



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

Course Title	Teamwork								
Course Code	İKY217			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	Team Work Course The aim of introducing the secrets of successful teams the ability to gain effective teamwork and cooperation.								
Course Content	The purpose and general principles of team work, teams are created, the reasons; Team work groups with the relationship between characteristics of teams, team work types, methods of improving the performance of teams, team work, the withdrawal of individuals, etc. Nowadays, commonly used types of team work topics are discussed.								
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, Individual Study								
Name of Lecturer(s)	Lec. Temur KURTASLAN								

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Instructor Lecture Notes
2	R. Zakia (1997). Perception and Imaging, Focal Press.
3	Carl . Larson & Frank M. J. LaFasto; Teamwork

Week	Weekly Detailed Course Contents	
1	Theoretical	What is Team and Team Work?
2	Theoretical	Clear, well-defined objectives and escalation
3	Theoretical	Result-Oriented Structures
4	Theoretical	Racing Team's Friends
5	Theoretical	Understanding Joint Responsibility
6	Theoretical	Establishment of participatory media
7	Theoretical	Standards of Excellence
8	Intermediate Exam	Midterm
9	Theoretical	Principles-Based Leadership
10	Theoretical	Internal Management Team
11	Theoretical	External Support and Recognition
12	Theoretical	Case Study I
13	Theoretical	Case Study II
14	Theoretical	Case Study III
15	Theoretical	What is Team and Team Work?
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	2	0	2
Midterm Examination	1	9	1	10



Final Examination	1	9	1	10
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Explain the importance of teamwork and the need for team work
2	Purpose and function explains the importance of developing
3	Explains the members' solidarity of working with teams competing, and competing
4	Ignores the benefits of being a participant in teamwork, cooperation and
5	Explains and applies the standards of excellence and the need for foreign aid

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
P8	4	4	4	4	4

