



**Learning Outcomes***Explain the learning outcomes of the course. Maximum 10 items.*

Upon the successful completion of the course students will:

1. Learn how to plan an independent study,
2. Gain experience in how to carry out a research,
3. Gain experience in how to analyze a business,
4. Gain experience in how to approach a business problem,
5. Gain experience in the current problems that the businesses face,
6. Gain experience in team work,
7. Gain experience in writing a report and presenting it.

**Textbook(s)***List the textbook(s), if any, and other related main course material.*

Author(s)	Title	Publisher	Publication Year	ISBN

**Reference Books***List, if any, other reference books to be used as supplementary material.*

Author(s)	Title	Publisher	Publication Year	ISBN

**Teaching Policy***Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)*

Visit to the business, field study, and subsequent discussions with the group members.

**Laboratory/Studio Work***Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.*

N/A

**Computer Usage***Briefly describe the computer usage and the hardware/software requirements for the course.*

N/A

**Course Outline***List the weekly topics to be covered.*

Week	Topic(s)
1	Discussion with the supervisor (faculty member)
2	Initial visit to the business and discussion with the key managers
3	Visit and research in the business and subsequent discussions
4	Visit and research in the business and subsequent discussions

5	Visit and research in the business and subsequent discussions
6	Visit and research in the business and subsequent discussions
7	Visit and research in the business and subsequent discussions
8	Visit and research in the business and subsequent discussions
9	Visit and research in the business and subsequent discussions
10	Visit and research in the business and subsequent discussions
11	Visit and research in the business and subsequent discussions
12	Visit and research in the business and subsequent discussions
13	Preparing the report
14	Preparing the report

**Grading Policy**

List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.

Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Contribution to the project and report presentation		100 %						

**ECTS Workload**

List all the activities considered under the ECTS.

Activity	Quantity	Duration (hours)	Total Workload (hours)
Discussion with the team members ( <i>weekly basis</i> )	14	1	14
Field study in the business (including transportation) ( <i>weekly basis</i> )	14	5	70
Discussion with the supervisor ( <i>weekly basis</i> )	14	1	14
Collection and selection of relevant material ( <i>once</i> )	1	8	8
Self study of relevant material ( <i>weekly basis</i> )	-	-	-
Homework assignments/Examples	-	-	-
Preparation for Quizzes	-	-	-
Preparation for Midterm Exams ( <i>including the duration of the exams</i> )	-	-	-
Preparation of Term Paper/Case Study Report ( <i>including oral presentation</i> )	-	-	-
Preparation of Term Project/Field Study Report ( <i>including oral presentation</i> )	1	20	20
Preparation for Final Exam ( <i>including the duration of the exam</i> )	-	-	-
<b>TOTAL WORKLOAD / 25</b>			<b>5.04</b>
<b>ECTS Credit</b>			<b>5</b>

**Program Qualifications vs. Learning Outcomes** Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.

No	Program Qualifications	Contribution				
		0	1	2	3	4
1	Acquire detailed knowledge concerning the economic and legal environment in which the business entities operate.		X			
2	Have profound theoretical background knowledge in basic business functions comprising organization and management, accounting, finance, marketing, and production and operations management.			X		
3	Obtain basic and intermediate level knowledge in quantitative techniques and methods that are predominantly used in business and management.	X				
4	Have more specific knowledge in one of the business functions (including the mastery of quantitative approaches) that he/she has chosen to specialize.				X	
5	Be able to apply the professional knowledge necessary to establish and/or run a business, or a department within a business entity.					X
6	Be able to collect, edit, analyze, and interpret the representative data by applying both qualitative and quantitative methods in order to identify and clearly define the business problems and to develop insight and solutions.					X
7	Be able to adequately communicate upon analyses, findings, inferences, and recommendations with his/her superiors, team members, colleagues, and subordinates both in written and oral form.					X
8	Be thereby qualified to conduct research in business administration and management.					X
9	Be appropriately trained to fulfill his/her responsibilities in teamwork both as a leader and an expert.					X
10	Acquire the necessary skills to communicate effectively with the stakeholders of an organization so that he/she can become capable of analyzing the needs of the stakeholders and based on these analyses developing the objectives of the organization.				X	
11	Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.				X	
12	Gain the ability to evaluate the organization that he/she is affiliated with and the ability to assess the knowledge that he/she has acquired in a critical perspective.				X	
13	Be able to use English, which is the medium of instruction in the department, at least in European Language Portfolio B1 General Level.					X
14	Be able to use information technologies applicable to business administration and management at European Computer Usage License Basic Level.			X		
15	Be directed towards the behavioral patterns and responsibilities of a business administrator in terms of quality awareness, occupational safety and health, in-service training, environmental issues, social responsibilities, and social, organizational and business ethics.		X			
16	Be inclined to encourage innovation and continuous improvement within the organization in which he/she takes responsibilities.					X

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest