



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Management in Educational Institutions							
Course Code		ÇGEL551		Course Level		Second Cycle (Master's Degree)			
ECTS Credit	8	Workload	204 (Hours)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		Yönetim ilke ve kuramları, kurumlarla ilgili yönetmelikler, kurumlarda bulunan personelin özellikleri ve sorumlulukları, kurumlarda bütçe ve kaynak kullanımı ile ilgili yeterlilikler kazandırmaktır.							
Course Content		The concepts related to management, management theories and processes, the regulations of different institutions related to child development, the features and responsibilities that should be found in the staff working in the institution, the activities that will support communication and communication positively in the institution, the problems arising about management and solutions, technology etc. to follow innovations.							
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 (%)
Final Examination	1	50
Practice	1	50

Recommended or Required Reading

1	Oktay, O.(Edit.) 2009. Türk Eğitim Sistemi ve Okul Yönetimi. Kriter Yayınları, İstanbul.
2	Anonim. 2002. Milli Eğitim Bakanlığı Okul Öncesi Eğitim Kurumları Yönetmeliği. Ya- Pa Yayınları, İstanbul.
3	Başaran, İ. E. 2000. Eğitim Yönetimi Nitelikli Okul. Feryal Matbaası, 4. Baskı, Ankara
4	Çelik, V. 2002. Okul Kültürü ve Yönetimi. Pegem Yayıncılık, Ankara.
5	Çelik, V. 2002. Okul Kültürü ve Yönetimi. Pegem Yayıncılık, Ankara.

Week	Weekly Detailed Course Contents	
1	Theoretical	Definition of management and concepts related to management
2	Theoretical	Management Theories
3	Theoretical	Management Processes
4	Theoretical	Comparison of Management Theories and Processes
5	Theoretical	Regulations of the Institutions Providing Services in Child Development
6	Practice	Regulations of Different Institutions Related to Child Development
7	Theoretical	Kurumda Çalışan Personelde bulunması Gereken Özellikler ve Personelin Sorumlulukları
8	Practice	Corporate Communication
9	Practice	Positive Supportive Activities for Communication in institution
10	Practice	Management Issues and Suggestions
11	Practice	Management Issues and Suggestions
12	Practice	Practice
13	Practice	Practice
14	Theoretical	Resource and budget management in Institutions
15	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	12	5	5	120
Lecture - Practice	2	20	6	52



Final Examination	1	30	2	32
Total Workload (Hours)				204
[Total Workload (Hours) / 25*] = ECTS				8
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	To be able to define concepts related to management
2	Define management theories
3	Be aware of the factors that affect the internal communication in a positive and negative way
4	To be able to solve the problems that may arise in the management of the institution
5	To be able to plan a good budget.

Programme Outcomes (Child Development Master)

1	1. Has a deep and systematic level of knowledge about self-care, physical-motor, cognitive-language, social-emotional development areas of 0-18 year old children.
2	Knows all concepts about the development and the education of 0-18 year old children and youth by developing the habit of research and learning, keeping consciousness and knowledge constantly throughout life, and follows the studies on this subject.
3	Uses his/her knowledge about self-care, physical-motor, cognitive-language, social-emotional development of 0-18 year old children for the developmental and educational diagnosis of children, in the units related to his/her profession for the benefit of children, families and society.
4	Identifies the problems in his/her country on health, developmental, educational and social services issues of 0-18 year old children and their families, produces appropriate solutions and original ideas using his/her basic knowledge about these problems.
5	Using his/her basic information on the topics of Child Development and Education, makes suggestions, transfers the learned topics into practice, interprets information and results from practice. Analyzes the scientific research published in the field with a critical point of view.
6	Can use his/her accumulated information on his/her profession in favor of health, educational and social services organizations, particularly for children and their families, takes active roles in developmental and educational programs and related projects; participates in researches.
7	Acts in accordance with the ethics of science, observes the psychological state of the children and their families in experimental researches on children.
8	Behaves in accordance with laws, regulations and legislation and respectful of democracy, human rights, social, scientific and professional ethical values, presenting an example for the society with his/her attitude, behavior and appearance.
9	Has adequate awareness about quality management and processes, individual and environmental protection and occupational safety issues including infants, children and families, participates and behaves accordingly in these processes.
10	Can integrate his/her accumulated information about his/her profession with information from different disciplines, and can create multidisciplinary workspaces by participating team work.

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	5	5	5	5
P3	5	5	5	5	5
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	5	5	5	5	5
P7	5	5	5	5	5
P8	5	5	5	5	5
P9	5	5	5	5	5
P10	5	5	5	5	5

