

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**COURSE SYLLABUS FORM  
2022-2023 FALL**

<b>ITF 205 Management and Organizations</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Management and Organizations	ITF 205	1	3	0	0	3	4

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Discussion, Question Answer

<b>Course Objective</b>
The aim of the course; to provide students the basic functions of management and organizational design and change. For this purpose, the course consists of theoretical topics such as the management functions managerial skills leadership practices in organizations, as well as corporate cultures, group structures and developments in corporate governance. Within the scope of the course, if time prevails, guest speaker from the business world will be invited.

<b>Learning Outcomes</b>
The students who succeeded in this course will be able; <ul style="list-style-type: none"> <li><input type="checkbox"/> To understand the basic concepts of management and organizational structures, <input type="checkbox"/> To learn the planning, organizing, leading and control functions of management,</li> <li><input type="checkbox"/> To comprehend the managerial skills,</li> <li><input type="checkbox"/> To understand how motivation plays an important role in organizations,</li> <li><input type="checkbox"/> To recognize the importance of organizational design and change,</li> <li><input type="checkbox"/> To assess the organizational culture and its implications,</li> <li><input type="checkbox"/> To learn the group structures and importance of team working,</li> <li><input type="checkbox"/> To learn the difference between management and corporate governance.</li> </ul>

<b>Course Outline</b>
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In this course; First, the definition and characteristics of management functions, roles and skills will be taught and thus the importance of importance of planning organizing, leading and controlling will be understood. Then, the implications of bureaucratic, functional, geographic and product vise structures will be explained. Afterwards, the importance of control especially in the 21st century in global organizations will be discussed. After the midterm exam, organizational structure and culture will be given to form the basis of management field courses. Organizational process and change will be emphasized upon. Students will be asked to prepare and deliver two projects, one after each section. If time prevails a guest speaker from the business world will be invited.

<b>Weekly Topics and Related Preparation Studies</b>		
<b>Weeks</b>	<b>Topics</b>	<b>Preparation Studies</b>
1	Overview of Management and Organizations	What Do We Discuss Under the Heading of Management Basics? What Do We Cover in Organizational Theory Design and Change?
2	Explanation of Management Basics	Management Functions/Planning Management Role Management Skills Planning, Organizing, Leading and Controlling The Managers Job
3	Planning the Organization	Competitive advantage Strategic planning process Swot Analysis Mission statements Action/implementation plan
4	Organizing the Organization	Bureaucracy Authority – staff and line Line departments/line authority Staff departments/staff authority Bureaucratic structures Functional structure Product Structure Geographic Structure
5	Leading in the Organization	Leadership theories Knowing what kind of manager/leader to be Motivation Theories and Concepts Maslow’s hierarcy Expectancy and Equity Theory of Motivation What do Employees want
6	Control in the Organization	What kinds of controls? Measure what matters What will we monitor? Basics of Internal control

7	Project Presentations on Management	
8	Project Presentations on Management	
9	Midterm Exam	
10	Organizational Theory, Design and Change	Organizational Structure The Importance of Organizational Design and Change The Consequences of Poor Organizational Design Vertical Specialization Horizontal Specialization Other Structural Arrangements
11	Organizational Culture	Organizational Culture Differences in Global Values and Norms Where Does Organizational Culture Come From? Levels of Culture in Work Settings Cultural Rules & Roles Stakeholders, Social Responsibility, Ethics
12	Organizational Process & Change	Groups in Organizations What is a Group? Formal & Informal Groups Team Working What is Organizational Change Leading Change Planned Change Strategies
13	Corporate Governance	Understanding the Difference between Management and Corporate Governance, The Developments Around the World Importance of The Board Developments in Turkey
14	Project Presentations on Organizational Design and Theory	
15	Project Presentations on Organizational Design and Theory	
16	<b>Final Exam</b>	

### **Textbook(s)/References/Materials:**

- Quin Susann (2020), Management Basics, 1st edition, Bissett School of Business.
- Jones G., (2010), Organizational Theory, Design and Change, 6st edition, Pearson Prentice Hall.
- French R, Rayner C, Rees G, Rumbles S. (2011), Organizational Behaviour, 2<sup>nd</sup> Edition, Wiley.

### **Assessment**

<b>Studies</b>	<b>Number</b>	<b>Contribution margin (%)</b>

Continuity		
Lab		
Application		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects & Presentation	2	30
Report		
Seminar		
Attendance	16	15
Midterm Exams / Midterm Jury	1	30
Final Project	1	25
	<b>Total</b>	<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		50
<b>Success Grade Contribution of End of Term</b>		50
	<b>Total</b>	<b>100</b>

<b>Relationship Between Course Learning Outcomes and Program Competencies</b>						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
1	To learn the definition, basics and importance management and organizational designs.					x
2	To learn the basic information and principles of managerial departments and asses themselves.					x
	To have theoretical and practical knowledge on different companies as daily examples from real business life delivered by the lecturer.					x
4	To gain professional competencies in business life.					x
5	To know the methods of organizing, leading and controlling an organization.					x
6	To learn how to maneuver organizational culture and its impact.					x
7	To be aware of the importance of ethics and social responsibility as the watchwords of 21 <sup>st</sup> centry					x
8	To have an understanding of good governance				x	
9	To be individuals with improved social and intellectual capacity, visionary, high ethical values, ability to adapt to group communication and teamwork.					x
10	To be able to identify problems related to management and organizational structure which has an ultimate impact on the success of business in detail.				x	
11	To be aware of change strategies in organizations at the preliminary level.					x

<b>ECTS / Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
Course hours (Including the exam week: 16 x total course hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	2	32
Presentation / Seminar Preparation			
Projects	4	6	24
Reports			
Homeworks			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	2	2
Preparation Period for the Final Exam / General Jury	1	2	2
<b>Total Workload</b>	<b>(108/25 = 4,3)</b>		<b>108</b>