



**AYDIN ADNAN MENDERES UNIVERSITY  
SULTANHISAR VOCATIONAL SCHOOL  
MANAGEMENT AND ORGANIZATION  
BUSINESS ADMINISTRATION MANAGEMENT  
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	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation)								
Name of Lecturer(s)	Ins. Alper Turan DEVLİ								

#### 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 Yayınevi
2	GÜNEY, S., Yönetim ve Organizasyon, Nobel Yayın Dağıtım
3	Yönetim Organizasyon, Anadolu Üniversitesi Yayınları
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, Control
10	Theoretical	Total quality management
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	General evaluation

#### 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 (Business Administration Management)**

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
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	5	5	5	5	5
P2	4	3	5	5	5
P3	4	4	5	5	5
P4	4	4	5	5	5
P5	3	3	5	5	5
P6	3	3	3	4	4
P7	4	4	3	4	4
P8	4	3	3	4	4
P9	3	3	3	3	3
P10	4	3	3	3	3
P11	1	1	1	1	1

