



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

Course Title	Occupational Health and Safety Management Systems								
Course Code	FY300			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	To teach ISO 45001 definitions, to create occupational health and safety management system, to give information about current legislation.								
Course Content	In this course, the basics of occupational health and safety laws and regulations, will be given information about the legal responsibilities and practices								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Case Study, Project Based Study, Individual Study								
Name of Lecturer(s)	Ins. Muammer ERDEN								

#### Assessment Methods and Criteria

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

#### Recommended or Required Reading

1	Instructor lecture notes
2	2. Özkılıç Ö., "İş Sağlığı ve Güvenliği, Yönetim Sistemleri ve Risk Değerlendirme Metodolojileri", Türkiye İşveren Sendikaları Konfederasyonu Yayın No: 246, 2005.
4	ISO 45001

Week	Weekly Detailed Course Contents	
1	Theoretical	Basic Concepts, Terms and Definitions / General Terms and Conditions
2	Theoretical	Planning / Risk Assessment / Legal Terms & Other Requirements / Objectives and Management program
3	Theoretical	Application / Structure and Responsibilities / Training, Awareness and Competence / Consultation and Communication / Documentation
4	Theoretical	Operation Control / Emergency Preparedness
5	Theoretical	Checking and Corrective Action / Accidents - Events and Compliances
6	Theoretical	Occupational Health and Safety Policy / Corrective-Preventive Action
7	Theoretical	Records and Records Management / Research and Management Review
8	Intermediate Exam	Midterm Exam
9	Theoretical	ISO 45001 / ISO9001: 2000 Quality Management / Total Quality Management relationship
10	Theoretical	Legal Terms & Other Requirements / Objectives and Management Programs / Application / Structure and Responsibilities / Training, Awareness and Competence
11	Theoretical	Operation Control / Emergency Preparedness and Response / Monitoring and Corrective Actions
12	Theoretical	Performance Measurement and Monitoring / Accidents - Events and Compliances
13	Theoretical	Results and Creating Computer Environment Assessment and Statistical Results
14	Theoretical	Work Branch under the risk assessment of workplaces
15	Theoretical	Presentation
16	Final Exam	Final Examination

#### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	4	0	4
Midterm Examination	1	6	1	7



Final Examination	1	10	1	11
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	
2	
3	
4	
5	
6	

### 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
P1	3	3	3	3	3	3
P2	3	3	3	3	3	3
P3	3	3	3	3	3	3
P8	4	4	4	4	4	4

