



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Occupational Ethics							
Course Code		BYY113		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This derste is aimed to gain proficiency in professional ethics.							
Course Content		Concept of ethics and morality, concept of social responsibility, unethical behaviors and evaluation of their results.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Vocational Etiquette Lecture Notes
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Week	Weekly Detailed Course Contents	
1	Theoretical	Ethical and moral concepts
2	Theoretical	Ethical systems
3	Theoretical	Ethical systems
4	Theoretical	The genesis of morality
5	Theoretical	The concept of professional ethics
6	Theoretical	The concept of professional ethics
7	Theoretical	The concept of professional ethics
8	Intermediate Exam	Midterm exam
9	Theoretical	Professional corruption
10	Theoretical	Professional corruption
11	Theoretical	The unethical behavior in professional life
12	Theoretical	The concept of social responsibility
13	Theoretical	The concept of social responsibility
14	Theoretical	The concept of social responsibility
15	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	5	0	5	25
Midterm Examination	1	9	1	10
Final Examination	1	11	1	12
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To examine the concepts of ethics and morality.
2	To comply with professional ethics principles.
3	To understand the concepts of social responsibility.
4	Understand the consequences of unethical behavior.



5	Understand general business ethics.
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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	4	4
P4	4	3	4	4	4
P5	2	1	2	5	5
P6	2	3	3	5	4
P7	2	2	3	4	5
P8	2	1	1	3	4
P9	1	1	1	2	3
P10	1	1	1	1	5

