



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

Course Title	Business Skills Group Work								
Course Code	BİY114			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	The overall objective of this course, students developing and globalizing world, business management, business problem-solving, conflict and conflict management, personal and organizational communication, organization, human relations, business ethics, social responsibility, motivation, performance, organizational development, time management, job interviews and provides a grip on life issues such as business success.								
Course Content	Business management, business problem-solving and conflict management, meeting management with personal and organizational communication, human relations organizations, organizations and groups of discipline, work ethics and social responsibility, business motivator, performance, and organizational development and self-development, self-management, time management, stress management, effective speaking, success in job applications and job interviews and work life.								
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)	Ins. Yasemin COŞKUN ERDOĞAN								

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

Recommended or Required Reading	
1	Instructor Lecture Notes
2	KARA, M.Ali, İşletme Becerileri Grup Çalışması, 6. Bsk. Murathan Yayınevi, Mart 2008

Week	Weekly Detailed Course Contents	
1	Theoretical	Concepts of Business and Management
2	Theoretical	Business Management and Business Problem Solving
3	Theoretical	Organizational Conflict and Conflict Management
4	Theoretical	Communication Concepts and Process of Communication
5	Theoretical	Organizational Communication and Functions
6	Theoretical	Meeting and Meeting Management
7	Theoretical	Subordinates and Üstlerle Relations in Organizations
8	Intermediate Exam	Midterm
9	Theoretical	Discipline and Organizations Groups in Organizations
10	Theoretical	Business Ethics and Social Responsibility
11	Theoretical	Motivation and Performance Evaluation of Business Life
12	Theoretical	Learning and Self Management
13	Theoretical	Time and Stress Management
14	Theoretical	Success Factors in Effective Speaking and Business Meetings And Business Life
15	Theoretical	Work Week
16	Final Exam	Final Exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	7	4	0	28
Midterm Examination	1	7	1	8



Final Examination	1	10	1	11
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Business management, business problems and problem-solving, organizational conflict and conflict management to explain
2	Meeting with management to assess personal and organizational communication
3	Human relations in organizations, relationships and üstlerleatlarla relations and groups in organizations to explain the discipline
4	Business ethics and social responsibility, business motivator, to improve performance and to design the organization
5	Self-development, self-management, time management, stress management, effective speaking, job interviews and job applications, and to explain issues in business success

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
P5	4	5	5	4	5
P6	5				
P8	4	4	4	4	4
P9			4		4

