



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Administration							
Course Code		KZM215		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	72 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		Teaching the basic terminology of business administration and business administration functions.							
Course Content		Basic concepts of business administration, classification of businesses							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study, 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	Meral Bektaş , Dilaver Tengilimoğlu , E. Asuman Atilla, İşletme Yönetimi, Seçkin Yayıncılık, 2018
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Week	Weekly Detailed Course Contents	
1	Theoretical	Business Administration and its terminology.
2	Theoretical	Business Administrations relation with other scientific branches.
3	Theoretical	The development of business administration.
4	Theoretical	Business Administrations place among external environment and economical structure.
5	Theoretical	Business Administration functions.
6	Theoretical	Types of Business Administration.
7	Theoretical	Legal Classification of Business Administrations.
8	Intermediate Exam	Midterm exam
9	Theoretical	Private Business Administrations
10	Theoretical	Public Business Administrations.
11	Theoretical	Foreign-capitalized Business Administrations
12	Theoretical	Establishment stages of a Business Administration.
13	Theoretical	Size of the Business Administration
14	Theoretical	Size of the Business Administration
15	Theoretical	Chosing the location of the Business Administration
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	3	56
Midterm Examination	1	6	1	7
Final Examination	1	8	1	9
Total Workload (Hours)				72
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Learning the basic terminology of business administration.
2	Comprehending the logic of establishing a business administration.
3	Determining the importance of the functions and departments for business administrations.
4	Learning the types of administrations.



5	Learning the financial sources for administrations.
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Programme Outcomes (Cosmetic Technology)

1	To define and classify cosmetics.
2	To learn the classification of cosmetic raw materials, purposes, products to use and what properties should be carried.
3	To describe and classify toxicity, to learn toxic substances and analyze methods.
4	To learn laboratory safety, to apply safety precautions when working with dangerous chemicals.
5	To learn and apply necessary tests for cosmetic raw materials, intermediates and finished products.
6	To perform a scientific study, analyze study and report results of study scientifically.
7	To interpret experimental results, to evaluate data in point of cosmetic science.
8	To act in accordance with the principles of ethics, to have awareness of professional and ethical responsibility.
9	To be individuals who are committed to Atatürk's Principles and Revolutions, contemporary, democratic, secular, protecting and developing their country, protecting their nation, respecting human rights, protecting nature, non-discriminatory, adhering to their traditions and customs, and protecting their values.
10	To be an individual who has completed his personal development, can adapt to society and contribute positively

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P8	4	4	5	5	5

