



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Administration II							
Course Code		BYY102		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Student will be qualified to make basic concepts about business management.							
Course Content		Planning Concept-Organizing-Orientation-Execution-Coordination -Denetration-Job Analysis-Distribution Policies-Occupational Finding-Occupational Selection-Orientation Training-Career Planning-Pricing-Production Orgination-Pricing-Human Resources Planning							
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. İlkur KUMKALE
2	Introduction to Business Science. Asst. Assoc. Dr. Soner TASLAK, Asst. Assoc. Dr. Mehmet KARA
3	General Business. Prof. Dr. M. Şerif ŞİMŞEK, Prof.Dr. Adnan ÇELİK

Week	Weekly Detailed Course Contents	
1	Theoretical	Planning
2	Theoretical	Organizing
3	Theoretical	Orientation / Executive
4	Theoretical	Coordination
5	Theoretical	Control
6	Theoretical	Human resources planning
7	Theoretical	Orientation Training
8	Theoretical	Orientation Training
9	Theoretical	Training Methods
10	Theoretical	Career Planning
11	Theoretical	Remuneration
12	Theoretical	Production Organizing
13	Theoretical	Pricing
14	Theoretical	Distribution Policies
15	Theoretical	Distribution Policies
16	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	2	20
Term Project	15	0	1	15
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Carry out management functions.
2	Managing human resources.
3	To manage production and marketing activities.
4	To learn the functions of management.
5	To have information about Employee Performance appraisal.

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 interdisciplinary 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	3
P5	2	1	2	2	2
P6	2	3	3	3	2
P7	2	2	3	3	3
P8	2	1	1	1	1
P9	1	1	1	1	1
P10	1	1	1	1	1

