

SYLLABUS
Vocational School

Course Code	Course Title		Credits	ECTS Value	
SKI 101	Business Management		(1-1-2)	6	
Prerequisite Courses:	None				
Course Language:	Turkish	Course Delivery Mode:		ONLINE (Zoom ID: 592 241 4617 password: 152535)	
Course Type and Level:	Compulsory / Fall Semester / Associate Degree				
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact	
Asst. Prof. Dr. Yonca BİR		Friday 13:25–14:55	Monday 13:00–14:00	yoncabir@cag.edu.tr	
Course Coordinator:	Asst. Prof. Dr. Yonca BİR				
Course Objectives					
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;			Relations	
				Program Outcomes	Net Contribution
	1	Explain fundamental concepts of business.	1	5	
	2	Comprehend business management functions.	2	5	
	3	Approach managerial ideas with a critical perspective.	6	5	
	4	Analyze managerial problems in business life.	4	5	
Course Content:	Business, management and basic principles, historical development, and basic business functions such as production, marketing, accounting, finance, human resources, as well as planning, organizing, directing, and controlling will be addressed within the framework of contemporary business management.				
Course Schedule (Weekly Plan)					
Week	Topic		Preparation		Teaching Methods and Techniques
1	Introduction to the Course, Meeting and Sharing Expectations about the Course		Course syllabus, students write their expectations and prepare a short paragraph to introduce themselves		Lecture, Padlet application
2	Basic Concepts of Business		Discuss and list known concepts in small groups		Lecture, in-class reflective writing, group work
3	Business and Its Environment		Analyze a sample business from economic, social, and technological perspectives, prepare short notes		Lecture, student panel (individual results shared in class)
4	Historical Development of Business		Research significant business models and create a timeline		Lecture, Q&A session

5	Reasons for Establishing Businesses, Objectives and Responsibilities	Analyze examples and prepare at least three reasons for establishment	Flipped classroom, discussion, Q&A
6	Business Establishment Process	Prepare a sample plan	Lecture, Group work
7	Types and Classification of Businesses	Classify different types of businesses in a table with examples	Student panels, debate
8	Midterm Exam		
9	Midterm Exam		
10	Legal Structure of Business	Examine the legal structure of a business	Lecture, Q&A session
11	Functions of Business Management	Write a short summary on the importance of management functions	Lecture, discussion, Q&A
12	Basic Business Functions	Analyze functions on a sample business	Lecture, group work, case analysis
13	Contemporary Financial Techniques in Businesses	Bring a sample news clipping before class	Lecture, case study
14	Productivity and Efficiency in Businesses	Review given scenario and prepare short answers	Lecture, in-class scenario analysis
15	Performance Management in Businesses	Find a sample article before class and bring it	Lecture, text analysis, case study
16	Experience Sharing with Guest Lecturer	Prepare at least two questions to ask guest lecturer	Interview/guest speaker, Q&A, reflective discussion
17	Final Exam		
18	Final Exam		

Course Resources

Textbook: Tutar, H.2019, Meslek Yüksekokulları İçin İşletme Yönetimi. Seçkin Publishing.

Recommended References: Rüzgar, N. (2020). İşletme Yönetimi. Nobel Publishing.

Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	%20	Written exam
In-class Activities / Participation	14	%10	Active participation in discussions, group work and in-class activities
Assignment (Case Study)	1	%10	Group work and report
Field Visit	1	%10	Visit to a healthcare institution
Final	1	%50	Comprehensive written exam

ECTS Table

Content	Number	Hours	Total
Course Duration	14	2	28
Out-of-Class Study	14	2	28
Assignment (Case Study)	1	25	25
Field Visit	1	6	6
In-class Activities / Participation	14	1	14

Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	35	35
Final Exam (Final Exam Duration + Final Exam Preparation)	1	40	40
Total:			176
Total / 30:			176/30=5,8
ECTS Credit:			6

Past Term Achievements

