



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Management and Organization							
Course Code		BYY212		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To teach classical and modern management and organization approaches to the students on management and organization.							
Course Content		Classical management approaches: Scientific management, management process, modern management approach, management by objectives, management functions, managerial planning, managerial control, leadership, motivation, organizing, modern management approaches: new approaches of management science							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, 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	GENÇ, Nurullah (2008) Management and Organization, Seçkin Publications, Ankara.
2	ERTÜRK, Mümin (2009) Management and Organization for Vocational Schools, Beta Publishing House, Istanbul.

Week	Weekly Detailed Course Contents	
1	Theoretical	Describe the courses and general evolution
2	Theoretical	History of management basic contents and schools
3	Theoretical	Approaching to management of classical and neo-classical
4	Theoretical	System approach
5	Theoretical	Contingency approach
6	Theoretical	Post-modern management approach
7	Theoretical	Strengthening, comparison, outsourcing
8	Intermediate Exam	Midterm
9	Theoretical	Planning, organize, orientation
10	Theoretical	Control
11	Theoretical	Motivation
12	Theoretical	Power, effect and leadership
13	Theoretical	Organizational structure
14	Theoretical	Groups and teams
15	Final Exam	Semester final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	5	0	2	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	Know authority and responsibility in management.
2	Knows organizational structures in management.
3	Know control and coordination issues.
4	They open communication, leadership and motivation.
5	Knows the functions of management.

Programme Outcomes (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	4	5	5	5
P4	5	5	5	5	5
P5	4	4	4	4	4
P6	3	3	3	5	5
P7	3	3	4	4	4
P8	4	4	4	5	5
P9	4	5	5	5	5
P10	4	4	4	4	4

