

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE SYLLABUS FORM**

BUS 201 Management and Organization							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECT S
Management and Organization	BUS 201	2	3	0	0	3	5

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Problem Solving Teamwork, Report Writing

Course Objective
<p>The aim of this course is to teach the concepts of management, manager and administrative environment, which are the basic elements of business organization, and to provide detailed information about the activities realized in the planning, organizing, directing, control and coordination stages of the management process, the theories and models of competition applied by the organization in this process, and the business environment. In this sense, it is to give an interpretative perspective on the basic functions of management. In addition, it is within the scope of the course to provide basic information on different theoretical approaches to management and decision making, including group approach, communication, motivation and leadership, and to gain skills with an understanding that goes from theory to practice within the scope of the application of management functions.</p>

Learning Outcomes
<p>The students who become successful in this course will be able;</p> <ul style="list-style-type: none"> · to master the basic concepts of management and management environment · to understand the foundations of planning process and decision making process · to have a basic understanding of organizational structure and design, · to learn about foundations of individual behavior, leadership and motivation · to have a basic understanding about foundations of control and operations management

Course Outline
<p>The course starts with an introduction to microeconomics and major microeconomic concepts and continues with the production possibility model and economic systems. Then supply, demand, equilibrium, determination of price and quantity are introduced. This is followed by shifts in demand and supply, disequilibrium and adjustment to equilibrium and government intervention. After the introduction of various elasticities, some applications are illustrated within the context of demand and supply and determination of pieces and quantities. After the midterm exam, first consumer behavior, and then producer behavior is examined extensively. Then various market structures such as perfect competition, monopoly, monopolistic competition and oligopoly are introduced and compared. The term is completed by a thorough discussion of the resource markets</p>

with particular emphasis on the labor market.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Managers and Management (Robbins,Decenzo and Coulter, Chap.1)	<ul style="list-style-type: none"> –Who Are Managers and Where Do They Work? –What Is Management? –What Do Managers Do? –What Factors Are Reshaping and Redefining Management?
	The Management Environment (Robbins,Decenzo and Coulter, Chap.2)	<ul style="list-style-type: none"> –What Is the External Environment and Why Is It Important? –What Is Organizational Culture and Why Is It Important?
2	Integrative Managerial Issues (Robbins,Decenzo and Coulter, Chap.3)	<ul style="list-style-type: none"> – What Is Globalization and How Does It Affect Organizations? – What Does Society Expect from Organizations and Managers? – What Is Today’s Workforce Like and How Does It Affect the Way Organizations Are Managed?
3	Foundations of Decision Making (Robbins,Decenzo and Coulter, Chap.4)	<ul style="list-style-type: none"> – How Do Managers Make Decisions? – What Are Three Approaches Managers Can Use to Make Decisions? – How Do Groups Make Decisions? – What Contemporary Decision Making Issues Do Managers Face?
4	Foundations of Planning (Robbins,Decenzo and Coulter, Chap.5)	<ul style="list-style-type: none"> – What Is Planning and Why Do Managers Need to Plan? – What Do Managers Need to Know About Strategic Management? – How Do Managers Set Goals and Develop Plans? – What Contemporary Planning Issues Do Managers Face?
5	Organizational Structure and Design (Robbins,Decenzo and Coulter, Chap.6)	<ul style="list-style-type: none"> – What Are the Six Key Elements in Organizational Design? – What Contingency Variables Affect Structural Choice? – Elasticity, total revenue and demand

		<ul style="list-style-type: none"> – What Are Some Common Organizational Designs?
6	Managing Human Resources (Robbins,Decenzo and Coulter, Chap.7)	<ul style="list-style-type: none"> – What Is the Human Resource Management Process and What Influences It? – How Do Managers Identify and Select Competent Employees? – How Are Employees Provided with Needed Skills and Knowledge? – What Contemporary HRM Issues Face Managers?
7	Managing Change and Innovation (Robbins,Decenzo and Coulter, Chap.8)	<ul style="list-style-type: none"> – What Is Change and How Do Managers Deal with It? – How Do Managers Manage Resistance to Change? – What Reaction Do Employees Have to Organizational Change? – How Can Managers Encourage Innovation in an Organization?
8	MIDTERM EXAM	
9	Foundations of Individual Behavior (Robbins,Decenzo and Coulter, Chap.9)	<ul style="list-style-type: none"> – What Are the Focus and Goals of Organizational Behavior? – What Role Do Attitudes Play in Job Performance? – What Do Managers Need to Know About Personality? – What Is Perception and What Influences It? – How Do Learning Theories Explain Behavior?
10	Understanding Groups and Managing Work Teams (Robbins, Decenzo and Coulter, Chap.10)	<ul style="list-style-type: none"> – What Is a Group and What Stages of Development Do Groups Go Through? – How Are Groups Turned into Effective Teams? – What Current Issues Do Managers Face in Managing Teams? –
11	Motivating and Rewarding Employees (Robbins, Decenzo and Coulter, Chap.11)	<ul style="list-style-type: none"> – What Is Motivation? – What Do the Early Theories of Motivation Say? – How Do the Contemporary Theories Explain Motivation?

12	Leadership and Trust (Robbins, Decenzo and Coulter, Chap.12)	<ul style="list-style-type: none"> – Who Are Leaders, and What Is Leadership? – What Do Early Leadership Theories Tell Us About Leadership? – What Do the Contingency Theories of Leadership Tell Us?
13	Managing Communication and Information (Robbins, Decenzo and Coulter, Chap.13)	<ul style="list-style-type: none"> – How Do Managers Communicate Effectively? – How Is Technology Affecting Managerial Communication? – What Communication Issues Do Managers Face Today?
14	Foundations of Control (Robbins, Decenzo and Coulter, Chap.14)	<ul style="list-style-type: none"> – What Is Control and Why Is It Important? – What Should Managers Control? – What Contemporary Control Issues Do Managers Confront?
15	Operations Management (Robbins, Decenzo and Coulter, Chap.15)	<ul style="list-style-type: none"> – Why Is Operations Management Important to Organizations? – Derived demand for labor – What Is Value Chain Management and Why Is It Important? – What Contemporary Issues Do Managers Face in Managing Operations?
16	FINAL EXAM	

Textbook(s)/References/Materials:
Textbook: Robbins, S. P., Coulter, M. A., & Senzo, D. E. D. (2012). Fundamentals of management: essential concepts and applications.
Supplementary References: Michael A Hitt, Stewart Black, Lyman W Porter, (2012), Management, 3rd Edition, Pearson.
Other Materials:-

Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Classroom and application performance grade		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework	2	10
Presentation	2	10
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	30
General Exam / Final Jury	1	50
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x total course hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	16	3	48
Presentation / Seminar Preparation	2	5	10
Projects			
Reports			
Homework	2	8	16
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	20	20
Preparation Period for the Final Exam / General Jury	1	20	20
Total Workload	(162/30 = 5)		162

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	to master the basic concepts of management and management environment					X
LO2	to understand the foundations of planning process and decision making process					X
LO3	to have a basic understanding of organizational structure and design,					X
LO4	to learn about foundations of individual behavior, leadership and motivation					X
LO5	to have a basic understanding about foundations of control and operations management					X

Relationship Between Course Learning Outcomes and Program Competencies (Department of Economics)							
Nu	Program Competencies	Learning Outcomes					Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	
1	Know the basic concepts and practical information about the science of business administration and core business activities	X	X	X			3
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesise the data and find solutions to business related problems		X			X	2
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities		X			X	2
4	Carry out independent studies in the field by utilizing obtained knowledge and skills				X	X	2
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies	X			X		2
6	Acquire the skill to manage activities aimed at the improvement of the		X	X	X	X	4

	employees as a leader, make decisions and implement them						
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability		X		X		2
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs		X				1
9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues		X			X	1
10	Use the information and communication technologies and computer software required by the field				X		3
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency		X			X	3
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values					X	1
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization		X		X	X	3
14	Give research proposals, be able to design research studies, prepare and present research reports					X	1
15	Manage work time and personal time; fulfil the requirements of his/her duties on time	X	X	X			3
16	Have the competence to work in non-governmental organizations, private sector and public		X	X			2
Total Effect							35

Policies and Procedures
Web page: https://www.ostimteknik.edu.tr/business-administration-1240/907
Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.
Assignments: Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.
Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.
Projects: A group project with teamwork is welcome.
Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.
Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.