

ÖGK-221 - MANAGEMENT AND ORGANIZATION - Gülşehir Sosyal Bilimler Meslek Yüksekokulu - Mülkiyet Koruma ve Güvenlik Bölümü

General Info

Objectives of the Course

The aim of this course is for students to acquire sufficient knowledge of business management to reach a level where they can keep up with current business practices.

Course Contents

Basic management concepts, Management functions Planning Organizing Directing Coordination Control Traditional (Classical) management theory Human Relations (Neoclassical) and modern management theory Management by objectives The importance of conflict and creativity Stress management Crisis management Change management

Recommended or Required Reading

Şimşek, Ş. & Çelik, A. (2012). Management and Organization for Vocational Schools. 4th Edition. Eğitim Yayınevi.

Planned Learning Activities and Teaching Methods

Face-to-face education in a classroom environment.

Recommended Optional Programme Components

Class hours can be increased and student participation can be increased through presentation techniques.

Instructor's Assistants

Lecture notes and computer.

Presentation Of Course

Face-to-face classroom environment.

Dersi Veren Öğretim Elemanları

Inst. Şeyma Demirel Yeşil Assoc. Prof. Dr. Mehtap Aracı Kazıcı

Program Outcomes

1. can explain the basic concepts of management and managerial.
2. They can apply the functions of management in business life.
3. They can apply management theories to managerial problems.
4. They can interpret the latest developments in management within a professional framework.

Weekly Contents

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical	Practise
1	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Basic management concepts (pp.2-20)	This course does not have practical credits.
2	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Management functions (pp.20-26)	This course does not have practical credits.
3	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Planning (pp. 22-33)	This course does not have practical credits.
4	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Organization (pp. 33-47)	This course does not have practical credits.
5	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Direction (pp. 47-67)	This course does not have practical credits.
6	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Coordination (pp. 77-86)	This course does not have practical credits.

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical	Practise
7	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Control (pages 86-94)	This course does not have practical credits.
8	Exam preparation		Face-to-face education in a classroom environment.	Midterm exam.	
9	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Traditional (Classical) management theory (98-115)	This course does not have practical credits.
10	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Human relations (Neoclassical) and modern management theory (pp. 116-140)	This course does not have practical credits.
11	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Management by Objectives (pp. 144-148)	This course does not have practical credits.
12	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Conflict and creativity management (pp. 149-164)	This course does not have practical credits.
13	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Conflict and creativity management (pp. 149-164)	This course does not have practical credits.
14	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Crisis management (pp. 177-182)	This course does not have practical credits.
15	Preparation for the topic should be done within the specified page range from the relevant source.	There are no laboratory applications.	Face-to-face education in a classroom environment.	Change management (pp. 183-186)	This course does not have practical credits.

Workload

Activities	Number	PLEASE SELECT TWO DISTINCT LANGUAGES
Vize	1	14,00
Ara Sınav Hazırlık	1	7,00
Bütünleme	1	14,00
Final	1	14,00
Derse Katılım	2	14,00
Final Sınavı Hazırlık	8	2,00
Ders Öncesi Bireysel Çalışma	2	14,00

Assesments

Activities	Weight (%)
Final	60,00
Vize	40,00

	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10
L.O. 1			1		3	1	5			5
L.O. 2	3		1			5				
L.O. 3					2				1	1
L.O. 4		5		2				1	1	5

Table :

- P.O. 1 :** He/She foresees the dangers, risks and threats that may be directed to individuals, institutions and organizations.
- P.O. 2 :** He/She creates effective security structures by conducting risk analyzes for individuals, institutions and organizations.
- P.O. 3 :** He/She provides security and protection services for persons, institutions and organizations on the basis of authority, duties and responsibilities on legal and institutional basis.
- P.O. 4 :** He/She takes preventive and judicial security measures against the potential / actual risks for life and property safety during the presentation of security and protection services and, if necessary, initiates correct and effective interventions when necessary.
- P.O. 5 :** He/She fulfills the business and operations that can ensure the satisfaction of the internal and external customers in the course of the presentation of security and protection services.
- P.O. 6 :** He/She successfully manages the squads, crowds, groups and masses in the course of presenting security and protection services.
- P.O. 7 :** He/She conducts written and verbal communications, both in his native language and in English, through the use of communication technologies in the process of presenting security and protection services.
- P.O. 8 :** He/She believes in the importance of personal development for his continuous success in his professional life and is willing to participate in activities that will develop him / herself in this direction.
- P.O. 9 :** His/Her national identity consciousness is develops.
- P.O. 10 :** He/She comprehends its place and role in internal security services, and desires to fulfill its duties in a way to contribute to these services.
- L.O. 1 :** can explain the basic concepts of management and managerial.
- L.O. 2 :** They can apply the functions of management in business life.
- L.O. 3 :** They can apply management theories to managerial problems.
- L.O. 4 :** They can interpret the latest developments in management within a professional framework.