

Vocational School of Social Sciences / Human Resource Management
2024 - 2025 Academic Year
MANAGEMENT and ORGANISATION
Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
MANAGEMENT and ORGANISATION	İK1232840	Spring Semester	2+0	2	4
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Ceyda SARI				
Name of Lecturer(s)	Lect. Selda ERDOĞAN				
Assistant(s)					
Aim	In the scope of the management and organization is to acquire the theoretical knowledge and ensure access to managerial skills in working life should have .				
Course Content	This course contains; Fundamentals of Management and Organization, Management and Leadership, Management Functions - Planning and Organization, Management Functions - Directing, Coordinating and Control, Historical Development of Management - Scientific Management, Historical Development of Management - Neo Classical Management, Historical Development of Management - Modern Management Theories, Contemporary Approaches- Z Theory, Contemporary Organization Structures, Contemporary Management: Knowledge Management- Conflict Management, Contemporary Management: Diversity Management- Crisis Management, Contemporary Management: Reputation Management- Risk Management, Contemporary Management: Stress Management- Change Management, An Overview.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Will be able to identify basic concepts and theories related to the management and organization.			10, 14, 16, 9	A	
2. Will be able to interpret and explain the differences in management approaches.			10, 14, 16, 19, 9	A	
3. Will be able to knowledge about the processes and functions of management.			10, 14, 16, 9	A	
4. Will be able to knowledge of the concepts necessary for the management of organizational behavior.			10, 14, 16, 9	A	
5. Will be able to know the basic management techniques.			10, 14, 16, 9	A	
Teaching Methods	10: Discussion Method, 14: Self Study Method, 16: Question - Answer Technique, 19: Brainstorming Technique, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Fundamentals of Management and Organization	Related sections of MEBİS notes should be read before lesson.			
2	Management and Leadership	Related sections of MEBİS notes should be read before lesson.			
3	Management Functions - Planning and Organization	Related sections of MEBİS notes should be read before lesson.			
4	Management Functions - Directing, Coordinating and Control	Related sections of MEBİS notes should be read before lesson.			
5	Historical Development of Management - Scientific Management	Related sections of MEBİS notes should be read before lesson.			
6	Historical Development of Management - Neo Classical Management	Related sections of MEBİS notes should be read before lesson.			
7	Historical Development of Management - Modern Management Theories	Related sections of MEBİS notes should be read before lesson.			
8	Contemporary Approaches- Z Theory	Related sections of MEBİS notes should be read before lesson.			
9	Contemporary Organization Structures	Related sections of MEBİS notes should be read before lesson.			
10	Contemporary Management: Knowledge Management- Conflict Management	Related sections of MEBİS notes should be read before lesson.			
11	Contemporary Management: Diversity Management- Crisis Management	Related sections of MEBİS notes should be read before lesson.			
12	Contemporary Management: Reputation Management- Risk Management	Related sections of MEBİS notes should be read before lesson.			
13	Contemporary Management: Stress Management- Change Management	Related sections of MEBİS notes should be read before lesson.			
14	An Overview				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Notes will be uploaded to MEBİS. Prof. Dr. Erol Eren, Yönetim ve Organizasyon: Çağdaş ve Küresel Yaklaşımlar, Beta yay. 2022. Prof. Dr. Tamer Koçel, İşletme Yöneticiliği, Arıkan Basım Evi 2020.