



Kastamonu University

DADAY NAFİ AND ÜMİT ÇERİ VOCATIONAL SCHOOL
ACCOUNTING AND TAX APPLICATIONS

MUH12221 MANAGEMENT AND ORGANIZATION					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	MUH12221	MANAGEMENT AND ORGANIZATION	3	3	4

Language of Instruction:

Türkçe

Course Level:**Work Placement(s):**

No

Department / Program:

ACCOUNTING AND TAX APPLICATIONS

Course Type:

Seçmeli

Goals:

Giving basic information about management and organization to students and teaching management theories and functions

Teaching Methods and Techniques:

Definition of management and basic information about management, differences between management and leadership, historical history of management, management theories

Prerequisites:**Course Coordinator:****Instructors:**

Instructor Sibel Şahin

Assistants:**Recommended Sources**

Textbook	:	Presentation and discussion
Resources	:	İşletme Yöneticiliği Prof. Dr. Tamer Koçel Beta Yayınları
Documents	:	Yönetim ve Organizasyon Prof. Dr. Tamer Bolat, Prof. Dr. Oya Aytemiz Seymen, Doç. Dr. Oya İnci Bolat, Doç. Dr. Barış Erdem Detay Yayıncılık
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	100	Field	:	

Course Content

Week	Topics	Study Materials	Materials
1	Management concept and history, analysis of management and manager concepts, differences between leadership and ma		
2	History of management thinking, development of management thinking, classical management approaches and basic assur		
3	Scientific management approach, management process approach, bureaucracy approach		
4	Neo-classical management approach and basic assumptions		
5	Modern management approaches, system approach		
6	Situational approach, post-modern management thought		
7	Management functions, planning and organization		
8	The functions of steering, coordination and control		
9	Contemporary organizational structures and management practices		
10	Human relationships in organizations		
11	organizational behavior management, motivation and group management		
12	Conflict and stress management, organizational creativity, image and reputation management		
13	Contemporary management techniques, management by purpose, organization development, change, vision, mission man		
14	Organizational communication, crisis management, meeting management, time management		

Course Learning Outcomes

No	Learning Outcomes
C01	Define management and organization concepts
C02	Explain management functions
C03	Have knowledge about post-modern management approaches
C04	Knows and explains the concepts of leadership and management
C05	Know the importance of communication in organizations

Program Learning Outcomes

No	Learning Outcome
P12	Using packaged software
P13	Making company transactions
P11	Identifying cost elements, making cost calculations and recordings
P09	Getting information about commercial law
P10	Making business mathematical operations and calculations
P14	Taking legal transactions, making tax dept and penalty transactions
P18	Making transactions of bank accounting and recordings
P19	Analysing and commenting financial statements
P17	Making transactions of company constitution
P15	Making financial analysis and planning
P16	Distinguishing public economic activities and preparing budget
P08	Analysing macroeconomic transactions and balance evolution
P01	Making accounting transactions and recordings
P02	Making business transactions
P23	Following labour and social security operations
P21	Making stocks and shares transactions and evaluating financial devices
P22	Making accounting audit transactions
P03	Distinguishing principles of economy and making microeconomic analysis
P06	Making vocational mathematical operations
P07	Collecting statistical data, converting them into serials and evaluating their results
P05	Identifying basic law concepts, law systems and types, carrying out law operations
P04	Using Office programs
P20	Distinguishing income types in Turkish Tax System, accounting taxes and arranging proclamation

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%30
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%70
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	3	14	42
Hours for off-the-c.r.stud	3	14	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	8	8
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
Total Work Load			106
ECTS Credit of the Course			4

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant
