



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Management and Organization							
Course Code		BİY203		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Understand the concept and importance of management, being able to select the required type of organization, to identify existing limitations of the type of organization, execution of the re-organization of the work of the company, the type of organization chosen to manage in a healthy way and all information is given about the best way to use the resources necessary for them.							
Course Content		Expressing their business in basic management and organization.							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
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	60

### Recommended or Required Reading

1	ERTÜRK, M., Meslek Yüksek Okulları İçin Yönetim ve Organizasyon, Beta Publishing
2	GÜNEY, S., Yönetim ve Organizasyon, Nobel Publishing
3	Yönetim Organizasyon, Anadolu Üniversitesi Publishing
4	The instructor lecture notes

Week	Weekly Detailed Course Contents	
1	Theoretical	Management basic concepts and organization theory
2	Theoretical	Classical Management Thought and Organization Theory
3	Theoretical	Neo-Classical Management Thought and Organization Theory
4	Theoretical	Modern Management Thoughts and Organization Theory
5	Theoretical	Planning
6	Theoretical	Organizing
7	Theoretical	Orientation
8	Intermediate Exam	Midterm
9	Theoretical	Coordination
10	Theoretical	Control
11	Theoretical	Network Organizations, Business Process Reengineering
12	Theoretical	Outsourcing, Benchmarking, Empowerment
13	Theoretical	Downsizing Delaying, Learning Organizations
14	Theoretical	Management by Objectives, Management by Exception, Virtual Organizations
15	Theoretical	Leadership Theories
16	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	2	6	1	14
Midterm Examination	1	15	1	16



Final Examination	1	16	1	17
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	The examination of management and organizational structure
2	Selecting the most appropriate type of organization for business
3	Take measures to identify the problematic issues of the organization
4	perform resource allocation in a healthy way according to the organizational structure
5	Learning and comparing management ideas

### Programme Outcomes (Human Resources and Management)

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

### 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	3	3	3	3	3
P2	4	4	4	4	4
P3	3	3	4	3	3
P4	4	3	3	4	4
P5	3	3	4	3	3
P6	4	4	3	4	4
P7	3	4	4	3	3
P8	4	4	3	4	4
P9	3	3	3	3	3
P10	3	3	3	3	3

