



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Management and Organization							
Course Code		HB122		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	78 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To provide the students with basics of management and organization concepts. Students will obtain essentials of various management and organization processes such as leadership, coordination and communication in addition to fundamentals of classical, neo-classical and modern theories.							
Course Content		Explain fundamental concepts of classical, human relations and modern theories of management Identify theories of and approaches to management and organization. Obtain knowledge on management functions (i.e. planning, organizing, and control) and management processes (i.e., leadership, team work, communication..) Apply the theories to real world business situation and interpret the relationship between them.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	yönetim ve organizasyon
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Week	Weekly Detailed Course Contents	
1	Theoretical	Mangement process. Nature of managerial work, factors effecting managerial jobs.
2	Theoretical	Decision-making process. Types of decisions, decisions at different organizational levels.risks and uncertainty. Group-decision making.
3	Theoretical	Planning. Process and types of plans. Stages in planning.
4	Theoretical	Organization. Criteria for structuring. Changes and shifts in organization structures.
5	Theoretical	Classical Theory. Scientific management, management process model and bureaucratic model. Classical criteria to organization structure.
6	Theoretical	Behavioral models. Howthorne studies, X, Y models, System1- system 4.
7	Theoretical	Systems approach. General characteristics, Organization and environment, organization as a system.
8	Intermediate Exam	Midterm
9	Theoretical	Post-modern approaches. TQM, core competence, outsourcing, downsizing.
10	Theoretical	Network and virtual organizations. Types of N/w org. mass-customization.
11	Theoretical	Chaos management.
12	Theoretical	Communication in organizations.
13	Theoretical	Authority, power, sources of power, use of power.
14	Theoretical	Management and leadership theories.
15	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	3	1	56
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				78
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Gain a basic understanding of management (Operations Management, Marketing, Accounting, Finance, Human Resources, Quantitative Methods and Management-Organization)
2	Theoretically and practically identify fundamental management functions such as planning, organization, data collection and analysis, leadership and control
3	Evaluate real cases in the light of theories and concepts
4	Find out new methods to improve his/her knowledge.
5	Demonstrate professional and ethical responsibility.

Programme Outcomes (Home Patient Care)

1	The protection of patients' health , it is sufficient to gain the qualification to provide development and improvement
2	To identify factors that influence the health of the elderly has the ability .
3	Patients know the basic characteristics and needs of individuals and accordingly gain the skills to meet the needs of the elderly.
4	Use basic knowledge and skills related to patient health and care, interpret and evaluate data and identify and resolve potential problems.
5	with have basic health information , as required by the profession and practice of emergency measures that need to be applied in the work environment is capable of .
6	Healthy and sick individuals structure, physiological functions , the relationship between behavior and health and physical and social environment can grasp at a basic level .
7	Task law on rights and responsibilities, comply with regulations and professional ethics.
8	with other professional groups working in this field using its accumulated knowledge about the field of home care patients to take responsibility as a member of the health team in cooperation
9	activities at the basic level can apply for social rehabilitation in patients with plan.
10	social of patients may meet the needs in this matter by understanding the physical and psychological changes.
11	issues related to patient care , safety , protection of the elderly and health care workers have the knowledge and awareness of environmental protection .
12	It can follow the development of the society about the area and is sensitive to events in the world's agenda.
13	on issues related to health services , social responsibility, ethical values ??and has the knowledge and awareness of patients' rights
14	Act in accordance with quality management and processes and participate in these processes .

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

	L1	L2	L3	L4	L5
P3				1	1
P4	1				
P7		1			
P8					1
P10	1				
P12				1	
P14			1		

