



# ÇANKAYA UNIVERSITY

## Çankaya Vocational Training School

### Course Definition Form

#### Part I. Basic Course Information

<b>Department Name</b> <i>Use capital letters only</i>	FOREIGN TRADE PROGRAMME	<b>Dept. Numeric Code</b>	4 4
<b>Course Code</b>	Dept. Code+Course No F T P 1 2 2	<b>Number of weekly lecture hours</b>	3
		<b>Number of weekly lab/tutorial hours</b>	0
		<b>Number of Credit Hours</b>	3
<b>Course Web Site</b> <i>Use capital letters only</i>	HTTP://ACADEMIC.CANKAYA.EDU.TR/~BOZSACMACI	<b>ECTS Credit</b>	0 5

#### Course Name

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

**English Name** *maximum 40 characters*

MANAGEMENT FUNDAMENTALS

**Abbreviated English Name** *maximum 15 characters*

MAN.FUND.

**Turkish Name** *maximum 40 characters*

YÖNETİMİN ESASLARI

**Abbreviated Turkish Name** *maximum 15 characters*

YÖN. ES.

<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>
	<input type="checkbox"/> Consent of the Instructor	<input type="checkbox"/> Give others, if any.	<input type="checkbox"/> Senior Standing	
<b>Co-requisites</b> (if any)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Course Type</b> <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 checked="" type="checkbox"/> Elective course for other dept(s)				

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

Successfully managing a business requires effective planning and adherence to the industry's best practices in every step of the management process. This course will help students to understand the contemporary management issues. Students who follow this course will learn the details about leadership and wise decision making. This course will provide students with a structured insight into the theoretical and practical extents of organizations and management and the changing competitive environment in which they operate.

**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 the management. Additionally, this course explores the motivation and leadership theory and practices. Students also will learn about the importance of human and employee factors in organizations including the structure, design and culture of organizations. Students also investigate the diverse workforce and hierarchical dynamics in an organization for local and international companies.

**Course Objectives**

*Explain the aims of the course. Maximum 100 words.*

This course have targeted several aims;

- Understanding the management process
- Understanding the environment of management
- Understanding the planning, decision making and competitive advantage
- Understanding the basics of organizing
- Learning how to lead individuals and groups
- Understanding essential activities of controlling and processes
- Learning communication and information technology management

**Learning Outcomes**

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

Upon the successful completion of the course students will:

- Learn how to get things done efficiently
- Learn how to motivate individuals or teams to achieve company goals
- Learn the importance of allocating company resources effectively
- Learn essential determinants of planning, organizing and controlling function
- Learn the ways of leading a group of people

**Course Outline**

*List the topics covered within each week.*

Week	Topic(s)
1	An Introduction to Basic Management Concepts
2	The Management Process in Global Environment
3	Values, attitudes, emotions and culture
4	Decision making, learning, creativity and entrepreneurship
5	Planning strategy and competitive advantage
6	Planning strategy and competitive advantage (cont.)
7	Designing organizational structure
8	Designing organizational structure (cont.)
9	Control, change and entrepreneurship
10	Motivation theories and techniques
11	Leaders and Leadership
12	Effective team management
13	Building and managing human resources
14	Communication and Information Technology Management

<b>Textbook(s)</b> <i>List the textbook(s), if any, and other related main course materials.</i>				
Author(s)	Title	Publisher	Publication Year	ISBN
Gareth R. Jones and Jennifer M. George	Essentials of Contemporary Management (Fifth Edition)	McGraw-Hill/Irwin	2012	978-0078029349

<b>Teaching Policy</b> <i>Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)</i>
The main policy is to engaging students with the course materials. Motivating students to collect and analyze information relevant to management practices and solve organizational problems. To develop students' understanding there will be two mid-terms and one final examination during the semester. Also a term project will be presented by the students.

<b>Grading Policy</b> <i>List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.</i>								
Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Term Project and Assignments	1	%20						
Midterm	1	%20						
Midterm	1	%20						
Final Exam	1	%40						

<b>ECTS Workload</b> <i>List all the activities considered under the ECTS.</i>			
Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	14	3	42
Preparation beforehand and finalizing of notes ( <i>weekly basis</i> )	14	2	28
Collection and selection of relevant material ( <i>once</i> )	1	3	3
Self study of relevant material ( <i>weekly basis</i> )	14	2	28
Homework assignments	2	2	4
Preparation for Midterm Exams ( <i>including the duration of the exams</i> )	2	4	8
Preparation of Term Paper/Case Study Report ( <i>including oral presentation</i> )	1	5	5
Preparation of Term Project/Field Study Report ( <i>including oral presentation</i> )	1	5	5
Preparation for Final Exam ( <i>including the duration of the exam</i> )	1	5	5
TOTAL WORKLOAD			128
TOTAL WORKLOAD / 25			5,12
<b>ECTS Credit</b>			<b>5</b>

<b>Program Qualifications vs. Course's Learning Outcomes</b>						
<i>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..</i>						
No	Program Qualifications (Specific to each program)	Contribution				
		0	1	2	3	4
FTP-1	Be able to monitor and analyze the dynamics of international markets.		x			
FTP-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 foreign trade in accordance with the requirements of the globalized business environment.				x	
FTP-3	Be able to identify and analyze the validity of theories related to the foreign trade and their relationships regarding current conditions.		x			
FTP-4	Have a good knowledge of the regulations and legislation underpinning the international markets and institutions.		x			
FTP-5	Have the ability to efficiently perform all responsibilities of foreign trade within a corporation.					x
FTP-6	Be able to use quantitative techniques and methods that are predominantly used in foreign trade.	x				
FTP-7	Be able to use the theoretical and practical knowledge obtained in his/her field in analyzing and evaluating data.	x				
FTP-8	Be aware of elements of the international competitiveness of the foreign trade environment and marketing techniques.		x			
FTP-9	Be able to understand and evaluate the problems in foreign trade and to discuss and express his/her opinions clearly.			x		
FTP-10	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	
FTP-11	Be able to understand and evaluate the legal framework for foreign trade law, rules and regulations.		x			
FTP-12	Have the ability to analyze and perform risk assessment of foreign trade companies and multinational companies.	x				

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