



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

Course Title	Business Management - II								
Course Code	BİY118			Course Level	Short Cycle (Associate's Degree)				
ECTS Credit	3	Workload	75 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	Providing information, business and management issues.								
Course Content	The basic concepts of business, production, management, marketing, accounting, finance, technology and R & D, public relations								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Individual Study								
Name of Lecturer(s)	Ins. Alper Turan DEVLİ								

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading	
1	Öğretim Elemanı Ders Notları
2	Genel İşletme İsmet Mucuk
3	Genel İşletme Rıdvan Karalar

Week	Weekly Detailed Course Contents	
1	Theoretical	Input and some basic concepts
2	Theoretical	Manufacturing and production factors
3	Theoretical	Business process
4	Theoretical	Productivity, and profitability
5	Theoretical	The sample application
6	Theoretical	Operating costs and revenues
7	Theoretical	Business environment, business objectives
8	Intermediate Exam	midterm
9	Theoretical	management
10	Theoretical	Planning
11	Theoretical	Organization
12	Theoretical	Directing and coordinating
13	Theoretical	management styles
14	Theoretical	Decision-making and decision-making models
15	Theoretical	Work Week

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	2	6	0	12
Midterm Examination	1	14	1	15
Final Examination	1	19	1	20
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes	
1	Learn the basic concepts of business.



2	Planning to grasp and implement.
3	Learn the concept of organization and contribute to the implementation.
4	Orientation to learn and contribute to the implementation and supervision.
5	Understanding of management styles

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
P1	5	5	5	5	5
P2	3	3	5	5	5
P3	5	5	5	5	5
P4	3	3	5	5	5
P5	5	5	5	5	5
P6	3	3	3	3	4
P7	5	5	5	5	5
P8	5	5	5	4	4
P9	5	5	5	4	4
P10	4	4	5	4	4
P11	1	1	1	1	1

