



ÇANKAYA UNIVERSITY

Faculty of Economics and Administrative Sciences

Course Definition Form

Part I. Basic Course Information

Department Name	MANAGEMENT	Dept. Numeric Code	3 2	
Course Code	M A N 2 1 2	Number of Weekly Lecture Hours	3	
		Number of Weekly Lab/Tutorial Hours	-	
		Number of Credit Hours	3	
Course Web Site	http:// man212.cankaya.edu.tr		ECTS Credit	0 5

Course Name and Other Course Information

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

English Name	Organizational Theory
Turkish Name	Örgüt Kuramı
Mode of Delivery	Face to face
Language of Instruction	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.

The aim of this course is to cover organization theories and how they are put into practice for analyzing organizations and managing change in organizations. In this context, basic concepts such as organizational design, organizational culture, change, power, conflict, and the actors in the organizational environment are studied.

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

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

The main goal of the course is to cover the basic concepts about organizational structure and related theories that will enable students acquire a conceptual view of an organization's internal and external environments together with the variables affecting organizational processes such as the elements of organizational structure, technology and organizational life-cycle. Throughout the course, students will also be able to define organization's core competencies, innovation, information systems and organizational culture and be able to cover effects of the related issues on the organizational decision making process.

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 functions of an organization
2. Be able to analyze the effects of the stakeholders on organizational operations,
3. Comprehend different forms of organizational infrastructure
4. Apply the basics of different forms of organizational culture
5. Be able to make analyze the actors in a business unit
6. Be able to comprehend the position of an organization in a multinational environment
7. Be able to set basic strategies for reaching the organizational goals
8. Be able to comprehend the effect of technology on the business operations
9. Be able to track the effects of organizational change on the structure

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

Author(s)	Title	Publisher	Publication Year	ISBN
R. Daft	Understanding the Theory and Design of Organizations, International Edition, 11 th edition	Cengage	2012	13: 9781111826 628

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

Author(s)	Title	Publisher	Publication Year	ISBN
R. Jones	Organizational Theory, Design, and Change, 7th Edition	Pearson	2013	13: 9780132729 949

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

Three hours of lecturing. Different notes and posted in the web page of the course. Students are expected to get the basics of organizational theory. Students are required to have one homework assignment and one quiz. Participation and attendance are 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	Organizations and Organization Theory
2	Strategy, Organization Design and Effectiveness
3	Fundamentals of Organization Structure
4	The External Environment
5	Interorganizational Relationships
6	Design Organizations for the International Environment
7	Midterm exam
8	Manufacturing and Service Technologies
9	Using Information Technology for Control and Coordination
10	Organization Size, Life Cycle, and Decline
11	Organizational Culture and Ethical Values
12	Innovation and Change
13	Decision-Making Processes
14	Conflict, Power, and Politics

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	%15						
Midterm	1	% 40						
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>)	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			125
ECTS Credit			5

Program Qualifications vs. Learning Outcomes 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