



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

| | | | | | | | | | |
|--|---|---|----------------------|---|---|----------------------------------|---|------------|---|
| Course Title | | Practice | | | | | | | |
| Course Code | | BİY200 | | Course Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 6 | Workload | 150 (<i>Hours</i>) | Theory | 0 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | Purpose of the practice is to support capability of establishing techniques and lectured knowledges to students before and after work. Additionally support adaptation of the students from academic status to work status and giving knowledges for practices | | | | | | | |
| Course Content | | Practice is all activities that relaeted to existing class program. Students ought to practice thirty work days at national and international associations. Works should be writed and reported every work days activities to practice notebook. The report of the practice should be signed every work day by the authorization. Required documents should be forwarded to authorization of the Sultanhisar Professional High School after completion of practice in one month | | | | | | | |
| 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), Experiment, Individual Study, Problem Solving | | | | | |
| Name of Lecturer(s) | | Ins. Zafer ŞANLI | | | | | | | |

Assessment Methods and Criteria

| Method | Quantity | Percentage (%) |
|--------|----------|----------------|
| Report | 1 | 100 |

Recommended or Required Reading

| | |
|---|--|
| 1 | Occupational publications capacity at the practiced associations |
| 2 | Class related books, articles, papers, publications and other literature |

| Week | Weekly Detailed Course Contents | |
|------|---------------------------------|---|
| 1 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 2 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 3 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 4 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 5 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 6 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 7 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 8 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 9 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 10 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 11 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 12 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 13 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 14 | Theoretical | In the study area do the job and prepare a report issued by the authorized person |
| 15 | Theoretical | Tion and Training Education and Practice Committee to deliver report |
| | Preparation Work | If you overcome the shortcomings of the report making final checks |

Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|---|----------|-------------|----------|----------------|
| Land Work | 30 | 0 | 5 | 150 |
| Total Workload (Hours) | | | | 150 |
| [Total Workload (Hours) / 25*] = ECTS | | | | 6 |
| *25 hour workload is accepted as 1 ECTS | | | | |

Learning Outcomes

| | |
|---|---|
| 1 | Capability to manage theoretical learning extensions related to practice gained from University Education |
|---|---|



| | |
|---|---|
| 2 | Applying knowledges gained from Professional High Schools |
| 3 | Capability to join group Works |
| 4 | Capability to establish occupational missions and managements |
| 5 | Capability to learn hierarchical workflow and people relations |
| 6 | Capability to regularly present and report work activities |
| 7 | Development capability to calculate problems and solutions and utilization capabilities in occupational and related areas |
| 8 | Capability to identify relations between practiced associations and other foundations |
| 9 | Learning capability of new knowledges during practice work |

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 | L8 | L9 |
|-----|----|----|----|----|----|----|----|----|----|
| P1 | 3 | 5 | 4 | 5 | 5 | 4 | 5 | 5 | 4 |
| P2 | 3 | 4 | 4 | 4 | 4 | 3 | 4 | 4 | 3 |
| P3 | 3 | 4 | 4 | 4 | 4 | 3 | 3 | 4 | 3 |
| P4 | 3 | 4 | 4 | 4 | 4 | 3 | 3 | 4 | 3 |
| P5 | 3 | 4 | 4 | 3 | 4 | 3 | 3 | 4 | 3 |
| P6 | 3 | 4 | 4 | 3 | 4 | 3 | 3 | 4 | 3 |
| P7 | 3 | 4 | 4 | 3 | 4 | 3 | 3 | 4 | 3 |
| P8 | 3 | 4 | 4 | 3 | 4 | 3 | 3 | 4 | 3 |
| P9 | 3 | 4 | 4 | 3 | 4 | 3 | 3 | 4 | 3 |
| P10 | 3 | 4 | 4 | 3 | 4 | 3 | 3 | 4 | 3 |
| P11 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

