



# ÇANKAYA UNIVERSITY

## Faculty of Economics and Administrative Sciences

### Course Definition Form

#### Part I. Basic Course Information

<b>Department Name</b>	MANAGEMENT	<b>Dept. Numeric Code</b>	3	2
<b>Course Code</b>	M A N 1 0 2	<b>Number of Weekly Lecture Hours</b>	3	<b>Number of Weekly Lab/Tutorial Hours</b>
			-	<b>Number of Credit Hours</b>
			3	
<b>Course Web Site</b>	http:// man102.cankaya.edu.tr		<b>ECTS Credit</b>	0
				5

#### Course Name and Other Course Information

*This information will appear in the printed catalogs and on the web online catalog.*

<b>English Name</b>	Introduction to Management
<b>Turkish Name</b>	Yönetim Giriş
<b>Mode of Delivery</b>	Face-to-face
<b>Language of Instruction</b>	English

#### Course Description

*Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.*

This course mainly focuses on the functions of management. Today basic management functions are considered to be four. These are planning, organizing, leading, and controlling. Basically planning includes defining goals, establishing strategy; organizing includes determining what task to be done, who is to perform them, who reports to whom; leading includes motivation of employees and directing the activities of people, and finally controlling includes the monitoring of organizational activities. Students who take this course will become familiar with the core concepts and practical applications of management process.

<b>Prerequisites</b> (if any) <i>Give course codes and check all that are applicable.</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	<input checked="" type="checkbox"/> Consent of the Instructor	<input type="checkbox"/> Senior Standing	<input type="checkbox"/> Give others, if any. <div style="border: 1px solid black; width: 150px; height: 20px;"></div>	
<b>Co-requisites</b> (if any)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Course Type</b> <i>Check all that are applicable</i>	<input checked="" type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input type="checkbox"/> Elective course for dept. <input type="checkbox"/> Elective course for other dept.(s)			

**Part II. Detailed Course Information****Course Objectives***Maximum 100 words.*

This course deals with the human element in management; fundamental concepts and research in social psychology; foundations of human behaviors, environmental factors influencing individual behavior; leadership skills and power and additional concepts such as ethics, negotiation, team management, business communication and motivation. In this context, the course aims to build a basic understanding of the concept of “management” and to provide a clear and complete description of management process. Another important objective of this course is to familiarize the students with both the theories and practical applications of the managerial process.

**Learning Outcomes***Explain the learning outcomes of the course. Maximum 10 items.*

Upon the successful completion of the course students will:

1. Define and evaluate the concept of ‘management’
2. Familiarize essential roles performed by managers
3. Describe who is “entrepreneur” and the process of “entrepreneurship”
4. Define strategic management Process
5. Define decision making process
6. Identify structure of the organization
7. Define Human Resources Management Process
8. Describe organizational change
9. Explain focus and the goals of the organizational behavior
10. Define foundations of organizational control

**Textbook(s)***List the textbook(s), if any, and other related main course material.*

Author(s)	Title	Publisher	Publication Year	ISBN
Jones, G.R, George.J.M	Contemporary Management, 9th ed.	McGraw Hill	2016	978-1-259-25310-2

**Reference Books***List, if any, other reference books to be used as supplementary material.*

Author(s)	Title	Publisher	Publication Year	ISBN
Robbins,S.P., DeCenzo, D., M. Coulter	Fundamentals of Management, 9th edition	Pearson	2013	978-0133499919

**Teaching Policy***Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)*

Three hours of lecturing. Term project is given to the students. The subject of the term project could be change from one semester to another and the details of the subject is announced from the website of the course (<http://man102.cankaya.edu.tr>).At the end of the semester term project is presented in the class by the students. Some of the assignments from the course book are given to students.

**Laboratory/Studio Work***Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.*

N/A

**Computer Usage***Briefly describe the computer usage and the hardware/software requirements for the course.*

N/A

**Course Outline***List the weekly topics to be covered.*

Week	Topic(s)
1	Managers and basics managing
2	Evolution of management thought
3	Values, attitudes, emotions and culture
4	Ethics and social responsibility
5	Management in a global context
6	Decision making, learning, creativity and entrepreneurship
7	Midterm Exam
8	Planning and strategy design
9	Value chain management
10	Managing organizational structure and culture
11	Organizational control and change
12	Motivation and performance
13	Managers and leaders
14	Effective groups and teams

**Grading Policy***List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.*

Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Midterm exam	1	35						
Final exam	1	45						
Quizzes and homeworks	1	20						

**ECTS Workload***List all the activities considered under the ECTS.*

Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	13	3	39
Attending Labs/Recitations ( <i>weekly basis</i> )	-	-	-
Compilation and finalization of course/lecture notes ( <i>weekly basis</i> )	13	1	13
Collection and selection of relevant material ( <i>once</i> )	1	3	3
Self study of relevant material ( <i>weekly basis</i> )	12	3	36
Take-home assignments	3	4	12
Preparation for quizzes	1	4	4

Preparation for mid-term exams (including the duration of the exams)	1	8	8
Preparation of term paper/case-study report (including oral presentation)	-	-	-
Preparation of term project/field study report (including oral presentation)	-	-	-
Preparation for final exam (including the duration of the exam)	1	10	10
TOTAL WORKLOAD / 25			5
ECTS Credit			5

**Program Qualifications vs. Learning Outcomes** Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.

No	Program Qualifications	Contribution				
		0	1	2	3	4
1	Acquire detailed knowledge concerning the economic and legal environment in which the business entities operate.			X		
2	Have profound theoretical background knowledge in basic business functions comprising organization and management, accounting, finance, marketing, and production and operations management.					X
3	Obtain basic and intermediate level knowledge in quantitative techniques and methods that are predominantly used in business and management.	X				
4	Have more specific knowledge in one of the business functions (including the mastery of quantitative approaches) that he/she has chosen to specialize.	X				
5	Be able to apply the professional knowledge necessary to establish and/or run a business, or a department within a business entity.			X		
6	Be able to collect, edit, analyze, and interpret the representative data by applying both qualitative and quantitative methods in order to identify and clearly define the business problems and to develop insight and solutions.	X				
7	Be able to adequately communicate upon analyses, findings, inferences, and recommendations with his/her superiors, team members, colleagues, and subordinates both in written and oral form.					X
8	Be thereby qualified to conduct research in business administration and management.			X		
9	Be appropriately trained to fulfill his/her responsibilities in team work both as a leader and an expert.					X
10	Acquire the necessary skills to communicate effectively with the stakeholders of an organization so that he/she can become capable of analyzing the needs of the stakeholders and based on these analyses developing the objectives of the organization.			X		
11	Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.					X
12	Gain the ability to evaluate the organization that he/she is affiliated with and the ability to assess the knowledge that he/she has acquired in a critical perspective.				X	
13	Be able to use English, which is the medium of instruction in the department, at least in European Language Portfolio B1 General Level.					X

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest