 **İZMİR INSTITUTE of TECHNOLOGY**

**General Culture Courses Department**

 **202\*- 202\* Semester / Syllabus**

 **MAN 217 Fundamentals of Management and Leadership [**(3+0) 3 credits 5 ECTS**]**

**Lecture time:**

**Classroom:**

**Instructor:** Ebru Aslan Çallıoğlu **e-mail: \*\*\*\*\*\*\*\*\***@iyte.edu.tr

Department of Culture Courses Building Room:4

**Office Hours:** \*\*\*\*\*day Between -- . -- / -- . -- hours

Anytime by making an appointment by either e-mail or via Teams chat

**Course Materials:**

* Digital lecturing materials are shared in the Teams account in the Files tab.
* All supplementary materials such as articles, booklets, and e-book chapters are loaded in Teams’ Files.
* Under any circumstances, if remote learning is done, the lecture is recorded and shared on Teams. Remote learning lectures would be announced via Teams’ chat.

**Textbook:**

S. P. Robbins, M. A. Coulter, D. A. de Cenzo, *Fundamentals of management,* Global ed., 11th ed., Pearson Prentice Hall, 2020. Present in the library HD31.R5643

**Auxiliary materials:** Articles,e-books, pdf’s, videos.

**Course Description:** The purpose of this course is to provide you with an understanding of management and the basic skills of managing people and organizations in the context of a dynamic environment. As well as presenting core theories and concepts of management, it also aims to provide you with practical benefits regarding being a manager or working with a manager.

By completion of the course, you will have

1. Identify and articulate the key ideas, concepts and theories associated with the science and practice of management
2. A familiarity with current topics in management
3. Awareness of the functions of management and the role of managers
4. The ability to use work-related concepts in real-world situations
5. aware of interpersonal and critical thinking skills

**Evaluation and Grading:** Evaluation of your performance will be based on the following

|  |  |
| --- | --- |
| **Tentative Evaluation** | **Scenario %** |
| Midterm | \* % |
| Final | \* % |
| Assignment | \* % |
| In class case-studuy | \* % |
|  | 100% |

**Exams:** \_ \_ \_ \_

**Assignments’** content and deadline will beannounced afterward.

**There are no extra assignments!** If you are concerned about improving your grade, do your best to participate in class activities and study harder for your exams.

**Course Policies**

*Academic Honesty:* Academic dishonesty (e.g., plagiarism, lying, cheating, falsification and other forms) will not be tolerated in any form in this course. Such academic misconduct is a serious offense that could result in a failing grade and severe disciplinary action.

*Written Works & Deadline Policy:* As a general rule, all assigned written work is to be double-spaced, with a page layout of 2,5 cm margins, and a standard *Times New Roman* or *Arial* 12-point font. Papers should display proper grammar, sentence structure and spelling. All work is on its due date. Due dates will be announced by the instructor. No late work will be accepted. No extra credit assignments will be given under any circumstances in this course.

 **Tentative Course Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Dates** | **Topic** | **Textbook**  |
| 1 |  | Orienteering, meeting and introducing the syllabusWhat is management? Who is a manager? | Chapter 1 Managing Today |
| 2 |  | What is management? Who is a manager? Historical roots of management | Chapter 1 Managing TodayModule: Management History |
| 3 |  | The environment of management | Chapter 4 The Management Environment |
| 4 |  | The environment of management continuous | Chapter 4 The Management Environment |
| 5 |  | Integrative managerial issues | Chapter 3 Important Managerial Issues |
| 6 |  | Managerial decision making | Chapter 2 The Manager as a Decision Maker  |
| 7 |  | Planning and goal-setting  | Chapter 6 Foundations of Planning |
| 8 |  | MIDTERM |  |
| 9 |  | Strategic management | Chapter 6 Foundations of Planning |
| 10 |  | Structuring and designing organizations  | Chapter 7 Organizational Structure and Design |
| 11 |  | Individual behavior and organizational behavior | Chapter 9 Managing Work TeamsChapter 10 Understanding Individual Behavior |
| 12 |  | Motivating and rewarding employees | Chapter 11 Leading |
| 13 |  | Managing organizational and interpersonal communication  | Chapter 13 Communication |
| 14 |  | Foundations of control | Chapter 14 Controlling Work and Organizational Processes |
| 15 |  | Understanding leadership | Chapter 12 Manages as leaders |
|  |  | FINAL EXAM |  |