



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

Course Title	Practice								
Course Code	BİY200			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	6	Workload	150 (Hours)	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 related to existing class program. Students ought to practice thirty work days at national and international associations. Works should be written 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. Özge YILDIRIM								

#### 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
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2	Applying knowledges gained from Professional High Schools
3	Capability to join group Works
4	Capability to establish occupational missions and mangements
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 releated 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

