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| **COURSE DESCRIPTION FORM** | |
| **Course Code and Name** | **SYB 332 ORGANIZATIONAL CHANGE** |
| **Course Semester** | Fall-Spring |
| **Catalog Content** | Concept of organizing and place of organizing in management process (program, personnel, equipment); how to organize an organizational structure? Formal and non-formal organizations, organizational change and its necessity, basis of modern organizations. |
| **Textbook** | -Bülent Tokat: Örgütlerde Değişim ve Değişim Yönetimi. Seçkin Yayın |
| **Supplementary Textbooks** | -Özcan Yeniçeri: Örgütsel Değişmenin Yönetimi. Nobel Yayıncılık  -Mehmet Sağlam: Örgütsel Değişme. TODAİE, 1985. |
| **Credit** | 3 |
| **Prerequisites of the Course**  **( Attendance Requirements)** | Attendance Required |
| **Type of the Course** | Elective |
| **Instruction Language** | Turkish |
| **Course Objectives** | The aim of this course is to study organizations and needs for organizational change and the process of organizational change |
| **Course Learning Outcomes** | Know and manage organizational change. |
| **Instruction Methods** | Formal learning |
| **Weekly Schedule** | |  |  | | --- | --- | | **1** | Explanation of organization and organizing concepts | | **2** | Importance of organizing in management | | **3** | The process of organizing | | **4** | Conditions required for effective organizing | | **5** | Formal and informal organizations | | **6** | Organizational change | | **7** | Needs for organizational change | | **8** | MID TERM | | **9** | Subjects noticed in the organizational change | | **10** | Approaches related to organizational change | | **11** | Organizational change and organization-internal environment relationship | | **12** | Organizational change and organization- external environment relationship | | **13** | Organizational change and problems | | **14** | Organizational climate | | **15** | Evaluation | |
| **Teaching and Learning Methods** | Weekly theoretical course hours  Weekly applied course hours  Reading Activities  Internet browsing, library work  Preparation of Midterm and Midterm Exam  Final Exam and Preparation for Final Exam |
| **Assessment Criteria** | |  |  |  | | --- | --- | --- | |  | **Numbers** | **Total Contribution (%)** | | Midterm Exams | 1 | 50 | | Assignment |  |  | | Application |  |  | | Projects |  |  | | Practice |  |  | | Quiz |  |  | | Percent of In-term Studies (%) | 1 | 50 | | Percentage of Final Exam to Total Score (%) | 1 | 50 | | Attendance |  |  | |
| **Workload** | |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Total Number of Weeks** | **Duration (weekly hour)** | **Total Period Work Load** | | Weekly Theoretical Course Hours | 14 | 3 | 42 | | Weekly Tutorial Hours | - | - | - | | Reading Tasks | 4 | 3 | 12 | | Studies | 4 | 3 | 12 | | Material Design and Implementation | - | - | - | | Report Preparing | - | - | - | | Preparing a Presentation | - | - | - | | Presentations | - | - | - | | Midterm Exam and Preparation for Midterm Exam | 2 | 4 | 8 | | Final Exam and Preparation for Final Exam | 3 | 4 | 12 | | Other (should be emphasized) |  |  |  | | Total Workload |  |  | 86 | | Total Workload / 25 |  |  | 3,44 | | Course Credit (ECTS) |  |  | **3** | |
| **Contribution Level Between Course Learning Outcomes and Program Outcomes** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | No | Program Outcomes | 1 | 2 | 3 | 4 | 5 | | 1 | CO 1 |  |  |  | X |  | | 2 | CO 2 |  |  |  | X |  | | 3 | CO 3 |  |  | X |  |  | | 4 | CO 4 |  | X |  |  |  | | 5 | CO 5 |  |  |  | X |  | | 6 | CO 6 |  |  |  | X |  | | 7 | CO 7 | X |  |  |  |  | | 8 | CO 8 |  |  |  |  | X | | 9 | CO 9 | X |  |  |  |  | | 10 | CO 10 |  |  |  |  | X | | 11 | CO 11 |  |  | X |  |  | | 12 | CO 12 |  |  |  | X |  | | 13 | CO 13 |  |  |  | X |  | | 14 | CO 14 |  |  |  | X |  | | 15 | CO 15 | X |  |  |  |  | | 16 | CO 16 |  | X |  |  |  | | 17 | CO17 |  |  |  | X |  | | 18 | CO18 | X |  |  |  |  | | 19 | CO19 |  |  |  |  | X | | 20 | CO20 | X |  |  |  |  | | 21 | CO 21 |  |  | X |  |  | | 22 | CO 22 |  | X |  |  |  | |
| **The Course’s Lecturer(s) and Contact Informations** | Prof. Dr. Azmi YETİM aayetim@gazi.edu.tr  Dr. Murat KALFA mkalfa@gazi.edu.tr |