



ÇANKAYA UNIVERSITY

Çankaya Vocational Training School

Course Definition Form

Part I. Basic Course Information

Department Name <i>Use capital letters only</i>	BANKING AND INSURANCE	Dept. Numeric Code	4 5
Course Code	Dept. Code+Course No B A I 1 0 3	Number of weekly lecture hours	3
		Number of weekly lab/tutorial hours	0
		Number of Credit Hours	3
Course Web Site <i>Use capital letters only</i>		ECTS Credit	0 3

Course Name

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

English Name *maximum 40 characters*

Introduction to Management

Abbreviated English Name *maximum 15 characters*

Int.to.Man.

Turkish Name *maximum 40 characters*

Yönetime Giriş

Abbreviated Turkish Name *maximum 15 characters*

Yön.Gir.

Prerequisites (if any) <i>Give course codes and check all that are applicable.</i>	1 st	2 nd	3 rd	4 th
	<input type="checkbox"/> Consent of the Instructor	<input type="checkbox"/> Give others, if any.		
	<input type="checkbox"/> Senior Standing			
Co-requisites (if any)	1 st	2 nd	3 rd	4 th
Course Type <i>Check all that are applicable</i>				
<input type="checkbox"/> Must course for Dept.	<input type="checkbox"/> Must course for other dept(s)	<input checked="" type="checkbox"/> Elective course for Dept.	<input type="checkbox"/> Elective course for other dept(s)	

Part II. Detailed Course Information**Justification for the proposal** *Maximum 80 words*

This course is designed to engage students with the key concepts, models, debates and problems in the study of business and management. Students will learn about the workings of business organizations, how they function, and how they interact with the environment. The course also considers how these business organizations are managed, including the strategies used to guide them and the decisions involved in the role of the manager

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 provides a framework for understanding the opportunities and challenges involved in managing by taking a “systems” view of organizations. This means that we will examine multiple aspects of how managers address their environments, people and tasks. We will examine classic and contemporary concepts starting at the individual level, then moving to the team level, followed by the business unit and organizational levels. The content, readings and activities we engage in will help you better understand how organizations work and how to effectively contribute to the organizations you join.

Course Objectives

Explain the aims of the course. Maximum 100 words.

This course provide a comprehensive introduction to the key elements of the business organization, and to competing theories and models of the firm and its environment, and to provide a critical perspective on the main functional areas of management. Also, build a foundation of knowledge on the different theoretical approaches to management and decision making and develop analytical skills to identify the links between the functional areas in management, organizations, management practices and the business environment.

Learning Outcomes

Explain the learning outcomes of the course. Maximum 10 items.

1. Demonstrate a foundational knowledge of the diversity of management thinking
2. Autonomously and collaboratively research, analyses, evaluate, synthesize and apply knowledge in a timely fashion from wide inquiry of a variety of sources
3. Demonstrate awareness of research as a source of contested and uncertain knowledge
4. Effectively communicate their findings independently and as part of a group using an evolving variety of media

Course Outline

List the topics covered within each week.

Week	Topic(s)
1	The Changing Paradigm of Management
2	Historical Foundations of the Learning Organizations
3	The Environment and Corporate Culture
4	Managing in a Global Environment
5	Managerial Ethics and Corporate Social Responsibility
6	The Environment of Entrepreneurship and Small-Business Management
7	Mid-term Exam
8	Organizational Planning
9	Strategy Formulation

10	Managerial Decision Making
11	Change and Development
12	Human Resource Management
13	Leadership in Organization
14	Foundations of Behavior in Organizations

Textbook(s)

List the textbook(s), if any, and other related main course materials.

Author(s)	Title	Publisher	Publication Year	ISBN
Gareth Jones and Jennifer George	Essentials of Contemporary Management (Fifth Ed.)	McGraw Hill	2013	978-0071318082

Teaching Policy

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

Face to face learning and examination

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
Homework	2	%10						
Midterm	1	%35						
Final Exam	1	%45						

ECTS Workload

List all the activities considered under the ECTS.

Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures (<i>weekly basis</i>)	14	3	42
Attending Labs/Recitations (<i>weekly basis</i>)	14	-	-
Preparation beforehand and finalizing of notes (<i>weekly basis</i>)	14	1	14
Collection and selection of relevant material (<i>once</i>)	1	2	2
Self study of relevant material (<i>weekly basis</i>)	14	1	14
Homework assignments	2	1	2
Preparation for Quizzes	-	-	-
Preparation for Midterm Exams (<i>including the duration of the exams</i>)	1	5	5
Preparation of Term Paper/Case Study Report (<i>including oral presentation</i>)	-	-	-
Preparation of Term Project/Field Study Report (<i>including oral presentation</i>)	-	-	-
Preparation for Final Exam (<i>including the duration of the exam</i>)	1	8	8
TOTAL WORKLOAD			87
TOTAL WORKLOAD / 25			25
ECTS Credit			3

Program Qualifications vs. Course's Learning Outcomes

Consider the below program qualifications determined in terms of learning outcomes of all the courses in the curriculum and capabilities. 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 (Specific to each program)	Contribution				
		0	1	2	3	4
BAI-1	Be able to monitor and analyze the dynamics of banking and financial markets.			x		
BAI-2	Be able to utilize the basic knowledge that obtained with an interdisciplinary approach to business, economics, etc. in creating expertise in the fields of Banking and Insurance in accordance with the requirements of the globalized business environment.			x		
BAI-3	Be able to identify and analyze the validity of theories related to the banking and insurance and their relationships with current conditions.		x			
BAI-4	Have a good knowledge of the regulations and legislation underpinning the financial markets and institutions.		x			
BAI-5	Be able to use quantitative techniques and methods that are predominantly used in banking and insurance.			x		
BAI-6	Be able to use the theoretical and practical knowledge obtained in his/her field in analyzing and evaluating data.				x	
BAI-7	Be able to construct, analyze and interpret financial and economic models		x			
BAI-8	Be able to understand and evaluate the problems in baking and insurance and to discuss and express his/her opinions clearly.				x	
BAI-9	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			
BAI-10	To maintain scientific, social, and ethical standards when collecting, interpreting, and disseminating financial information, and in application of financial ideas.				x	
BAI-11	Be able to know the mechanism how the banking sector works in the global economy.		x			
BAI-12	Be able to have the practical implications of the insurance policy in financial sector.		x			

Contribution Scale to a Qualification: 0-None, 1-Little, 2-Medium, 3-Considerable, 4-Largest