



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Information Management							
Course Code		BYY216		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, students will gain knowledge management competencies.							
Course Content		Publication determination, Publication monitoring, Decision making, Written and non-written rules, Environmental analysis, Environmental analysis techniques							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Knowledge Management and Applications, Ed. Prof. Dr. Murat DİNÇMEN
2	Information Society and Information Management, Hakan BAYRAM

Week	Weekly Detailed Course Contents	
1	Theoretical	Determination of Publication
2	Theoretical	Following to the publications.
3	Theoretical	Following to the publications.
4	Theoretical	Take a decision.
5	Theoretical	Take a decision.
6	Theoretical	Take a decision.
7	Theoretical	Written and un written rules.
8	Intermediate Exam	Midterm
9	Theoretical	Declaration
10	Theoretical	Informing
11	Theoretical	Informing
12	Theoretical	Enviromental analysis
13	Theoretical	Enviromental analysis techniques
14	Theoretical	Enviromental variables classiffication
15	Final Exam	Semester 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	To make transactions related to printed / online professional publications
2	Giving information about business



3	To recognize the concept of management
4	Learn the concept of knowledge
5	To have knowledge about the emergence and sharing of knowledge.

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

