



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Management and Organization							
Course Code		İŞT203		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Thoughts, theory discussions, current criticisms and new approaches related to business administration that have taken place in the last century within the scope of management discipline constitute the course content. The aim is to ensure that executive candidates develop the knowledge and predictions of the intellectual evolution of management discipline							
Course Content		Basic concepts and definitions related to management and organization include classical, neo-classical and modern management theories and management functions and management processes							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)		Lec. Aylin DİLEK							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	İsmail Efil, "İşletmelerde Yönetim ve Organizasyon", Alfa Yayınları
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Week	Weekly Detailed Course Contents	
1	Theoretical	The place of management organization in business and its importance
2	Theoretical	Concepts of management, manager and organization
3	Theoretical	The Evolution of Management Thought: The Classic Management Thought
4	Theoretical	Evolution of management thought: Neo-classical (Human Relations) Management Thought
5	Theoretical	The Evolution of Management Thinking: The Idea of ??Modern Management
6	Theoretical	Organizational and environmental and modern management thinking
7	Theoretical	Management Functions: Planning and Decision Making
8	Theoretical	Management Functions: Organizing
9	Intermediate Exam	midterm
10	Theoretical	Management Functions: Auditing
11	Theoretical	Management Functions: Orientation
12	Theoretical	Leadership, Motivation, Motivation
13	Theoretical	Communication, Decision making
14	Theoretical	Management by Objectives
15	Theoretical	General evaluation
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Reading	10	0	1	10
Midterm Examination	1	5	1	6



Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Evaluate and question management theories in a critical way
2	Be aware of the historical background of the changes in governance that are emerging in working life today
3	To be able to analyze the relations of management approaches with political, economic and social structures
4	Be able to analyze variables and parameters of management and management
5	To understand and to be able to understand managerial processes
6	To understand and to be able to understand managerial processes
7	To question the contemporary management approach in the light of the past phases

Programme Outcomes (Office Management and Executive Assistantship)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7
P1			4				
P2	5	4	5				
P3	4	4	5				
P4	4	4	4				
P5	4	4	4				
P6	4	4	5	4	4		
P7	4	5	5				
P8	4	4	5				
P9	4	5	5				
P10	4	4	4				
P11	4	4	4				
P12	4	4	4				
P13	4	4	4				
P14	4	4	4				
P15	4	4	4			4	4

