



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Introduction To Business Administration - II							
Course Code		UTİ106		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	5	Workload	125 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		Businesses have grown and become increasingly complex organizations from past to present. Organizations are increasing the problems that evolves and grows. These problems, an expert on the employment of professional managers who need to be. It is a basic business education course "Introduction to Business," The aim of introducing to business course is to identify all business functions to students and provide the first step towards becoming a professional operator to provide one.							
Course Content		Financial Management, Financial Markets and Institutions, Management Information Systems, Production Systems, International Business, Business Ethics							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Assoc. Prof. Funda ODUNCUOĞLU, Lec. Büşra KUTLU KARABIYIK, Lec. Güneş Açelya SİPAHİ, Lec. Zeliha CAN ERGÜN							

Prerequisites & Co-requisites

Equivalent Course	İŞLT102
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Assessment Methods and Criteria

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

Recommended or Required Reading

1	Genel İşletme, Prof. Dr. Şan ÖZ-ALP ve diğerleri, AÖF Yayınları, Eskişehir, 1999.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Time Value of Money
2	Theoretical	Financial Management
3	Theoretical	Financial Markets and Institutions
4	Theoretical	Information Systems Technology
5	Theoretical	Management Information System
6	Theoretical	Production Systems and Management
7	Intermediate Exam	Midterm exams
8	Intermediate Exam	Midterm exams
9	Theoretical	Design and Establishment of Production Systems
10	Theoretical	Operation Planning of Production Systems
11	Theoretical	Operation Planning of Production Systems
12	Theoretical	Change at Work
13	Theoretical	Business Ethics
14	Theoretical	Business and Government Relations
15	Theoretical	Choosing a Profession
16	Final Exam	Final

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	0	3	39
Individual Work	13	0	2	26
Midterm Examination	1	27	1	28



Final Examination	1	31	1	32
Total Workload (Hours)				125
[Total Workload (Hours) / 25*] = ECTS				5
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	To be able to Learn about the basic concepts of enterprises,
2	To be able to Learn that the financial structure of enterprises,
3	To be able to Explore the management information system of businesses,
4	To be able to Learn the concept of professional ethics in business,
5	To be able to obtain a holistic perspective

Programme Outcomes (Human Resources Management)

1	Having adequate scientific knowledge of Human Resources Management, basic business concepts and other social sciences
2	Thinking critically and analytically
3	Having knowledge of communication and information technologies
4	In-depth understanding of the research process and application of a range of research techniques into studies, researches and projects
5	In-depth understanding of usage of Human Resources Management and other social sciences theoretical and applied knowledge together.
6	Ability to interpret basic Business concepts from Human Resource Management perspective
7	Ability to implement basic HRM responsibilities in institutions such as HR Planning and staffing, labor relations, occupational healthy and safety, training planning, performance and rewards management, career planning, employment and interview techniques and legal HR issues
8	Implementing quality process approach into HRM process by considering institutional development, internal and external customer satisfaction; in case of need, having sense of responsibility making contribution for problem solving and continuous development and process excellence ability by problem identification, goal setting, reorganisation and change management skills
9	Management of resources and assets by considering budgetary, financial and legal issues; management of projects/operations with the ability of planning, implementation, and auditing; Having skills on management of self and other people
10	Enriching result oriented working approach with continuous learning approach
11	Strong oral and written communication skills and ability to present ideas and information effectively
12	Monitor and communicate with colleagues in a foreign language using at least the European Language Portfolio B1 General Level
13	Ability to work with people of various cultural and educational background by valuing team work, developing empathy and listening skills
14	Being conscious on social, academic and professional ethical values
15	Development of critical theoretical appreciation of 'how', 'why' and 'where' HRM contributes to and supports employee and societal development, and implementing these approach for applied and graduate projects and working life

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4
P1	5	5	5	5
P2	5	5	5	5
P3	1	1	1	1
P4	4	4	4	4
P5	5	5	5	5
P6	5	5	5	5
P7	5	5	5	5
P8	3	3	3	3
P9	4	4	4	4
P10	5	5	5	5
P11	3	3	3	3
P12	1	1	1	1
P13	4	4	4	4
P14	5	5	5	5
P15	5	5	5	5

