

BA 1101 (3121101)-Fundamentals of Business + BAS111 (3160111)-Fundamentals of Business

Course Schedule: Mondays & Wednesdays 16:40-18:15 G110

Instructor:	Burçak Özoğlu
Office:	
Phone:	
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Office Hours:	
Course Web Page:	Link to ODTUClass Course Page
Course Description:	
Basic concepts and principles of Management; the functions of planning, organizing, staffing, directing and controlling, and their relationships to key issues in Management practice such as leadership, motivation, and communication.	
Course Student Learning Objectives: (CSLOs)	
<i>Upon successful completion of this course, students should be able to:</i>	
Course Specific Skills:	
<ol style="list-style-type: none">1. Discover the key concepts in business administration2. To be equipped with a basic knowledge spanning major areas of business	
Discipline Specific Skills:	
3. Develop a foundation for more advanced courses in business administration by covering the major areas of business administration such as finance, human resources management, marketing, and operations management.	
Personal and Key Skills:	
<ol style="list-style-type: none">4. Develop a business vocabulary5. Identify the global aspects of a business.6. Describe the organizational requirements of different kinds of businesses.7. Classify and illustrate the components of a work organization8. Incorporate the financial, operational, organizational and human resources areas of the business world.9. Demonstrate an understanding of the functions of management	
Learning and Teaching Methods:	
The following instructional methods will be used to achieve the course objectives: Lecture (40%), questioning (20%), in-class exercises (20%), concept mapping (10%) case discussion (10%),	
Required Reading:	
Suggested Reading:	
Business in action / Courtland L. Bovee, John V. Thill Harlow, Essex : Pearson, 2020	

Assessment and Grading:				
Form of Assessment	% Contribution	Size of the assessment	CSLOs covered by the assessment	Feedback Method
Midterm Exam 1	20		1&2	Grading over 20
Midterm exam 2	20		1&2	Grading over 20
Participation & homeworks	20		3&4&5	Assessment Rubric scale
Final exam 40			all	Grading over 40

Course Policies:

STUDENT DISABILITIES: Any student, who, because of a disabling condition, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible. Students should present the appropriate documentation from the university's Disability Support Office (Engelsiz ODTÜ Birimi, ODTÜ Kütüphanesi, Solmaz İzdemir Salonu, Tel: 210.7196; engelsiz@metu.edu.tr) verifying their disability, and outlining the special arrangements required. Please note that no accommodations will be provided to the disabled students prior to the completion of this approved University process.

ACADEMIC DISHONESTY: The Department of Business Administration has no tolerance for acts of academic dishonesty. Such acts damage the reputation of METU, the department and the BA/MBA/MS degree and demean the honest efforts of the majority of the students. The minimum penalty for an act of academic dishonesty will be a zero for that assignment or exam.

CHEATING: All university, faculty/institute, and department principles on academic honesty will be strictly enforced. The usual consequence for academic dishonesty is failure of the course and referral of the case to the Dean of the Faculty/Institute for additional disciplinary action. Examinations are individual and are to be completed without outside assistance of any sort. Persons observed cheating during examinations will receive a failing grade in the course. Homework assignments are individual, unless otherwise specified by the instructor, and are to be completed without outside assistance of any sort, as well. Persons observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade that is allocated to such assignments.

PLAGIARISM: The instructor assumes that students will do their own work. By placing their names on assignments (individual or team), students are affirming that the contents are their original work. Any previous work available from files or past students, as well as materials available on the internet may be used only as a suggestive model. Violation of this provision will be considered as unethical behavior, subject to disciplinary action. If you have any doubt about the use of a specific material, see the instructor ahead of time. Any material used from outside sources should be referenced appropriately.

METU HONOR CODE

Every member of METU community adopts the following honor code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted.

"The members of the METU community are reliable, responsible and honorable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents."

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The following table gives the tentative schedule for the semester. The lectures will stress the most important and/or most difficult material. Appendices are required only if they are assigned. The students are required to read the chapters and appendices before they are covered in class.

Tentative Course Schedule				
Week	Day	Topic	Reading/ Assignment	CSLO
1	1&2	Developing a Business Mindset	Chapter 1	
2	1&2	Developing a Business Mindset cont'd		
3	1&2	Understanding Basic Economies	Chapter 2	
4	1&2	The Global Marketplace		
5	1&2	The Global Marketplace con'td		
6		MIDTERM 1		
7	1&2	Forms of Ownership	Chapter 5	
8	1&2	Organizations		
9	1&2	Organizations cn'td		
10	1&2	Management Roles, Functions and Skills	Chapter 7	
11	1&2	Management Roles, Functions and Skills cont'd		
12		MIDTERM 2		
13	1&2	The Highlights of Marketing	Chapters 14, 15 and 16	
14	1&2	Financial Info & Accounting Concepts	Chapter 17	