



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 (Automotive Technology)

1	Using the basic knowledge and skills acquired in his/her field of study, to have the ability to evaluate and interpret the data, to define and analyze the problems, to make solution suggestions based on evidence and proofs.
2	To choose and use efficiently contemporary techniques and means as well as information technologies required for the applications related to the field of study.
3	The ability to apply the processes related to industrial and service sector by examining.
4	To gain the ability to produce solutions to unforeseen situations, take responsibility in teams and to have the skill to conduct individual works.
5	To achieve an awareness of the necessity of lifelong learning and consistently self-improving besides of following the developments in science and technology.
6	To become skillful at using computer hardware and software in a baseline level required by the field of study.
7	To be aware of Business Law, Job Security, environmental protection and quality concepts.
8	To have a command of communication skills and foreign language in order to communicate efficiently and follow the latest developments in his/her field of study.
9	Acquiring enough conceptual and applied knowledge in Mathematics, Science and Basic Engineering issues related to his/her field.
10	To plan the processes in automotive technology field to meet the expectations of the sector.
11	To become skillful at making designs by means of technical and computer-aided drawings and simulation programs, and by using various software programs to be able to choose systems and components required in by the field apart from making the basic sizing computations and drawing the architectural and static projects and details.
12	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.
13	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
P1	3				
P2		3			
P3			3		
P4				4	
P5					3

