

TOROS ÜNİVERSİTESİ

Faculty Of Economic, Administrative And Social Sciences
International Finance (English)

Course Information

INTRODUCTION TO BUSINESS ADMINISTRATION					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
MAN101	Fall	3	0	3	5

Prerequisites and co-requisites	NONE
Language of instruction	English
Type	Required
Level of Course	Bachelor's
Lecturer	Öğr. Gör. Didem Demir
Mode of Delivery	Face to Face
Suggested Subject	NONE
Professional practise (internship)	None
Objectives of the Course	The aim of this course is to provide students knowledge about the basic concepts and techniques about business administration and business life and to provide students knowledge about how concepts are applied to work life 3. Make students equipped for other courses about business administration
Contents of the Course	This undergraduate course provides necessary knowledge and skills about fundamentals of business and economics, ethics & social responsibility, functions of management, marketing, human resource management, entrepreneurship, production, motivation.

Learning Outcomes of Course

#	Learning Outcomes
1	Gains ability to carry out research and investigations about all main functions of businesses under the scientific, institutional and social codes of ethics and preparing objective and critical reports out of the findings of such research
2	Gains the necessary communication skills to accurately and precisely participate in both verbal and written information transfer with all the partners of the institution.
3	Struggles for constant progress while keeping in mind that research is a life long process and passes the experiences to others.
4	Actively participates in local and international projects, identifies the relationships between internal and external participants and provides directions and motivation by applying effective verbal skills.

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Course introduction & statement of objectives	face to face
2	The fundamentals of business and economics	face to face
3	Ethics and social responsibility	face to face
4	Competing in global economy	face to face
5	Information technology & E-Commerce	face to face
6	Forms of Business Ownership	face to face
7	Entrepreneurs & Small Business Owners	face to face
8	Midterm exam	-
9	Functions of management	face to face

10	Organization and team work	face to face
11	Producing quality goods & services	face to face
12	Employee motivation, workforce trends and labor relations	face to face
13	Managing human resources	face to face
14	Marketing	face to face
15	Marketing	face to face
16	Final Exam	-

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Bovee, C.L., Thill, John, V. & Mescon, M.H. (2006). Excellence in Business (3. Baski) ISBN: 0131870475		

Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	Gains ability to carry out research and investigations about all main functions of businesses under the scientific, institutional and social codes of ethics and preparing objective and critical reports out of the findings of such research	4,6,8,9,10,12,13	1,2
2	Gains the necessary communication skills to accurately and precisely participate in both verbal and written information transfer with all the partners of the institution.	4,6,7,8,9,10,12,13	1,2
3	Struggles for constant progress while keeping in mind that research is a life long process and passes the experiences to others.	1,4,6,7,8,9,10,12,13	1,2
4	Actively participates in local and international projects, identifies the relationships between internal and external participants and provides directions and motivation by applying effective verbal skills.	1,4,6,7,8,9,10,12,13	1,2

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	3	42
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	3	42
3	Presentation and Seminar Preparation	1	20	20
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	18	18
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	1	6	6
11	Midterm Project	0	0	0

12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	20	20
16	Final Exam	1	1	1
				150