ÇANKAYA UNIVERSITY
Economics and Administrative Sciences
Course Definition Form

This form should be used for either an elective or a compulsory course being proposed and curricula development processes for an undergraduate curriculum at Çankaya University, Faculty of Engineering. Please fill in the form completely and submit the printed copy containing the approval of the Department Chair to the Dean's Office, and mail its electronic copy. Upon the receipt of *both copies*, the printed copy will be forwarded to the Faculty Academic Board for approval. Incomplete forms will be returned to the Department. The approved form is finally sent to the President's office for approval by the Senate.

Part I. Basic Course Information

Department Name	Management					Dept. Numeric Code		32
Course Code	MAN 447	Number of Weekly Lecture Hours	3	Number of Weekly Lab/Tutorial Hours	0	Number of Credit Hours		3
Course Web Site	http://man447.cankaya.edu.tr					ECTS Credit		5,00

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

English Name	Knowledge Management
Turkish Name	Bilgi Yönetimi

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 deals with theoretical and practical topics of knowledge management in organizations. Theoretical notions include knowledge management cycles and models whereas, practical implementations involve capture and codification, storage and dissemination of knowledge. In this context, knowledge management tools, integrated systems and technologies in organizations, the role of organizational culture, knowledge management strategy design are among the topics to be covered throughout the lecture.

Prerequisites (if any) *Give course codes and check all that are applicable.*	1st	2nd	3rd	4th
	☐ Consent of the Instructor	☐ Senior Standing	☐ Give others, if any.	
Co-requisites (if any)	1st	2nd.	3rd	4th
Course Type *Check all that are applicable*	☐ Must course for dept.	☒ Must course for other dept.(s)	☐ Elective course for dept.	☐ Elective course for other dept.(s)

Course Classification
Give the appropriate percentages for each category.

Category					
Percentage					

Part II. Detailed Course Information

Course Objectives
Explain the aims of the course. Maximum 100 words.

Bu dersin amacı, öğrencilere bilgi yönetimi ile ilgili konular hakkında teorik prensipler ve pratik uygulamalar çerçevesinde bilgi vermektir. İşletme literatüründe güncel konulardan biri olduğu için ilgili esaslar ve uygulama temellerinin kazanılması ile firmalarda çalışacak veya kendi işini kuracak öğrenciller için, ofis ve insan teknolojileri de dahil olmak üzere bilginin farklı boyutlarının yönetiminde fakındalık yaratılacağı düşünülmektedir. Dolayısıyla, ders aynı zamanda insan-bilgisayar etkileşimine de değinerek işletmelerde bilginin etkin kullanımının artırılmasını da hedeflemektedir.

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

1. Exhibit an understanding of the concepts, principles, and operations related to knowledge an organization.
2. Evaluate and contrast major knowledge-based decision making approaches in a firm.
3. . Understand the notions of knowledge capture, storage and dissemination of knowledge for management purposes
4. Exhibit an understanding of the knowledge application and embedding of value knowledge in business processes
5. Understand the basics of technologies used for managing knowledge

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

Author(s)	Title	Publisher	Publication Year	ISBN
Dalkir. K.	Knowledge Management: Theory and Practice 2nd Edition	MIT Press	2011	ISBN 978-0-262-01508-0

Reference Books
List the reference books as supplementary materials, if any.

Author(s)	Title	Publisher	Publication Year	ISBN
Beccera-Fernandez, I., Sabherwal, R.	Knowledge Management: Systems and Processes 2nd Edition	Routledge	2015	ISBN 978-1-315-71511-7
Hislop, D.	Knowledge Management in Organizations: A Critical Introduction	Oxford	2013	ISBN 978-0-19-969193-7

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

The course will be undertaken in formal educational mode

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

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Computer Usage
Briefly describe the computer usage and the hardware/software requirements in the course.

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Course Outline
List the topics covered within each week.

Week	Topic(s)

1. Knowledge management introduced: Drivers and outcomes
2. Managing knowledge with technology
3. Knowledge management cycles
4. Knowledge management models
5. Knowledge capture and codification in organizations
6. Knowledge repositories and storage
7. Knowledge sharing and communities of practice
8. Knowledge application in organizations
9. The role of organizational culture for managing knowledge
10. Knowledge management tools, integrated systems and technologies in organizations
11. Designing a knowledge management strategy
12. Learning organization and organizational memory
13. Organizational structure and knowledge management team
14. Issues for knowledge managament: Present and future

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
	1	30		5	10	Quiz	1	10
Final Exam	1	50						

ECTS Workload

List all the activities considered under the ECTS.

Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures (weekly basis)	14	3,00	42,00
Attending Labs/Recitations (weekly basis)			
Preparation beforehand and finalizing of notes (weekly basis)	14	1,00	14,00
Collection and selection of relevant material (once)	1	2,00	2,00
Self study of relevant material (weekly basis)			
Homework assignments	5	5,00	25,00
Preparation for Quizzes	1	5,00	5,00
Preparation for Midterm Exams (including the duration of the exams)	1	13,00	13,00
Preparation of Term Paper/Case Study Report (including oral presentation)			
Preparation of Term Project/Field Study Report (including oral presentation)			
Preparation for Final Exam (including the duration of the exam)	1	20,00	20,00
		TOTAL WORKLOAD / 25	121,00/25
		ECTS Credit	5

Total Workloads are calculated automatically by formulas. To update all the formulas in the document first press CTRL+A and then press F9.

Program Qualifications vs. Learning Outcomes

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.

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.				3	
2	Have profound theoretical background knowledge in basic business functions comprising organization and management, accounting, finance, marketing, and production and operations management.			2		
3	Obtain basic and intermediate level knowledge in quantitative techniques and methods that are predominantly used in business and management.			2		
4	Have more specific knowledge in one of the business functions (including the mastery of quantitative approaches) that he/she has chosen to specialize.				3	
5	Be able to apply the professional knowledge necessary to establish and/or run a business, or a department within a business entity.				3	
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.					4
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.					4
8	Be thereby qualified to conduct research in business administration and management.					4
9	Be appropriately trained to fulfill his/her responsibilities in teamwork both as a leader and an expert.				3	
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.				3	
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.	0				
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.				3	
13	Be able to use English, which is the medium of instruction in the department, at least in European Language Portfolio B1 General Level.					4
14	Be able to use information technologies applicable to business administration and management at European Computer Usage License Basic Level.			2		
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.				3	
16	Be inclined to encourage innovation and continuous improvement within the organization in which he/she takes responsibilities.	0				

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

Part III New Course Proposal Information
State only if it is a new course

	Yes	No	Former Course's Code	Former Course's Name
Is the new course **replacing** a former course in the curriculum?	☐	☐		
	Yes	No	Most Similar Course's Code	Most Similar Course's Name
Is there any similar course which has content **overlap** with other courses offered by the university?	☐	☐		
Frequency of Offerings *Check all semesters that the course is planned to be offered.*	☐ Fall ☒ Spring ☐ Summer			
First Offering Academic Year 2022	Semester ☐ Fall ☒ Spring			