



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Administration I							
Course Code		BYY101		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The student shall be qualified to establish the business.							
Course Content		Business idea development process - Place of business establishment - Cost Income and Expense concept - Business opening							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)		Ins. İsmet ANIK BAYSAL							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	General Business. Asst. Assoc. Dr. İlknur KUMKALE
2	Introduction to Business Science. Asst. Assoc. Dr. Soner TASLAK, Asst. Assoc. Dr. Mehmet KARA

Week	Weekly Detailed Course Contents	
1	Theoretical	Business idea development process
2	Theoretical	Capital goods
3	Theoretical	Capital goods
4	Theoretical	Conducting feasibility studies
5	Theoretical	Business-environment relationship Forecasting request
6	Theoretical	Place of business organization
7	Theoretical	The companies for legal structure
8	Intermediate Exam	Midterm
9	Theoretical	The companies for legal structure Capacity
10	Theoretical	The Cost The concept of income and expenses
11	Theoretical	The concept of income and expenses Workplace layout and production planning
12	Theoretical	Workplace layout and production planning
13	Theoretical	Company registration procedures
14	Theoretical	Company registration procedures Company opening
15	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	3	0	4	12
Midterm Examination	1	0	15	15



Final Examination	1	0	20	20
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Creating the idea of ??establishing a business
2	Carrying out business establishment procedures.
3	Opening the workplace.
4	To have information about investment.
5	To have information about the types of workplace.

Programme Outcomes (Office Management and Executive Assistantship)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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

