as a whole, have proficiency in applying new production and marketing techniques.
6	Have proficiency in calculating cost, making entry, preparing and interpreting financial statements
7	Have proficiency in using business management function and applying and following new management techniques
8	Have proficiency for performing legal responsibilities of business, following and applying legislation
9	Have proficiency in following and applying vocational current and economic developments in national and international area.
10	Take responsibilities as a team member when dealing with issues and problems encountered in practice
11	Have the ability to use the computer and the required packaged software
12	Have the professional ethics in business life and business relations

**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	2	2	2	3	2
P2	3	2	2	2	2
P3	2	2	2	2	2
P4	2	3	2	2	2
P5	2	2	3	3	3
P6	3	2	2	3	2
P7	3	2	2	3	5
P8	3	2	3	3	2
P9	3	3	2	2	2
P10	2	2	2	2	2
P11	2	2	3	2	2
P12	2	3	3	3	2

