|  |  |
| --- | --- |
| **Course Unit Title** | Introduction to Business Management II |
| **Course Unit Code** | ABSM102 |
| **Type of Course Unit**  | Compulsory |
| **Level of Course Unit**  | Associate Degree |
| **Number of ECTS Credits Allocated** | 6 |
| **Theoretical (hour/week)** | 3 |
| **Practice (hour/week)** | -  |
| **GAU LOGOLaboratory (hour/week)** | - |
| **Year of Study** | 1 |
| **Semester when the course unit is delivered** | 2 |
| **Name of Lecturer** | Assist. Prof. Dr. Ilker Cingillioglu |
| **Mode of Delivery**  | Face to Face |
| **Language of Instruction**  | English |
| **Prerequisities and co-requisities**  | None |
| **Recommended Optional Programme Components**  | None |
| **Work Placement(s)** | - |
| **Objectives of the Course** | The objective of this course is to expose students to the theories of management, organizational theory, and the practice of management in contemporary organizations from a conceptual, analytical, and pragmatic perspective. The course is a study of how to be better managers and aims at developing skills and knowledge needed to successfully manage an organization. |
| **Learning Outcomes (LO)** | 1. Recognize the role of management in modern organizations and explain the role of planning, organizing, staffing, leading and controlling in management;
2. Understand the applications of organizational management structures and strategies;
3. Understand the types of decisions made in business, and be familiar with the steps in the decision-making process;
4. Be familiar with some of the most important concepts of management including the marketing mix, human resources management, balance sheets and income statements, and compound interest.
 |
| **Course Contents** | This course provides students with an introduction to the basic concepts of management with a focus on planning, organizing, leading, and controlling organizations; and functions of management at introductory level in general and strategic management, marketing, accounting, human resource management, and financial management. |
| GAU LOGO**Weekly Detailed Course Contents** | **WEEKS** | **TOPICS** |
| **Theoretical Courses** | **Application** |
| 1 | Introduction to the course | In-class Lecture |
| 2 | What is Management and what do managers do? | In-class Lecture |
| 3 | Organizational Stakeholders and Culture | In-class Lecture |
| 4 | Decision Making Process | In-class Lecture |
| 5 | Globalization and Its Impact | In-class Lecture |
| 6 | Market Economics, Supply & Demand | In-class Lecture |
| 7 | Marketing and Marketing Mix | In-class Lecture |
| 8 | Mid-term Examination | Exam |
| 9 | Decision Trees and Planning  | In-class Lecture |
| 10 | Strategic Management | In-class Lecture |
| 11 | Early Theories of Setting Goals and Organizational Design | In-class Lecture |
| 12 | Human Resource Management | In-class Lecture |
| 13 | Basic Introduction to Accounting: Balance Sheets and Income Statements | In-class Lecture |
| 14 | Managing Finances: Time Value of Money, Compound Interest and Growth | In-class Lecture |
|  | 15 | Final Examination | Exam |
| **Textbook / Material / Recommended Readings** | **Main Textbook:** Cingillioglu Ilker (2016). Management Essentials – for Organizational Success. Charleston: Amazon.com**Electronic Resources:** <http://www.ealerning.gau.edu.tr/><http://cybrary.gau.edu.tr/> |
| **ASSESSMENT** |
| **Semester (Year) Interior Activities** | **Number** |  **Semester (year) Note the% Contribution to** |
| Attendance & Participation | 14 | 10% |
| Homeworks | - | 0 % |
| Mid-term Exam | 1 | 30% |
| Final Exam | 1 | 60% |
| **TOTAL** |  | **100%** |
| **Course Learning, Teaching and Assessment Activities in the Framework Calculation of the workload** |
| **Activities** | **Number**  | **Duration (hour)**  | **Total Workload(hour)** |
| GAU LOGOHours per week (theoretical) | 14 | 3 | 42 |
| Hours per week (Application) | - | - | - |
| Internet and Library Research | 1 | 28 | 28 |
| Preparing Reports and Presentation of Assignments | 4 | 15 | 60 |
| Mid-term Exam1. Exam
2. Self Study for exam
 | 11 | 114 | 15 |
| Final Exam1. Exam
2. Self Study for exam
 | 11 | 120 | 21 |
|  **TOTAL WORKLOAD (hour) =166hours** |
| **AKTS CREDIT COURSE = Total Work Load(hour)/(30 hours/AKTS) = 5,53 ≈ 6 credits** |

**Contribution of Learning Outcomes to Programme Outcomes**

|  |  |
| --- | --- |
| **Learning Outcomes** | **Programme Outcomes** |
|  | **PO 1** | **PO 2** | **PO 3** | **PO 4** | **PO 5** | **PO 6** | **PO 7** | **PO 8** | **PO 9** | **PO 10** | **PO 11** | **PO 12** |
| **LO1** | 3 | 4 | 2 |  |  |  | 3 | 5 | 3 | 4 | 4 | 3 |
| **LO2** |  |  |  |  |  |  | 4 | 3 |  |  | 5 | 2 |
| **LO3** | 5 | 3 |  |  |  |  |  | 2 |  | 3 |  |  |
| **LO4** | 5 | 2 |  |  |  |  |  |  |  | 4 | 2 |  |
| **LO5** | 2 | 4 |  |  |  |  | 4 | 5 |  |  |  | 3 |

**Contribution Level:** **1** Very Low **2** Low **3** Medium **4** High **5** Very High

**Cheating, References, Plagiarism**

*There will be NO make-up exams without documented medical evidence that should be presented within one week of the exam. Failure to do so will result in a score of zero in the concerned exam.*

*Any conflicts or emergencies that prevent you from taking an exam must be approved by the instructor prior to the exam.*

*Any student found cheating or plagiarizing will receive an ‘F’ for the course and will be referred to the Department Chair Person and the Dean for appropriate action.*

*Students are expected to attend classes regularly and to complete the academic work of their courses in a timely fashion in accordance with the expectations of their instructors.* *It is the policy of Girne American University that students must attend at least 75% of their scheduled classes.*

***Information in this syllabus is subject to change. All changes will be announced in class.***