



# ÇANKAYA UNIVERSITY

## Faculty of Economics and Administrative Sciences

### Course Definition Form

#### Part I. Basic Course Information

|                        |                               |  |                    |
|------------------------|-------------------------------|--|--------------------|
| <b>Department Name</b> | MANAGEMENT                    | <b>Dept. Numeric Code</b>                  | 3 2                |
| <b>Course Code</b>     | M A N 1 0 3                   | <b>Number of Weekly Lecture Hours</b>      | 3                  |
|                        |                               | <b>Number of Weekly Lab/Tutorial Hours</b> | -                  |
|                        |                               | <b>Number of Credit Hours</b>              | 3                  |
| <b>Course Web Site</b> | http:// man103.cankaya.edu.tr |  | <b>ECTS Credit</b> |
|                        |                               |  | 0 5                |

#### Course Name and Other Course Information

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

|                                |                                     |
|--------------------------------|-------------------------------------|
| <b>English Name</b>            | Introduction to Behavioral Sciences |
| <b>Turkish Name</b>            | Davranış Bilimlerine Giriş          |
| <b>Mode of Delivery</b>        | Face to face                        |
| <b>Language of Instruction</b> | English                             |

#### 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 courses deals with the human element in management; fundamental concepts and research in social psychology; foundations of human behavior; social factors influencing individual behavior; interpersonal and leadership skills and influencing others; practical concepts such as ethics, negotiation, team and organizational behavior, and performance.

|   |   |   |   |   |
|---|---|---|---|---|
| <b>Prerequisites</b><br>(if any)<br><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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|   | <input checked="" type="checkbox"/> Consent of the Instructor   |   | <input type="checkbox"/> Senior Standing  |   |
|   | <input type="checkbox"/> Give others, if any. <input style="width: 100%;" type="text"/>   |   |   |   |
| <b>Co-requisites</b><br>(if any)  | 1 <sup>st</sup>   | 2 <sup>nd</sup>   | 3 <sup>rd</sup>   | 4 <sup>th</sup>   |
|   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <b>Course Type</b><br><i>Check all that are applicable</i>                                      | <input checked="" type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input type="checkbox"/> Elective course for dept. <input checked="" type="checkbox"/> Elective course for other dept.(s) |   |   |   |

**Part II. Detailed Course Information****Course Objectives***Maximum 100 words.*

The objective of the course is to underline the role of human relations in organizational terms. By a social psychological approach, students will be able to learn basics of human relations management in order to increase organizational performance. In this frame, understanding of the concepts such as personality, communication, organizational learning, employee motivation techniques, leadership, team building and negotiation is crucial for facilitating decision making process which is provided throughout the lecture.

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

Upon the successful completion of the course students will:

1. Comprehend the basic variables of human relations,
2. Be able to define the psychological concepts of attitude, personality and perception
3. Comprehend the role of interpersonal communication in organizations
4. Be able to use conflict management strategies in organizational communication
5. Be able to use basic tools for improving employee motivation
6. Be able to develop negotiation strategies
7. Be able to comprehend basic team building concepts
8. Be able to design basic leadership strategies
9. Define the role of trust and organizational culture in strategy design process
10. Be able to analyze the role of change in organizational decision making

**Textbook(s)***List the textbook(s), if any, and other related main course material.*

| Author(s)          | Title   | Publisher    | Publication Year | ISBN               |
|--------------------|---|--------------|------------------|--------------------|
| Robert .N. Lussier | Human Relations in Organizations Applications and Skill Building-10 <sup>th</sup> edition | Mc-Graw Hill | 2017             | 13: 978-0077720568 |
|                    |   |              |                  |                    |
|                    |   |              |                  |                    |

**Reference Books***List, if any, other reference books to be used as supplementary material.*

| Author(s)                   | Title   | Publisher        | Publication Year | ISBN                |
|-----------------------------|---|------------------|------------------|---------------------|
| D. De Cenzo and B. Silhanek | Human Relations Personal and Professional Development | Person Education | 2002             | 13: 978-013014574-1 |
|                             |   |                  |                  |                     |

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

Three hours of lecturing. Different notes and examples are provided via course web page and in classroom. Students are required to have one homework assignment and one quiz. Attendance and participation s crucial for the course.

**Laboratory/Studio Work***Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.*

N/A

**Computer Usage**

Briefly describe the computer usage and the hardware/software requirements for the course.

N/A

**Course Outline**

List the weekly topics to be covered.

| Week | Topic(s)   |
|------|--|
| 1    | Understanding Behavior, Human Relations, and Performance           |
| 2    | Personality, Stress, Learning, and Perception                      |
| 3    | Attitudes, Self-Concept, Values, and Ethics                        |
| 4    | Time and Career Management   |
| 5    | Communication, Emotions and Criticism                              |
| 6    | Dealing with Conflict  |
| 7    | Midterm exam   |
| 8    | Leading and Trust  |
| 9    | Motivating Performance   |
| 10   | Ethical Power and Politics   |
| 11   | Networking and Negotiating   |
| 12   | Team Dynamics, Creativity and Problem Solving, and Decision Making |
| 13   | Organizational Change and Culture                                  |
| 14   | Valuing Diversity Globally   |

**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 |
|-----------------|----------|------------|-----------------|----------|------------|-----------------|----------|------------|
| Quiz            | 1        | %10        |                 |          |            |                 |          |            |
| Midterm         | 1        | % 35       |                 |          |            |                 |          |            |
| Final Exam      | 1        | % 45       |                 |          |            |                 |          |            |
| Assignment      | 1        | %10        |                 |          |            |                 |          |            |

**ECTS Workload**

List all the activities considered under the ECTS.

| Activity   | Quantity | Duration (hours) | Total Workload (hours) |
|--|----------|------------------|------------------------|
| Attending Lectures ( <i>weekly basis</i> )   | 13       | 3                | 39                     |
| Attending Labs/Recitations ( <i>weekly basis</i> )                                 | -        | -                |                        |
| Compilation and finalization of course/lecture notes ( <i>weekly basis</i> )       | 12       | 1                | 12                     |
| Collection and selection of relevant material ( <i>once</i> )                      | 2        | 3                | 6                      |
| Self study of relevant material ( <i>weekly basis</i> )                            | 11       | 3                | 33                     |
| Take-home assignments  | 1        | 3                | 3                      |
| Preparation for quizzes  | 1        | 2                | 2                      |
| Preparation for mid-term exams ( <i>including the duration of the exams</i> )      | 1        | 12               | 12                     |
| Preparation of term paper/case-study report ( <i>including oral presentation</i> ) | -        | -                | -                      |

|  |   |    |            |
|--|---|----|------------|
| Preparation of term project/field study report (including oral presentation) | - | -  | -          |
| Preparation for final exam (including the duration of the exam)              | 1 | 18 | 18         |
| TOTAL WORKLOAD / 25  |   |    | <b>125</b> |
| <b>ECTS Credit</b>   |   |    | <b>5</b>   |

| <b>Program Qualifications vs. Learning Outcomes</b> Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. 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  | Contribution |   |   |   |   |
|   |   | 0            | 1 | 2 | 3 | 4 |
| 1   | Acquire detailed knowledge concerning the economic and legal environment in which the business entities operate.  |              |   |   | X |   |
| 2   | Have profound theoretical background knowledge in basic business functions comprising organization and management, accounting, finance, marketing, and production and operations management.  |              |   |   | X |   |
| 3   | Obtain basic and intermediate level knowledge in quantitative techniques and methods that are predominantly used in business and management.  |              | X |   |   |   |
| 4   | Have more specific knowledge in one of the business functions (including the mastery of quantitative approaches) that he/she has chosen to specialize.  |              |   |   | X |   |
| 5   | Be able to apply the professional knowledge necessary to establish and/or run a business, or a department within a business entity.   |              |   | X |   |   |
| 6   | Be able to collect, edit, analyze, and interpret the representative data by applying both qualitative and quantitative methods in order to identify and clearly define the business problems and to develop insight and solutions.  |              |   | X |   |   |
| 7   | Be able to adequately communicate upon analyses, findings, inferences, and recommendations with his/her superiors, team members, colleagues, and subordinates both in written and oral form.  |              |   |   | X |   |
| 8   | Be thereby qualified to conduct research in business administration and management.   |              |   | X |   |   |
| 9   | Be appropriately trained to fulfill his/her responsibilities in team work both as a leader and an expert.   |              |   |   | X |   |
| 10  | Acquire the necessary skills to communicate effectively with the stakeholders of an organization so that he/she can become capable of analyzing the needs of the stakeholders and based on these analyses developing the objectives of the organization.                        |              |   |   |   | X |
| 11  | 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 |   |   |
| 12  | Gain the ability to evaluate the organization that he/she is affiliated with and the ability to assess the knowledge that he/she has acquired in a critical perspective.  |              |   | X |   |   |
| 13  | Be able to use English, which is the medium of instruction in the department, at least in European Language Portfolio B1 General Level.   |              |   |   |   | X |
| 14  | Be able to use information technologies applicable to business administration and management at European Computer Usage License Basic Level.  |              | X |   |   |   |
| 15  | Be directed towards the behavioral patterns and responsibilities of a business administrator in terms of quality awareness, occupational safety and health, in-service training, environmental issues, social responsibilities, and social, organizational and business ethics. |              |   |   | X |   |
| 16  | Be inclined to encourage innovation and continuous improvement within the organization in which he/she takes responsibilities.  |              |   | X |   |   |

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest