



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Laboratory Management And Administration							
Course Code		LBT237		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	74 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to provide the students with an understanding of business management and functions, mastery of personnel management systems, to gain knowledge and skills related to some important principles and concepts in laboratory management and management, marketing and financial affairs and to apply this knowledge as an effective manager.							
Course Content		Business, Management, Finance, Marketing and Human Resources.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study, Problem Solving					
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	Introduction to business science
2	Theoretical	Types and legal structures of companies
3	Theoretical	Stages of establishment
4	Theoretical	Feasibility study in laboratory establishments
5	Theoretical	Market research and site selection
6	Theoretical	Business Administration
7	Theoretical	Laboratory management
8	Theoretical	Laboratory management
9	Theoretical	Duties of the manager in laboratory management
10	Theoretical	Process management
11	Theoretical	Teamwork and conflict management
12	Theoretical	Human resources and personnel management
13	Theoretical	Financial management
14	Theoretical	Marketing
15	Theoretical	Marketing
16	Final Exam	Final Exam (Final)

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	14	1	0	14
Midterm Examination	1	15	1	16
Final Examination	1	15	1	16
Total Workload (Hours)				74
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	At the end of this course, the student; Learn the basic concepts of laboratory management and management.
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2	Knows the establishment stages of the business.
3	Make feasibility study for the establishment of laboratory.
4	Have knowledge about Finance, Human Resources, Management and Marketing in laboratory.
5	Have the necessary knowledge about process and personnel management in laboratory.

Programme Outcomes (Laboratory Technology)

1	To be able to comprehend social, cultural and social responsibilities, to be able to follow national and international contemporary problems and developments
2	Atatürk is bound to Atatürk nationalism in the direction of principles and reforms; Adopting the national, moral, spiritual and cultural values of the Turkish people, open to universal and contemporary developments, the Turkish language is a rich, rooted and productive language; Have a love of language and a consciousness; To have the ability to use as much of a foreign language as he would need to read, taste and habit and professionally.
3	To be able to recognize the basic hardware units and operating systems of a computer, having information about internet usage and preparing documents, spreadsheets and presentations on computer by using office programs.
4	Acquires theoretical and practical knowledge at the basic level in mathematics, science and vocational field.
5	With the knowledge of laboratory technology in the field, he knows and analyzes problems, brings interpretation of data and suggests solutions.
6	In laboratories, according to the prepared business plan and program, necessary work can be done to obtain the desired quality products.
7	To have professional and ethical responsibility in business life.
8	Development and change are open, follow scientific social and cultural innovations, and develop themselves constantly.

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	3	3	3	3	3
P2	1		1		
P3	1		1		
P4	2				
P5	4	4	4	4	4
P6	5	5	5	5	5
P7	5	5	5	5	5
P8	5	5	5	5	5

