AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Management and Organization								
Course Code	REH305		Couse Level	First Cycle (Bachelor's Degree)					
ECTS Credit	4	Workload	95 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	The aim of the lesson is to present the basic skills about the Management Organisation.								
Course Content	Management, learning, motivation, stress management, crisis management, ethic, conflict, discussion, association culture, leadership, job satisfaction, organisational cohesion, orientation								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Discussion, Individual Study								
Name of Lecturer(s)	Ins. Funda SÖNMEZATEŞ								

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading	
1	Salih Güney (Edt.) (2001). Yönetim ve Organizasyon. Nobel Yayın Dağıtım, Ankara.
2	Okumuş, F., Avcı, U. (Edt.) (2008). Turizm İşletmelerinde Çağdaş Yönetim Teknikleri. Detay Yayıncılık, Ankara.

Week	**Weekly Detailed Course Contents**	
1	Theoretical	Science and History of Management
2	Theoretical	Learning and Motivation
3	Theoretical	Internal and External Crisis Management
4	Theoretical	Organizational Stress Management and Exhaustion
5	Theoretical	Professional Ethics and Ethical Responsibilities of Enterprises
6	Theoretical	Personal and Organizational Image Management
7	Theoretical	Conflict Management
8	Theoretical	Negotiation Management
9	Intermediate Exam	Mid-Term Exam
10	Theoretical	Organizational Culture
11	Theoretical	Orientation and Socialisation
12	Theoretical	Leadership Theories
13	Theoretical	Organizational Commitment
14	Theoretical	Job Satisfaction
15	Theoretical	General Review
16	Final Exam	Final Exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	3	70
Assignment	1	4	1	5
Midterm Examination	1	6	1	7
Final Examination	1	12	1	13
			Total Workload (Hours)	95
			[Total Workload (Hours) / 25*] = **ECTS**	4
**25 hour workload is accepted as 1 ECTS*				

Learning Outcomes	
1	Has knowledge about the concept of historical development process of organizational management.
2	Learns learning and motivation theories in the form of both traditional and modern styles comparatively.
3	Learns crisis management in the context of both external and internal (organizational) crises.
4	Learns the concepts of burnout and stress comparatively by having information about organizational stress management.
5	Has information about business ethics and ethical responsibilities of establishments and comprehends the differences between ethics and morals .
6	Has knowledge about personal image and organizational image management.
7	Learns the concepts of conflict and negotiation managements comparatively.
8	Has theoretic knowledge about with what components are used for building the culture in an organization by getting information about the concept of organizational culture,
9	Learns the concepts of orientation and socialization and has knowledge about how these two concepts are used for completing each other in an organization as two managerial components.
10	Learns the leadership theory in the scope of both traditional and modern theories.
11	Has general knowledge about the concepts of organizational commitment and job satisfaction.

Programme Outcomes *(Tourism Guiding)*	
1	To have scientific and professional ethical values
2	To gain the ability of analytical and critical thinking
3	To have an awareness of requirement of gaining lifelong new knowledge and skills
4	To know the basic concepts about tourism sector
5	To comprehend relationship between tourism and natural, cultural and social environment
6	To have enough foreign language knowledge to follow trends and studies in his/her field and to be able to communicate
7	to be able to use the second foreign language at medium level.
8	to have the ability of doing team work.
9	To gain the ability to use information technologies in his/her field at a good level.
10	To gain administrative knowledge and ability in his/her field.
11	To be competent on the subject of human relations and behaviours which are required in tourism industry
12	To be able to track the trends in his/her field.
13	To have knowledge and ability on the subjects required for his/her profession.
14	To have comprehensive knowledge required for his/ her profession about other tourism services
15	To have enough knowledge about culture and customs of his/her own country.
16	To have enough knowledge about different cultures and customs.

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

	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11
P1	3	3	4	4	5	4	5	4	3	5	4
P2	3	4	5	4	4	3	5	4	4	5	3
P3	4	5	5	3	4	4	4	4	5	5	3
P4	4	4	5	4	5	5	5	5	5	5	4
P5	3	3	5	4	5	5	5	5	5	5	4
P6	2	2	2	2	2	3	2	2	2	2	2
P7	1	1	1	1	1	1	1	1	1	1	1
P8	3	4	5	4	5	4	5	5	5	5	5
P9	2	2	4	3	3	4	3	3	2	3	2
P10	5	5	5	5	5	4	5	5	5	5	5
P11	5	5	5	5	5	5	5	5	5	5	5
P12	4	5	5	3	4	5	4	4	3	5	4
P13	5	5	5	4	5	5	5	5	5	5	4
P14	2	2	4	4	5	3	4	4	3	4	2
P15	2	1	2	2	4	4	4	4	3	5	2
P16	2	3	3	3	4	4	4	4	3	5	2