



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Administration							
Course Code		BSS101		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		With this course, the student is to participate in management activities by business enterprise operations.							
Course Content		Do business establishment procedures, to participate in the activities of the company management.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study					
Name of Lecturer(s)		Ins. Burçak ÖNDER, Ins. İsmnaz ÖZCAN							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Modern İşletmecilik, İsmet Mucuk, Türkmen Kitabevi, 2001.
2	Temel İşletmecilik Bilgisi, Güngör Önal, Türkmen Kitabevi, 2001.
3	İşletme Yöneticiliği, Tamer Koçel, Beta Yayınları, 2001.

Week	Weekly Detailed Course Contents	
1	Theoretical	Business and management concepts
2	Theoretical	classification of Business
3	Theoretical	business environment
4	Theoretical	Business goals and responsibilities of the reasons for setting up
5	Theoretical	And the choice of place of incorporation
6	Theoretical	Factors in the choice of place of incorporation and place of organization and objectives of the organization
7	Theoretical	capacity
8	Theoretical	Business management functions
9	Theoretical	Business management functions
10	Theoretical	Business management functions
11	Theoretical	Basic business functions, the production function
12	Theoretical	marketing
13	Theoretical	Finance
14	Theoretical	Human Relations

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	3	56
Assignment	5	2	0	10
Reading	6	2	0	12
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Business to enterprise operations
2	Participate in the management activities of the company



3	Sorting types of business
4	The establishment of the enterprise, the location of the establishment and understand the capacity of the enterprise
5	Business functions (management, marketing, production, financing, accounting, etc.) and to understand the relationship between them.

Programme Outcomes (Electrics)

1	ABILITY TO MAKE APPLICATIONS OF MEASUREMENT AND CALCULATION
2	ABILITY TO MAKE CONNECTIONS OF A DC CIRCUIT
3	ABILITY TO MAKE BASIC ELECTRONIC CIRCUIT AND APPLICATIONS
4	ABILITY TO MAKE ELECTRIC INSTALLMENT APPLICATIONS
5	ADAPTING VOCATIONAL ETHICAL VALUES
6	ABILITY TO MAKE COMMUNICATION
7	ABILITY TO MAKE CONNECTIONS OF AC CIRCUIT
8	ABILITY TO MAKE NUMERICAL CIRCUITS
9	ABILITY TO MAKE INSTALLATIONS OF TRANSFORMER AND DC ELECTRIC MACHINES
10	ABILITY TO MAKE COMPUTER AIDED DESIGN
11	ABILITY TO APPLY VOCATIONAL TECHNICAL METHODS
12	ABILITY TO MAKE INSTALLATIONS OF AC ELECTRIC MACHINES
13	ABILITY TO MAKE SPECIAL ELECTRIC INSTALLMENTS
14	ABILITY TO MAKE INSTALLMENTS OF COMMAND SYSTEMS
15	ABILITY TO DRAW COMPUTER AIDED ELECTRIC SCHEME
16	ABILITY TO MAKE POWER ELECTRONICS CIRCUITS
17	ABILITY TO MAKE SYSTEM ANALYSIS AND PRODUCT DESIGN
18	ABILITY TO IMPROVE ONESELF UTILIZING INFORMATION OPPORTUNITIES
19	ABILITY TO DRAW COMPUTER AIDED ELECTRIC INSTALLMENT PROJECT
20	ABILITY TO MAKE ANALYSIS AND MAINTENANCE OF ELECTRICAL ENERGY PRODUCTION SYSTEMS
21	ABILITY TO MAKE THE WINDING OF ACCURATE AND ALTERNATIVE CURRENT ENGINES
22	ABILITY TO RECOGNIZE SYSTEMS USED IN ELECTRICAL ENERGY TRANSMISSION AND DISTRIBUTION AND TROUBLESHOOTING
23	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.
24	Ability to plan a career in their own profession.
25	To provide them with knowledge about substance use and addiction problem and prevention methods.

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	3	2	3	2	2
P11	2	2	2	3	3

