



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Skills Group Working							
Course Code		İY108		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		to teach students group work skills and the importance of group work							
Course Content		business administration and problem-solving,management of organizational conflict, meeting management, Human relations in organizations, Organizational groups, group norms, Business and business ethics, motivation, time management,stress management,Effective speech,interview techniques							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Prof. Dr. Mümin ERTÜRK, İşletmelerde Yönetim ve Organizasyon
4	Hasan Tutar/Cumhur Erdönmez, Business skills group work, 2005
9	Muhammet ALİ KARA, Business skills group work, 2012

Week	Weekly Detailed Course Contents	
1	Theoretical	Courses and the creation of working groups
2	Theoretical	Business management and problem solving
3	Theoretical	Organizational conflict
4	Theoretical	MEETING MANAGEMENT
5	Theoretical	Human relations in organizations
6	Theoretical	in organizations to brainstorm
	Practice	the brain storming about a specific topic,
7	Theoretical	Groups in organizations
8	Theoretical	Business and business ethics
9	Intermediate Exam	
10	Intermediate Exam	
11	Theoretical	organizational motivation
12	Theoretical	personal development
13	Theoretical	Time management and Stress management
14	Theoretical	Effective speaking skills and interview techniques

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	1	28
Lecture - Practice	14	1	1	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	
2	
3	
4	.
5	.

Programme Outcomes (*Business Administration Management*)

1	
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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	1	2	2	3	4
P2	1	1	2	4	3
P3	1	1	1	3	4
P4	2	4	4	4	3
P5	2	3	3	3	2
P6	2	3	3	2	3
P7	4	5	5	3	2
P8	3	4	4	2	3
P9	4	5	5	3	4
P10	5	5	5	4	3

