



**AYDIN ADNAN MENDERES UNIVERSITY
SULTANHISAR VOCATIONAL SCHOOL
MANAGEMENT AND ORGANIZATION
BUSINESS ADMINISTRATION MANAGEMENT
COURSE INFORMATION FORM**

Course Title	Directed Study								
Course Code	BTS208			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	0	Practice	4	Laboratory	0
Objectives of the Course	Students would be acknowledged about research, collecting information, data and giving a presentation								
Course Content	Research methods, collecting information and investigation and presentation techniques								
Work Placement	Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion								
Name of Lecturer(s)	Ins. Özge YILDIRIM, Ins. Zafer ŞANLI								

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Al, Hamza, Bilimsel Araştırma Yöntemleri Akademik Yazım Kuralları, Sakarya Kitabevi, 2007, Sakarya
2	Türkbal, Aydın, Bilimsel Araştırma Yöntemleri ve Yazma Teknikleri, Aktif Yayınevi, 2003, İstanbul

Week	Weekly Detailed Course Contents	
1	Theoretical	Giving research titles to students
2	Theoretical	Presentation of research methods principally and planning research
3	Theoretical	Achievement to primary and secondary materials in the research
4	Theoretical	Review stage of the achieved materials, text forwarding and styles
5	Theoretical	Developing of the projects, preparing of the questionnaire, sample questionnaire and projects
6	Theoretical	Research contents and preparing of the chapters
7	Theoretical	Foreword, summary, tables, figures and forming graphs and literature
8	Intermediate Exam	Midterm examination
9	Theoretical	Checking grammar mistakes and review
10	Theoretical	Investigation of the research results
11	Theoretical	Ethics in the scientific researches
12	Theoretical	Presentation techniques and preparation of research presentation
13	Theoretical	Presentation whole researches and workshop
14	Theoretical	Presentation whole researches and workshop
15	Theoretical	Presentation whole researches and workshop

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Practice	14	0	4	56
Project	2	4	0	8
Midterm Examination	1	2	1	3
Final Examination	1	7	1	8
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Development of the occupational interest of students
2	Learning research methods and study individually



3	Developing communication, capability to suitably study in the team
4	Achieved knowledge would be utilized accordingly
5	Capability to achieve primary and secondary knowledge related to research title
6	Capability to effectively and grammatically write a report
7	Capability to orally present a resulted research

Programme Outcomes (Business Administration Management)

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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	L7
P7	4	4	4	4	4	4	4
P8	4	4	4	4	4	4	4
P9	4	4	4	4	4	4	4

