

Antalya Bilim University
Department of Business Administration, BUSI 102
Introduction to Management

This course is an introduction to the management functions. It will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control. This course will review the evolution of management thought, function and practice and will stress current approaches and emerging concepts.

Course book:

- Fundamentals of Management, 10th Edition, Global Edition, By Stephen P. Robbins, Mary Coulter, & David A. Decenzo, Perason Inc.
- Fundamentals of Management, Videos

Recommended readings:

Additional reading material will be provided by the lecturer.

Developing Graduate Attributes

The primary objective of this course is to provide students a process understanding of an introduction to management theory and practice through the study of (1.) The basic functions of management - planning, organizing, leading, and controlling - and (2.) Individual and group behavior. Focused on preparing the student to respond effectively to a dynamic, global business environment.

Upon successful completion of this course, students should be able to:

- 1-Understand and explain management, management functions, roles, skills, and characteristics.
- 2- Identify the internal and external environment of an organization
- 3-Analyze the influence of business functions, and the behavioral sciences on the practice of management.
- 4- Describe the decision making process and organizational planning
- 5-Identify the social, legal, political, economic, technological, and global influences on organizations.
- 6- Describe the creation of organizational design and structure.
- 7- Identify the effective use of work teams and individual/group behavior.
- 8- Identify barriers to effective interpersonal communication and how to overcome them.
- 9- Understand and explain the Controlling process and types.
- 10- Understand and explain leadership and motivational theories and concepts.

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a

source without acknowledgement. Although plagiarism is well established in Turkish educational system, you will be punished heavily if you are caught do it.

Assessment Criteria:

- 1) **Attendance & Participation (10%):** Attendance and participation make up 10 % of your overall course grade. Students are expected to read the assigned chapters and other readings before the class. They are expected to participate class discussions and present their views and answer questions. Students are required to exhibit proper discipline, behavior, and responsibility.
- 2) **Case presentation (20%):** You will participate in one case analysis presentation to the class as part of a team. You will chose your case from case of text book. Presentations should take approximately 40 minutes: 30 minutes for the presentation and around 10 minutes to answer audience questions. Your presentation will be evaluated based on your audiovisual materials turned in at the start of the session, your oral presentation, your case analysis and your answers to questions from the audience.
- 3) **Midterm (30%):** The mid-terms will be composed from multiple choice and true/false questions as well as open-ended ones. The questions in the mid-terms will be derived from the processed chapters of course’s textbooks and from other resources given by the instructor which mentioned above in required textbooks part of this syllabus.
- 4) **Final exam (40%):** The main part of your course grade is composed from the final exam. In the final exam you will be given questions from all the chapters and topics that covered in the class including every saying, questions, stories etc.

Course Schedule

Week	Sources	
	Fundamentals of Management, 10th Edition, Global Edition, By Stephen P. Robbins, Mary Coulter, & David A. Decenzo	

1	Introduction to Course (Introduction to Management)		
2	Chapter 1: Managers and Management A Brief History of Management's Roots		
3	Chapter 2: The Management Environment Chapter 3: Integrative Managerial Issue		
4	Chapter 4: Foundations of Decision Making		
5	Chapter 5: Foundations of Planning	Case presentation	
6	Chapter 6: Organizational Structure and Design-1	Case presentation	
7	Chapter 6: Organizational Structure and Design-2	Case presentation	
8	Midterm Exam		
9	Chapter 7: Managing Human Resources	Case presentation	
10	Chapter 8: Managing Change and Innovation	Case presentation	
11	Chapter 9: Foundations of Individual Behavior Chapter 10: Understanding Groups and Managing Work Teams	Case presentation	
12	Chapter 11: Motivating and Rewarding Employees	Case presentation	
13	Chapter 12: Leadership and Trust	Case presentation	
14	Chapter 13: Managing Communication and Information	Case presentation	
15	Chapter 14: Foundations of Control	Case presentation	
16	Final Exam		