

**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**INFORMATION PACKAGE**

**General Information:** Recent advancements in artificial intelligence technologies and digitalization have a deep impact over business systems. All organizations aim to succeed against this challenge by implementing new management practices, organization types and problem-solving methods. Moreover, organizations try to survive in the highly competitive global environment by using their organizational entrepreneurship skills and innovative practices. One of the most important requirements for success in this struggle of the 21<sup>st</sup> century is their human resources and talents. The knowledge required for the individuals to take a role in the business life is expanding each day while the need for creative and innovative new graduates who can keep up with the high pace of the work life is becoming even more important. Today, the type of person needed by organizations and the knowledge, skills and talents these people need to possess constitute a point of interest both for organizations and academics. The curriculum for the Business Administration department at OSTİM Technical University which is positioned within the academic world as a Third Generation University has been developed in this scope based on industry-academy cooperation and an innovative and entrepreneurial education system which combines theory and practice and prioritizes workplace experience and applications. Within this framework, the program aims to train new leaders and entrepreneurs who can see the big picture, have high business acumen and awareness, can think creatively and innovatively and have problem-solving skills and qualities of an effective manager. The curriculum has been developed in English and is based on an approach which prioritizes the skill of case-based analysis. The main philosophy of the Bachelor's Degree Program in Business Administration is to scientifically and professionally contribute in training a new generation of managers who have a global and technological vision for our country which will be integrating with the world even faster in the 21<sup>st</sup> century.

**Qualification Awarded:** Business Administration, Bachelor's Degree

**Level of Qualification:** Bachelor's Degree

**Specific Admission Requirements:** The placement of the students in the program is done by Assessment, Selection and Placement Centre (OSYM). Foreign students are placed following the verification of the equivalence of their high school degrees as well as other requirements specified in the higher education legislation and the OSTİM Technical University legislation in force and other relevant legislation. OSTİM Technical University shall establish its own selection and placement system for foreign students within the legislation in force when deemed necessary.

**Recognition of Prior Learning:** Following the enrollment of students, the courses they have taken in prior bachelor's degree programs may be accepted provided that they are validly and legally documented and the compatibility and adequacy of the subject, scope and contents of the course in terms of the program/course offered at OSTİM Technical University are assessed and approved by the Department Board and Faculty Executive Board.

**Qualification Requirements and Regulations:** Students are required to complete 240 ECTS credits, complete all coursework successfully in their education program and have a minimum of 2.00/4.00 cumulative grade point average to graduate.

**Programme Profile:** OSTİM Technical University Business Administration program cover the courses of economics, social sciences, psychology, sociology, law, mathematics, statistics, English and research methods in the scope of basic and introductory disciplines. Workplace experience and entrepreneurship have a particular intensity in the program. The program comprises Management, Accounting and Finance, Production and Marketing courses within the scope of the basic disciplines of business administration. Moreover, the business administration program offers elective courses in Accounting-

Finance, International Trade, Management-Leadership-Entrepreneurship, Production-Marketing and Decision Making based on the fields of interest of the students.

**Key Learning Outcomes:**

Graduate of the program shall;

1. Know the basic concepts and practical information about the science of business administration and core business activities
2. Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesize the data and find solutions to business related problems
3. Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities
4. Carry out independent studies in the field by utilizing obtained knowledge and skills
5. Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies
6. Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them
7. Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability
8. Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs
9. Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues
10. Use the information and communication technologies and computer software required by the field
11. Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency
12. Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values
13. Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization
14. Give research proposals, be able to design research studies, prepare and present research reports
15. Manage work time and personal time; fulfil the requirements of his/her duties on time
16. Have the competence to work in non-governmental organizations, private sector and public entities



Code	Course Name	T	A	L	C	ECTS
ATA 102	Principles of Atatürk and History of Turkish Revolution II	2	0	0	2	2
TUR 102	Turkish II	2	0	0	2	2
WAP 226	Workplace Application II	0	7	0	3	7
ENG 222	English for Business Life	1	2	0	2	4
BUS 204	Organizational Behavior	3	0	0	3	5
BUS 205	General Accounting II	3	1	0	3	5
BUS 206	Obligations Law	3	0	0	3	5
		<b>14</b>	<b>10</b>	<b>0</b>	<b>18</b>	<b>30</b>
<b>Semester V (Winter)</b>						
Code	Course Name	T	A	L	C	ECTS
WAP 325	Workplace Application III	0	7	0	3	7
BUS 302	Financial Management	3	0	0	3	4
MAR 201	Principles of Marketing	3	0	0	3	4
MIS 131	Management Information Systems	3	0	0	3	4
BUS 301	Human Resources Management	3	0	0	3	4
BUS 304	Commercial Law	3	0	0	3	4
ELEC 1	Elective I	3	0	0	3	3
		<b>18</b>	<b>7</b>	<b>0</b>	<b>21</b>	<b>30</b>
<b>Semester VI (Spring)</b>						
Code	Course Name	T	A	L	C	ECTS
WEX 326	Workplace Experience I	0	7	0	3	7
BUS 305	Production Management	3	0	0	3	4
YBS 401	Project Management Processes	3	0	0	3	4
BUS 306	Cost Accounting	3	1	0	3	6
BUS 307	Data Analytics for Business and Economics	3	0	0	3	5
ELEC 2	Elective II	3	0	0	3	4
		<b>15</b>	<b>8</b>	<b>0</b>	<b>18</b>	<b>30</b>
<b>Semester VII (Winter)</b>						
Code	Course Name	T	A	L	C	ECTS
WEX 425	Workplace Experience II	0	7	0	3	7
BUS 401	Strategic Management and Business Policy	3	2	0	3	5
BUS 402	Research Methods in Social Sciences	3	1	0	3	4
BUS 403	Business Dynamics	3	0	0	3	5
BUS 404	Managerial Accounting	3	0	0	3	5
ELEC 2	Elective III	3	0	0	3	4
		<b>15</b>	<b>10</b>	<b>0</b>	<b>18</b>	<b>30</b>
<b>Semester VIII (Spring)</b>						
Code	Course Name	T	A	L	C	ECTS
WEX 426	Workplace Experience III	0	30	0	15	22
BUS 400	Graduation Project	0	10	0	5	8
		<b>0</b>	<b>40</b>	<b>0</b>	<b>20</b>	<b>30</b>

<b>ELECTIVE COURSES (SEMESTER V – FALL)</b>						
<b>Code</b>	<b>Course Name</b>	<b>T</b>	<b>A</b>	<b>L</b>	<b>C</b>	<b>ECTS</b>
BUS 501	Audit	3	0	0	3	3
BUS 503	Investment Analysis and Porfolio Management	3	0	0	3	3
BUS 506	Tax law	3	0	0	3	3
BUS 512	Work and Business Ethics	3	0	0	3	3
BUS 518	Entrepreneurial Practices	3	0	0	3	3
MAR 314	Sociology Of Work	3	0	0	3	3
MAR 411	Supply Chain Management	3	0	0	3	3
MAR 302	Consumer Behavior	3	0	0	3	3
MAR 412	Innovation and Technology Management	3	0	0	3	3
MAR 401	E-commerce and Digital Marketing	3	0	0	3	3
MAR 414	Competition Management	3	0	0	3	3
<b>ELECTIVE COURSES (SEMESTER VI – SPRING)</b>						
<b>Code</b>	<b>Course Name</b>	<b>T</b>	<b>A</b>	<b>L</b>	<b>C</b>	<b>ECTS</b>
BUS 510	Organization Theory	3	0	0	3	4
BUS 515	Business Simulation	3	0	0	3	4
BUS 516	Business Communication	3	0	0	3	4
BUS 521	Operations Research-I	3	0	0	3	4
BUS 505	Company Accounting	3	0	0	3	4
BUS 507	Financial Statements Analysis	3	0	0	3	4
BUS 508	Financial accounting	3	0	0	3	4
ITF 307	International Business	3	0	0	3	4
<b>ELECTIVE COURSES (SEMESTER VII – FALL )</b>						
<b>Code</b>	<b>Course Name</b>	<b>T</b>	<b>A</b>	<b>L</b>	<b>C</b>	<b>ECTS</b>
BUS 509	Management and Organization Theories	3	0	0	3	4
BUS 511	Business Leadership	3	0	0	3	4
BUS 513	Management and Volunteering in Non-Governmental Organizations	3	0	0	3	4
BUS 514	Applied Organization Development	3	0	0	3	4
BUS 517	Sustainable Business Practices	3	0	0	3	4
BUS 519	Contemporary Management Approaches	3	0	0	3	4
MAR 305	Neuromarketing	3	0	0	3	4
BUS 520	Case Analysis in Business	3	0	0	3	4
BUS 522	Operations Research-II	3	0	0	3	4
YBS 491	Behavioral and neuro economics	3	0	0	3	4
ITF 403	International Sales and Negotiation	3	0	0	3	4
ITF 405	International Financial Markets and Institutions	3	0	0	3	4
BUS 502	International Finance	3	0	0	3	4
BUS 504	Digital assets and Cryptocurrencies	3	0	0	3	4

T: Theoretical Course Hour

A: Application Course Hour

C: Credits

L: Laboratory

ECTS: European Credit Transfer System

**Assessment and Grading:** Instructors shall assess the success levels of students by employing various assessment methods. According to the Regulation on Associate and Bachelor's Degree Education, Training and Examination of OSTİM Technical University, DC and DD grades mean conditional pass whereas FD, FF and NA grades mean failure to pass. Passing Grade Coefficients are given below.

Grade	Coefficient	Grade Range (out of 100)	Status
AA	4	90-100	Pass
BA	3,5	85-89	Pass
BB	3	80-84	Pass
CB	2,5	70-79	Pass
CC	2	60-69	Pass
DC	1,5	50-59	Conditional Pass
DD	1	45-49	Conditional Pass
FD	0,5	35-44	Fail
FF	0	0-34	Fail
NA	0	0	Fail

**Graduation Requirements:** Students are required to complete all coursework successfully in the program, have a minimum of 2.00/4.00 cumulative grade point average and complete 240 ECTS credits to graduate.

**Mode of Study:** Full time

**Program Director and Department Reengineering Coordinator:**

Program Director  
Professor Mustafa Polat, PhD  
E-mail:mustafa.polat@ostimteknik.edu.tr

Department Reengineering Coordinator  
Research Assistant Zeynep Baysal  
E-mail:zeynep.baysal@ostimteknik.edu.tr

### Courses-Key Learning Outcomes Relation Matrix

Course Code	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Sum	Rate
WEX 426	Workplace Experience III	5	4	4	5	4	4	3	4	4	2		3	3	4	5	5	59	69
BUS 403	Business Dynamics	5	5	5	3	5	4	3	4	3	4		1	5	4	1	2	54	64
BUS 400	Graduation Project	5	5	5	4	2	3	3	3	3	2		1	3	5	1	2	47	55
WEX 425	Workplace Experience II	4	2	3	4	3	3	2	3	3	2		3	2	3	4	4	45	53
WEX 326	Workplace Experience I	3	3	2	3	2	2	2	3	2	2		2	2	2	3	3	36	42
ECON 106	Research Methods with Computer Applications II	2	3	2	2	1	2	1	2	1	5		1	4	5		1	32	38
BUS 401	Strategic Management and Business Policy	4	3	3	1	5	3	2	2	2				3	3		1	32	38
ECON 105	Research Methods with Computer Applications I	2	3	2	2	1	1	1	2	1	5		1	4	5		1	31	36
BUS 402	Research Methods in Social Sciences	2	4	4		2	2	1	2	1	4			4	5			31	36
WAP 325	Workplace Application III	3	2	2	3	1	2	2	1	2	2		2	1	1	3	3	30	35
BUS 307	Data Analytics for Business and Economics	3	3	3		2	3	1	1	1	4			4	4			29	34
YBS 401	Project Management Processes	2	3	5	2	2	2	1	2	1	1			2	3	1		27	32
BUS 101	Introduction to Business	5	3	2	1	1	1	2	1	1			1	4	1	1	2	26	31
WAP 226	Workplace Application II	2	2	1	2	1	2	2	1	2	2		1	1	1	2	2	24	28
IUL 152	Building the Future					4	2	5	3	1			1	2		1	1	20	24
EPR 121	Entrepreneurship I	1	1		2	1	1	5	1	1				2	1	1	2	19	22
EPR 122	Entrepreneurship II	1	1		2	1	1	5	1	1				2	1	1	2	19	22
WAP 225	Workplace Application I	2	2	1	2	1		1	1		2		1		1	2	2	18	21
BUS 204	Organizational Behavior	4	2	1			2			2			1	1		1	1	15	18
MIS 131	Management Information Systems	2	2	1		2	2	1	1	1	1			1	1			15	18

BUS 201	Management and Organization	4	1			1	1	1		1			1	1	1	1	1	14	16
ENG 101	Academic English				1				1	1		5		1	1		3	13	15
ENG 102	Academic English II				1				1	1		5		1	1		3	13	15
END 221	English Writing Skills				1				1	1		5		1	1		3	13	15
ENG 222	English for Business Life				1				1	1		5		1	1		3	13	15
EHS 101	Occupational Health and Safety	1	1	1			1		1	2			2	1		1	1	12	14
IUL 151	Introduction to University Life				2	1		1	2	1			1	1		2	1	12	14
BUS 203	Business Statistics	2	3	1			1							3	2			12	14
BUS 301	Human Resources Management	4	2	1			2			1			1	1				12	14
ECON 101	Introduction to Microeconomics	3	2	1		1								3			1	11	13
ECON 102	Introduction to Macroeconomics	3	2	1		1								3			1	11	13
WED 124	Workplace Education	1			1	1		1	1	1	1		1			1	1	10	12
BUS 206	Obligations Law	3	2										4					9	11
BUS 304	Commercial Law	3	2										4					9	11
MATH 103	Mathematics I	1	3			2			1									7	8
MATH 104	Mathematics II	1	3			2			1									7	8
BUS 305	Production Management	4	2								1							7	8
BUS 404	Managerial Accounting	4	3															7	8
BUS 205	General Accounting II	4	2															6	7
BUS 302	Financial Management	4	2															6	7
BUS 306	Cost Accounting	4	2															6	7
BUS201	General Accounting	4	1															5	6

### NQF-HETR/Program Competencies Matrix: Business Administration

National Qualifications Framework Academically Oriented		Program Qualifications																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
KNOWLEDGE (Theoretical, Conceptual)		1	X						X		X								
SKILLS (Cognitive, Practical)		1		X	X		X			X						X			
		2		X	X		X				X			X	X				



COMPETENCIES (Competence to Work Independently and Take Responsibility)	1	X	X	X	X	X						X			X
	2		X									X			
	3		X	X	X	X	X								
COMPETENCIES (Learning Competence)	1	X	X	X	X		X					X			
	2			X	X		X	X				X		X	
COMPETENCIES (Communication and Social Competence)	1		X			X		X	X						
	2							X							
	3	X							X						
	4									X					
COMPETENCIES (Field Specific Competence)	1	X						X			X	X			
	2										X				X
	3				X	X									
	4	X	X		X							X			
	5											X			X