



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Management and Organization							
Course Code		IYO213		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Thoughts, theoretical 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.							
Course Content		This course defines the basic concepts of management and organization.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	ŞİMŞEK M. Şerif, Yönetim ve Organizasyon, Eğitim Kitabevi, Konya, 2011.
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Week	Weekly Detailed Course Contents	
1	Theoretical	The place of management organization in business and its importance
	Preparation Work	Related chapter in the course book
2	Theoretical	Concepts of management, manager and organization
	Preparation Work	Related chapter in the course book
3	Theoretical	The Evolution of Management Thought: The Classic Management Thought
	Preparation Work	Related chapter in the course book
4	Theoretical	Evolution of management thought: Neo-classical (Human Relations) Management Thought
	Preparation Work	Related chapter in the course book
5	Theoretical	Evolution of management thinking: organization and environment and modern management thought (Occasionalism and Systems Approaches)
	Preparation Work	Related chapter in the course book
6	Theoretical	Management Functions I: Decision Making and Planning
	Preparation Work	Related chapter in the course book
7	Theoretical	Management Functions II: Organization, Orientation Coordination, control
	Preparation Work	Related chapter in the course book
8	Theoretical	Management Process I: Leadership
	Preparation Work	Related chapter in the course book
9	Intermediate Exam	Midterm Exam
10	Theoretical	Management Process II: Motivation
	Preparation Work	Related chapter in the course book
11	Theoretical	Management Process III: Communication
	Preparation Work	Related chapter in the course book
12	Theoretical	Management By Objectives
	Preparation Work	Related chapter in the course book
13	Theoretical	Presentations on Assignments and Case Study
	Preparation Work	Related chapter in the course book
14	Theoretical	New organizational models and techniques, learning organizations, lean organizations
	Preparation Work	Related chapter in the course book
15	Final Exam	Final Exam



Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0.5	2	35
Midterm Examination	1	6	0.5	6.5
Final Examination	1	8	1	9
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To be able to evaluate and query management theories
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	To be able to perceive terms such as planning, organizing and staffing
5	To be able to have knowledge on authority, power and leadership

Programme Outcomes (Business Administration Management)

1	Use the economical information obtained in micro and macro scale, in their occupational lives.
2	Use information and communication technologies at the level required by their field.
3	Manage business finance, analyze business financial situation, and solve financial problems.
4	Gain management skill by managing and enhancing human resource effectively in accordance with business aims
5	Understand production and marketing functions as a whole, have proficiency in applying new production and marketing techniques.
6	Have proficiency in calculating cost, making entry, preparing and interpreting financial statements
7	Have proficiency in using business management function and applying and following new management techniques
8	Have proficiency for performing legal responsibilities of business, following and applying legislation
9	Have proficiency in following and applying vocational current and economic developments in national and international area.
10	Take responsibilities as a team member when dealing with issues and problems encountered in practice
11	Have the ability to use the computer and the required packaged software
12	Have the professional ethics in business life and business relations

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

	L1	L2	L3	L4	L5
P1	1	1	1	1	1
P2	1	2	2	1	1
P3	1	1	2	1	1
P4	4	3	3	4	4
P5	4	1	3	4	4
P6	1	2	3	1	1
P7	5	5	5	5	5
P8	2	1	3	2	2
P9	1	1	3	1	1
P10	1	4	1	1	1
P11	1	1	1	1	1
P12	5	3	4	5	5

