

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

BUS 201 Management and Organization							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Management and Organization	BUS 201	2	3	0	0	3	4

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

Course Objective

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.

Learning Outcomes

The students who become successful in this course will be able;

1. to master the basic concepts of management and management environment
2. to understand the foundations of planning process and decision making process
3. to have a basic understanding of organizational structure and design,
4. to learn about foundations of individual behavior, leadership and motivation
5. to have a basic understanding about foundations of control and operations management

Course Outline

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 prices 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 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) The Management Environment (Robbins,Decenzo and Coulter, Chap.2)	<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?
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?

		<ul style="list-style-type: none"> - What Contingency Variables Affect Structural Choice? - Elasticity, total revenue and demand - 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	<ul style="list-style-type: none"> - Who Are Leaders, and What Is

	(Robbins, Decenzo and Coulter, Chap.12)	<p>Leadership?</p> <ul style="list-style-type: none"> – 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		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework	1	10
Presentation	1	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	1	16
Presentation / Seminar Preparation	1	10	10
Projects			
Reports			
Homework	1	10	10
Quizzes / Studio Review	1	10	10
Preparation Time for Midterm Exams / Midterm Jury	1	10	10
Preparation Period for the Final Exam / General Jury	1	16	16
Total Workload		(120/30 = 4)	120

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 Management Information Systems)							
Nu	Program Competencies	Learning Outcomes					Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	
1	Recognize and distinguish the basic concepts such as data, information, and knowledge in the field of Management Information Systems and know the processes to be followed for data acquisition, storage, updating, and security.	X	X	X			3
2	Develop and manage databases suitable for collecting, storing, and updating data.		X			X	2
3	As a result of his/her ability to think algorithmically, and easily find solutions to problems concerning basic business functions.		X			X	2
4	Learn programming logic, and have information about current programming languages.				X	X	2
5	Be able to use up-to-date programming languages.	X			X		2
6	Be able to take part in teamwork or lead a team using knowledge of project management processes.		X	X	X	X	4
7	Know ethical and legal rules, and use professional field knowledge within the scope of ethical and legal rules.		X		X		2
8	Know the fundamental areas of business administration namely management and organization, production, finance, marketing, numerical methods, accounting, etc., and have the knowledge and skills to work in-depth in at least one of them.		X				1
9	Be able to solve the problems encountered in the field of internet programming by designing web applications.		X			X	1
10	Develop and manage logistics and supply chain management activities				X		3
11	Adapt his/her theoretical knowledge and the experience he/she will gain through practice at the departments of businesses such as information technologies, R&D, and management to real life.		X			X	3
12	Be able to develop strategies that will					X	1

	provide a competitive advantage with his/her advanced knowledge of management strategies and management functions.						
13	Develop a business idea, commercialize the business idea, and design and manage his/her venture using entrepreneurial knowledge.		X		X	X	3
14	By using English effectively, they can follow, read, write, speak and communicate universal information in the field of management information systems in a foreign language with professional competence.					X	1
Total Effect							30
Policies and Procedures							
Web page: https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915							
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, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions.							
Assignments: 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. The medical report must be from a state hospital.							
Projects: Not applicable.							
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.							