

Management Information Systems			
Bachelor	TR-NQF-HE: Level 6	QF-EHEA: First Cycle	EQF-LLL: Level 6

Course Introduction and Application Information

Course Code:	UNI034		
Course Name:	Management Skills		
Semester:	Spring		
Course Credits:	<div>ECTS</div> <div>5</div>		
Language of instruction:			
Course Condition:			
Does the Course Require Work Experience?:	No		
Type of course:	University Elective		
Course Level:	<div> <div>Bachelor</div> <div>TR-NQF-HE:6. Master`s Degree</div> <div>QF-EHEA:First Cycle</div> <div>EQF-LLL:6. Master`s Degree</div> </div>		
Mode of Delivery:	Face to face		
Course Coordinator:	Dr. Öğr. Üy. GÜLSÜM GÖKGÖZ		
Course Lecturer(s):	Dr. Öğr. Üy. Yasemin Torun		
Course Assistants:			

Course Objective and Content

Course Objectives:	<p>s to introduce the participants to the basic concepts of business and the sub-systems of the business, such as marketing, production, accounting, finance, R&D, public relations functions, and to teach them about leadership management knowledge and skills within the framework of modern management approaches.</p> <p>The "Management Skills" course, in which students are taught the necessary skills and practices in order to take successful steps in the process of change and teach good results, focuses on the</p>
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	employee-manager relationship in the changing business world.
Course Content:	This course is encompasses basic management/management skills, decision making and problem solving, groups & teams and management, motivation and motivation management, delegation, leadership approaches, leadership and managerial identity.

Learning Outcomes

The students who have succeeded in this course;

- 1) Explains the relationship between manager and related concepts.
- 2) Understand and link the evolutionary process of manager and leadership theories.
- 3) Interpret the effects of the manager inside and outside the business.
- 4) Understands the manager's decision-making process and employee relations.
- 5) Explains the changing roles of the manager.
- 6) Understands the causes of conflicts in the workplace and knows conflict management strategies.
- 7) Applies the principles of time management.
- 8) Knows the value of communication at workplace

Course Flow Plan

Week	Subject	Related Preparation
1)	Basic Concepts, Factors of Production, Relationship of Business Science with Other Branches, Types of Business	
2)	Objectives of the Business, Environment of the Business, Classification and Establishment of Businesses	
3)	Economic Systems in which Businesses Operate, Competition, Metrics Showing the Performance of Businesses (capacity, break-even analysis, efficiency)	
4)	Business Ethics and Social Responsibility	
5)	Business Functions: Historical development of management (Classical, Neoclassical, Modern approaches)	
6)	Business Functions: Functions of Management 1 (Planning, Decision Making)	
7)	Business Functions: Functions of Management2 (Organizing, Coordinating, Controlling)	
8)	Midterm Exam	
9)	Business Functions: Marketing	
10)	Business Functions: Production / Logistics	
11)	Business Functions: Human Resources	

12)	Business Functions: Accounting / Finance	
13)	Business Functions: Public Relations / R&D	
14)	New Trends in Business Life	
15)	Final Sınavı	

Sources

Course Notes / Textbooks:	Koçel, Tamer. İşletme Yöneticiliği, (2018). 17.Baskı, İstanbul: Beta yayınları Ataman, Göksel. İşletme Yönetimi: Temel Kavramlar & Yeni Yaklaşımlar, (2009). 3. Baskı, İstanbul: Türkmen Kitabevi
References:	Ders Notları Lecturer's handouts

Course - Program Learning Outcome Relationship

Course Learning Outcomes	1	2	3	4	5	6	7	8
Program Outcomes								
1) It has a wide range of interdisciplinary approaches to management information systems, primarily business and computer engineering.								
2) Comprehends the management information systems in terms of technical, organizational and managerial aspects and uses the current programming language by knowing the logic of programming.								
3) Uses different information technologies and systems for understanding and solving various business problems.								
4) Interpret the data, concepts and ideas in the field of management information systems with scientific and technological methods.								
5) Analyze the needs for an information system and analyze the processes of analysis, design and implementation of the database.								
6) Gains technical and managerial contributions to IT projects and takes responsibility.								
7) Solve complex business and informatics problems by using various statistical techniques and numerical methods and make								

analyzes using statistical programs effectively.								
Course Learning Outcomes	1	2	3	4	5	6	7	8
8) Uses a foreign language at the B1 General Level in terms of European Language Portfolio criteria according to the level of education.								
9) Develops teamwork, negotiation, leadership and entrepreneurship skills.								
10) Has universal ethical values, social responsibility awareness and sufficient legal knowledge.								
11) Develops positive attitudes related to lifelong learning and identifies individual learning needs and carries out studies to correct them.								
12) Students will be able to communicate their ideas and solutions both written and orally, and present and publish them on both national and international platforms.								
13) It uses information and communication technologies together with computer software at the advanced level of European Computer Driving License required by the field.								

Course - Learning Outcome Relationship

No Effect	1 Lowest	2 Average	3 Highest

	Program Outcomes	Level of Contribution
1)	It has a wide range of interdisciplinary approaches to management information systems, primarily business and computer engineering.	3
2)	Comprehends the management information systems in terms of technical, organizational and managerial aspects and uses the current programming language by knowing the logic of programming.	3
3)	Uses different information technologies and systems for understanding and solving various business problems.	3
4)	Interpret the data, concepts and ideas in the field of management information systems with scientific and technological methods.	3
5)	Analyze the needs for an information system and analyze the processes of analysis,	3

	design and implementation of the database.	
6)	Gains technical and managerial contributions to IT projects and takes responsibility.	3
7)	Solve complex business and informatics problems by using various statistical techniques and numerical methods and make analyzes using statistical programs effectively.	3
8)	Uses a foreign language at the B1 General Level in terms of European Language Portfolio criteria according to the level of education.	3
9)	Develops teamwork, negotiation, leadership and entrepreneurship skills.	3
10)	Has universal ethical values, social responsibility awareness and sufficient legal knowledge.	3
11)	Develops positive attitudes related to lifelong learning and identifies individual learning needs and carries out studies to correct them.	3
12)	Students will be able to communicate their ideas and solutions both written and orally, and present and publish them on both national and international platforms.	3
13)	It uses information and communication technologies together with computer software at the advanced level of European Computer Driving License required by the field.	3

Assessment & Grading

Semester Requirements	Number of Activities	Level of Contribution
Attendance	1	% 20
Midterms	1	% 40
Final	1	% 40
total		% 100
PERCENTAGE OF SEMESTER WORK		% 60
PERCENTAGE OF FINAL WORK		% 40
total		% 100

Workload and ECTS Credit Calculation

Activities	Number of Activities	Workload
Course Hours	14	56
Study Hours Out of Class	5	5

Presentations / Seminar	1	6
Project	4	12
Midterms	4	18
Final	3	20
Total Workload		117