



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Research Methods and Techniques							
Course Code		BYY112		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This derste student; to gain proficiency in research.							
Course Content		Choosing research topics, doing resource research, evaluating the results, making presentations.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual 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	Instructor Lecture Notes
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Week	Weekly Detailed Course Contents	
1	Theoretical	Selecting Research Subject
2	Theoretical	Selecting Research Subject
3	Theoretical	Making Resource Research
4	Theoretical	Making Resource Research
5	Theoretical	Evaluating The Research Results
6	Theoretical	Evaluating The Research Results
7	Theoretical	Reporting the research results
8	Theoretical	Reporting the research results
9	Theoretical	Making the preparation for presentation
10	Theoretical	Making the preparation for presentation
11	Theoretical	Make presentation
12	Theoretical	Make presentation
13	Theoretical	Make presentation
14	Theoretical	Make presentation
15	Theoretical	Make presentation
16	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	10
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Research.
2	To prepare a research report.
3	To evaluate the results of the research.



4	Prepare hypothesis
5	Collecting research data

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	5	4	5	5	5
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	3	3	3	4	5
P7	3	3	4	5	4
P8	4	4	4	4	5
P9	3	5	5	5	4
P10	3	3	3	4	5

