

DESCRIPTION FORM OF COURSE

Course Code and Name: AIT101 Atatürk's First and Revolution History I				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Adem KIZKAPAN			Mail : akizkapan@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx		
Aims of Course		It aims to let the student who attends the courses to acquire the ability of classification, description, explanation, analysis of the current social and individual problems in Turkey by taking rationality and science, norms of modernity into account with respect to the Kemalist thought and the Turkish Revolution					
Course Learning Outcomes and Competencies		1. Have knowledge about the developments in European History, and Ottoman modernization 2. Have knowledge about the causes of the Collapse of the Ottoman Empire 3. Have knowledge about the First World War 4. Have knowledge about the Turkish National Struggle 5. Have knowledge about the founding philosophy of the Republic of Turkey.					
Textbooks and /or Other Required Materials		Images/visuals, slides, videos and lecture notes on the course content.					
Method of delivery of the course		Face to face / Online					
Teaching Methods and Techniques		Explanation, Question-Answer					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Concepts Related to the Revolution
2	Developments in Europe
3	Ottoman Political Life
4	Political Developments Before World War I
5	World War I and the Ottoman
6	World War I and the Ottoman
7	National Struggle: Preparation Period
8	Midterm Exam
9	Mustafa Kemal Pasha's Passage to Anatolia
10	Congress Period
11	Opening of the Turkish Grand National Assembly
12	National Struggle: Period of Wars
13	Mudanya Armistice
14	Treaty of Lausanne
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: ENF101 Computers I				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Enver YAZĞILI		Mail : enveryazgili@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yonetimler/Pages/Default.aspx			
Aims of Course		To promote the use of Information Technologies, improve computer literacy, and provide experience in operating systems, computer hardware, input-output devices, word processing, spreadsheets, and presentation preparation.					
Course Learning Outcomes and Competencies		1. Will recognize fundamental concepts of Information Technologies in detail 2. Will understand hardware and software components of a computer system in detail 3. Will be proficient at a basic level in the purpose and use of operating systems 4. Will be able to use a word processor software to meet professional needs 5. Will be able to use spreadsheet software to meet professional needs 6. Will be able to use presentation software to meet professional needs					
Textbooks and /or Other Required Materials		Instructor’s notes					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		

	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Definition and Historical Development of Computers
2	Computer hardware components
3	Input Devices
4	Output Devices
5	System and Application Software
6	Operating Systems
7	Utility Programs
8	Midterm Exam
9	Windows Operating System
10	Introduction to and basic usage of Microsoft Office Word
11	Data entry and formatting in Word; document editing and adding images, tables, etc.
12	Introduction to and usage of Microsoft PowerPoint; slide design and special animations
13	Introduction to and basic usage of Microsoft Office Excel
14	Data entry and formatting in Excel; use of formulas, functions, and charts in spreadsheets
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: MAT101 Mathematics				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Asst. Prof. Dr. Gülcan ATICI TURAN		Mail : gulcanturan@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The aim of this course is to teach students the fundamental rules of mathematics and to enable them to apply these principles in their future lives and careers. Understanding and defining the concepts of digits and numbers, which form the foundation of mathematics, as well as mastering operations involving numbers, are of great importance. In this course, in addition to basic mathematical concepts, equations, equation solving, inequalities, and functions will also be covered.					
Course Learning Outcomes and Competencies		1. Learns the fundamental concepts of mathematics. 2. Distinguishes between exponential numbers, radical numbers, and prime numbers. 3. Performs ratio and proportion operations. 4. Performs factorization. 5. Carries out operations involving rational and decimal numbers. 6. Solves first- and second-degree equations and inequalities. 7. Understands the topic of inequalities.					
Textbooks and /or Other Required Materials		Basic and General Mathematics, Hasan Bulut, Elazığ, 2010					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	4. Midterm Exam	X	40
	5. Midterm Exam		

	6. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Numbers
2	Exponents (Exponential Numbers)
3	Radicals (Radical Numbers)
4	Prime Numbers
5	GCD and LCM (Greatest Common Divisor and Least Common Multiple)
6	Rational Numbers
7	Decimal Numbers
8	Midterm Exam
9	Ratio and Proportion
10	Factorization
11	I. Degree Equations and Inequalities
12	II. Degree Equations and Inequalities
13	Inequalities
14	Functions
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI101 Financial Accounting				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Asst. Prof. Dr. S. Meral ULUÇ		Mail : smeralceviren @munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		By examining the balance sheet and income statement accounts within the framework of basic accounting principles and the Uniform Chart of Accounts, and by implementing practices related to the accounting process, this course aims to develop the ability to prepare the fundamental financial statements that reflect the financial position of enterprises. These statements are intended to produce and report accurate and reliable accounting information required by external users, while also enabling the understanding of the meaning and significance of these statements from the perspective of information users.					
Course Learning Outcomes and Competencies		1. To be able to define the relationship between business activities, accounting, and the balance sheet 2. To be able to understand the concepts of income, expense, and account 3. To be able to define the recording methods, supporting documents, and the Uniform Accounting System used in Turkey 4. To be able to record transactions related to current asset accounts in the accounting books 5. To be able to make journal and ledger entries and prepare a trial balance 6. To be able to prepare a balance sheet and an income statement					
Textbooks and /or Other Required Materials		Tanış, V. N., & Berikol, B. Z. Financial Accounting. Sevilengül, O. Financial Accounting.					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, question and answer, group work, and practical applications.					

		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
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Evaluation Criteria	7. Midterm Exam	X	40
	8. Midterm Exam		
	9. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	The ability to apply the concepts, procedures, and principles of accounting
2	Basic accounting equation, balance sheet, and income statement
3	Concept of accounts, functioning of accounts, double-entry bookkeeping system, and the effects of financial transactions on the balance sheet
4	Accounting records including journal, ledger, and inventory book
5	Accounting cycle and the Uniform Chart of Accounts
6	Recording systems and supporting documents used in Turkey
7	Calculation, recording, and application methods of Value Added Tax (VAT)
8	Midterm Exam
9	Accounts within the cash and marketable securities group
10	Accounts within the trade receivables group
11	Inventory valuation methods
12	Accounts within the other receivables and inventories group
13	Accounts within the inventories group
14	Practical examples and applications
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMİ101 Financial Accounting				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Tülin ÜNAL		Mail : tulinunal@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		It is important for students to understand and interpret fundamental concepts of the economic structure—beginning with the notion of scarcity—as well as the processes of meeting needs through benefit-cost analysis, production, market equilibrium, and the distinction between macroeconomic and microeconomic data and problems.					
Course Learning Outcomes and Competencies		1. Defines the concepts of scarcity, utility, and opportunity cost. 2. Understands the economic perspectives of Classical and Neo-Classical theories. 3. Understands economic data within the framework of macroeconomic and microeconomic analysis. 4. Analyzes consumer equilibrium within the framework of Utility Theory and examines cost types and equilibrium analysis within the framework of Cost Theory. 5. Understands price formation and equilibrium in the market, classifies market structures, and interprets profitability levels according to market types. 6. Understands the answers to fundamental economic questions such as: What to produce? How to produce? For whom to produce?					
Textbooks and /or Other Required Materials		GENERAL ECONOMICS.pdf / Kenan Çelik					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	10. Midterm Exam	X	40
	11. Midterm Exam		

	12. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Basic Concepts: Economics, the Concept of Scarcity, Types of Needs, Utility and Value Analysis
2	Basic Factors of Production in Economic Activities
3	Law of Scarcity and Opportunity Cost
4	Economic Systems
5	Methods of Economic Analysis
6	What is Demand? What are the Factors Affecting Demand?
7	What is Supply? What are the Factors Affecting the Level of Supply?
8	Midterm Exam
9	Formation of Price and Price Equilibrium in the Market
10	Concepts Related to National Income and Methods of Calculating National Income
11	Factors Determining National Income
12	Money, Money Supply, and Money Demand
13	Inflation
14	Unemployment and Policies to Combat Unemployment and Inflation
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI105 General Business				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Assist. Prof. Baran AKKUŞ		Mail : bakkus@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		To have general knowledge about the purposes, principles, establishment processes and functions of businesses.					
Course Learning Outcomes and Competencies		1. To be able to explain basic concepts related to business and management 2. To be able to explain the general purposes and principles of business 3. To be able to interpret the relationship of business with the environment 4. To be able to classify businesses					
Textbooks and /or Other Required Materials		- General Business, Zeyyat Sabuncuoğlu and Tuncer Tokel, Beta Publications, İstanbul, 2013. -Lecture Notes					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation.					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Basic concepts related to business and management
2	Historical development process of businesses
3	Innovation models Relationship of business with other branches of science
4	Objectives and principles of businesses
5	Relationships and responsibilities of businesses with the environment
6	Classification of businesses according to their economic structures
7	Classification of businesses according to their ownership
8	Midterm Exam
9	Establishment activities of the business
10	Production
11	Financial planning for new ventures
12	Financing
13	Marketing
14	Human Resources Management
15	Final Exam

COURSE DESCRIPTION FORM

Course Code and Name: TMI107 Basic Law				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Course Language	Course Type Compulsory/Elective
Fall Semester	2	0	2	2	4	Turkish	Compulsory
Course Prerequisites		There are no prerequisites.					
Course Instructor		Lecturer Zeynep GÜNEŞ		Mail: zeynepgunes @munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Objectives of the Course		The “Basic Law” course is an introductory course that aims to teach social studies teacher candidates the concept of law in general, and the Turkish legal system and state structure in particular. Within the scope of this course, the difference between legal rules and other rules, the elements of legal rules, the sources and branches of law, concepts such as rights, legal events, legal relations, legal transactions, as well as the concepts of administration and judiciary related to the state structure will be examined. In this way, it is aimed to ensure that teacher candidates understand the concept of law from various aspects and to provide information on the state structure and to form the basis for the citizenship course.					
Course Learning Outcomes and Competencies		1. Explain law, legal system, and basic principles of law 2. Learns the solution of legal problems at a basic level. 3. Evaluate the legal system. 4. Learn the judicial system and judicial bodies.					
Textbooks and/or Other Required Materials		Lecture Notes					
Course presentation format		Face to face					
Teaching Methods and Techniques		Explanation, presentation, group work					

Evaluation Criteria		If yes, please mark (X).	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		

	3. Midterm Exam		
	Oral examination		
	Applied Exam (Laboratory, Project, etc.)		
	Final Exam	X	60

Term Lesson Plan	
Week	Curriculum
1	Concept of law. Law and social order. Function of law in society. Legal rules with other social order rules (morality-religion-manners). Purpose of legal rules.
2	Elements of legal rules (Subject-will, order/sanction). Characteristics of legal rules. Classification of legal rules
3	Sources of law - Hierarchy of norms
4	Division of Law into Branches (Public Law-Private Law Distinction)
5	Right. Legal event. Legal act. Legal transaction.
6	Law of Persons (Natural Person-Legal Entity)
7	Family Law. (Engagement, marriage, dissolution of marriage)
8	Midterm Exam
9	Law of Obligations (Sources of debt, provisions of debt, termination of debt)
10	Administrative Law (Administrative organization, administrative personnel, administrative procedures, supervision of the administration)
11	Criminal Law (Crime and punishment: Elements and types of crime, Principles of criminal law and criminal liability)
12	Judiciary (Divisions of the Judiciary)
13	Judiciary (Divisions of the Judiciary)
14	Judiciary (Divisions of the Judiciary)
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI109 Behavioral Sciences I				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Öğr. Gör. Bahar NERGİZ BULAK		Mail : baharnergiz@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		In this course, the aim is to examine human behavior from the perspective of the individual and the individual within society, and to increase the sensitivity of our students first to their own behavior and then to human behavior in general.					
Course Learning Outcomes and Competencies		1. Understands the sociological basis of behavior. 2. Understands the meaning and importance of positive social behavior. 3. Understands the difference between the concepts of stereotype, judgment and prejudice. 4. Gains the ability to express oneself correctly.					
Textbooks and /or Other Required Materials		Davranış Bilimleri, Salih Güney, Nobel Akademik Yayıncılık					
Method of delivery of the course		Face to face					
Teaching Methods and Techniques		Understanding, grasping					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Relationship of Behavioral Sciences with Other Branches of Science
2	Motivation and Motivation Theories
3	Status-Role Behavior and Social Institutions
4	Attitudes
5	Relationship of Culture and Behavior
6	Learning and Learning Theories
7	Learning and Learning Theories
8	Midterm Exam
9	Communication
10	Perception and Perception Laws
11	Personality
12	Groups
13	Social Influence, Conformity and Obedience
14	Conflict, Stress and Management
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TRD101 Turkish Language I				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Cem TOPAL		E-posta : cemtopal@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		It aims to show students the characteristics and rules of the Turkish Language with examples; to provide them with the skills and habits of expressing their feelings, thoughts, plans, impressions, observations, and experiences correctly and effectively in words and writing; to develop their vocabulary through written and spoken texts; to teach them the rules of correctly understanding the texts they read or the programs they listen to; and to develop their language skills, which are the basis of communication between individuals and masses.					
Course Learning Outcomes and Competencies		1. Will be able to have general information about the concept of language. 1.1. Definition and birth of language; culture, thought and communication. 1.2. Understands the differences between written language and spoken language. 2. Will be able to gain correct and planned writing skills. 2.1. Learns the details of paper layout and paragraph information. 2.2. Gains competence in written communication by doing writing studies. 3. Will be able to have information about spelling rules and punctuation marks. 3.1. Uses punctuation marks correctly in the text. 3.2. Eliminates ambiguity in written communication by learning the details of spelling rules. 4. Will be able to have general information about the rules of petition. 4.1. Learns how to write a petition correctly. 4.2. Applies the rules in official correspondence.					
		Images/visuals, slides, videos and lecture notes on the course content.					

Textbooks and /or Other Required Materials	
Method of delivery of the course	Face to face / Online
Teaching Methods and Techniques	Explanation, Question-Answer, Discussion, Brainstorming, Individual Work, Team/Group Work

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Definition and Function of Language
2	Languages/Birth of Language
3	Written Language and Spoken Language
4	Paper Layout and Paragraph Information
5	Paragraph Plan
6	Writing and Writing Plan

7	Writing Practices
8	Midterm Exam
9	Writing Rules
10	Writing Rules
11	Punctuation Marks
12	Punctuation Marks
13	Petition
14	Writing Studies
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: YDİ101 English I				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Duygu Yıkılmış Merkit		Mail : duyguyikmis@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		It aims to provide students with information about English grammar and vocabulary and to enable them to use these in daily life.					
Course Learning Outcomes and Competencies		1. Will be able to learn the tenses used in English. 2. Will be able to make dialogues in English and use the tenses he/she learned. 3. Will be able to read English texts. 3.1. Reads and comments on English stories. 3.2. Reads English newspaper articles. Translates them into Turkish.					
Textbooks and /or Other Required Materials		Images/visuals, slides, videos and lecture notes on the course content.					
Method of delivery of the course		Online					
Teaching Methods and Techniques		Explanation, Question-Answer					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Present Form of ‘to be’
2	Subject Pronouns, Countries and Nationalities
3	Family Members, Possessive Adjectives
4	Possessive Case, Have got/Has got, Adjectives
5	Singular&Plural Nouns& a/an, This/That/These/Those, Countable&Uncountable Nouns
6	Some&Any&How much&How many
7	Revision
8	Midterm Exam
9	Parts of the House&Furniture, There is/There are, Prepositions of Place, Can/Can’t
10	Telling the Time, Days& Months, Prepositions of Time
11	The Simple Present Tense
12	Adverbs of Frequency, Object Pronouns
13	Reading, analyzing, interpreting, and evaluating English texts
14	General Revision
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: AIT102 Atatürk's First and Revolution History II				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Adem KIZKAPAN		Mail : akizkapan@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		Understanding the Turkish National Struggle and Atatürk's Principles and Revolutions					
Course Learning Outcomes and Competencies		1. Have knowledge about Ataturk's reforms 2. Have knowledge about the Turkish Foreign Policy in Ataturk's period 3. Have knowledge about Ataturk's principles 4. Have basic level of knowledge about the political developments in Turkey and the world during and after the Second World War.					
Textbooks and /or Other Required Materials		Images/visuals, slides, videos and lecture notes on the course content. Speech; Publication of the Ministry of Culture and Tourism of the Republic of Turkey Ataturk's Principles and History of Revolution I-II, Council of Higher Education, Ankara, 1986.					
Method of delivery of the course		Face to face / Online					
Teaching Methods and Techniques		Explanation, Question-Answer, Presentation					

		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		

Evaluation Criteria	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Revolutionary Movements in the Political Field
2	Revolutionary Movements in the Legal Field
3	Revolutionary Movements in the Education and Culture Field
4	Regulation of Social Life, Developments in the Economic Field, Health Services, Turkish Foreign Policy in the Atatürk Period
5	Principles on which the Turkish Revolution is based and the characteristics of the Turkish Revolution
6	Republicanism, Nationalism and Populism
7	Secularism
8	Midterm Exam
9	Statism, Revolutionaryism
10	National Sovereignty, National Independence
11	National Unity and Solidarity, Territorial Integrity, Peacemaking
12	Scientificity, Rationalism, Modernity and Westernization, Humanity and Love of Humanity, Characteristics of the Turkish Revolution
13	Death of Atatürk, Aspects at Home and Abroad
14	Developments After World War II
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: ENF102 Computer II				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Enver YAZĞILI		Mail : enveryazgili@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		To promote the use of Information Technologies, improve computer literacy, and provide experience in operating systems, computer hardware, input-output devices, word processing, spreadsheets, and presentation preparation.					
Course Learning Outcomes and Competencies		1. Able to create presentation slides using MS PowerPoint, format slide layout, design, and animations, and adjust program settings. 2. Able to create documents using MS Word, format content, create tables and charts, and adjust document and program settings. 3. Able to create workbooks in MS Excel, format cells, enter formulas, and adjust workbook and program settings.					
Textbooks and /or Other Required Materials		Instructor’s notes					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	4. Midterm Exam	X	40
	5. Midterm Exam		
	6. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Techniques for preparing effective presentations
2	Introduction to MS PowerPoint interface
3	Use of menus and tools in MS PowerPoint
4	Creating presentations in MS PowerPoint
5	Use of menus and tools in MS Word
6	Paragraph operations and formatting in MS Word
7	Advanced word processing with Word
8	Midterm Exam
9	Introduction to MS Excel interface
10	Use of menus and tools in MS Excel
11	Spreadsheet creation in MS Excel
12	Formulas and functions
13	Chart operations and data analysis
14	Advanced Excel applications
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI102 End-of-Period Accounting				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	6	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Asst. Prof. Dr. S. Meral ULUÇ		Mail : smeralceviren @munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		This course covers year-end valuation procedures, including both non-accounting and accounting inventory activities. It aims to provide students with the necessary knowledge and skills to prepare trial balances for determining the profit or loss of businesses, to perform year-end closing entries, and to prepare the balance sheet and income statement in accordance with accounting procedures.					
Course Learning Outcomes and Competencies		1. Has knowledge of accounting and financial standards, the Turkish Commercial Code, and professional legal regulations; possesses the ability to follow, comprehend, and apply relevant changes. 2. Understands the concepts of finance, cost, and financial cost; applies accounting techniques; prepares and interprets financial statements and reports in accordance with the needs of the enterprise and information users. 3. Has knowledge of and applies general accounting, year-end accounting procedures, cost accounting, corporate accounting, and auditing. 4. Possesses fundamental knowledge of accounting and tax practices, the Turkish tax system, and the fields of tax and commercial law.					
Textbooks and /or Other Required Materials		General Accounting, V.N. Tanış, B.Z. Berikol General Accounting, O. Sevilengül					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, question and answer, group work, and practical applications.					

		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
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Evaluation Criteria	13. Midterm Exam	X	40
	14. Midterm Exam		
	15. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Basic Concepts of Inventory and Valuation Criteria, Separation of Commercial Profit and Financial Profit
2	Non-Accounting and Accounting Inventory Procedures
3	Inventory Procedures Related to Cash and Marketable Securities
4	Inventory Procedures Related to Receivables and Stocks
5	Inventory Procedures Concerning Accrual Accounts in Current Assets
6	Inventory Procedures for Financial and Tangible Fixed Assets
7	Inventory Procedures for Intangible Fixed Assets and Accrual Accounts in Fixed Assets
8	Midterm Exam
9	Inventory Procedures Related to Liabilities Accounts
10	Inventory Procedures Concerning Accrual Accounts in Liabilities
11	Inventory Procedures Regarding Accrual of Income and Expense Accounts
12	Inventory Records Related to the Relationship and Allocation of Expense and Cost Accounts
13	Inventory Records for Closing Income and Expense Accounts and Determining the Net Profit or Loss of the Period
14	Preparation of Year-End Financial Statements
15	Final Exam

COURSE DESCRIPTION FORM

Course Code and Name: TMI106 Commercial Law				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Course Language	Course Type Compulsory/Elective
Spring Semester	2	0	2	2	2	Turkish	Compulsory
Course Prerequisites		There are no prerequisites.					
Course Instructor		Lecturer Zeynep GÜNEŞ		Mail: zeynepgunes@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Objectives of the Course		To gain competence in the field of commercial law					
Course Learning Outcomes and Competencies		<ol style="list-style-type: none">1. Explain the concepts and basic information regarding commercial enterprise law.2. Defines the concepts of commercial enterprise, commercial work, commercial judgment, commercial judgement, and merchant.3. Explains the acquisition and loss of the title of merchant and the obligations attached to the title of merchant.4. Explains the consequences of registration in the trade registry with examples.5. Explains the concepts of trade name, business name, brand and the similarities and differences of these concepts.6. Explains the cases of unfair competition and the consequences of unfair competition.7. It refers to the commercial books that must be kept according to the Turkish Commercial Code and explains when they can be used as evidence.8. Describes the merchant assistants.9. Explains the legal nature of the current account and how to keep a current account.10. Explain the concepts and basic information regarding commercial enterprise law.11. Explain basic information about commercial partnerships and ordinary partnerships.12. Defines the concept of partnership, partnership agreement and explains the elements of the partnership agreement.13. Explains the establishment, operation and termination of the ordinary partnership.14. Explains the establishment, operation and termination of a general partnership.15. Explains the establishment, operation and termination of a limited partnership.16. Explains the establishment, operation and termination of a joint stock company.17. Explains the securities used in joint stock companies.18. Explains the establishment, operation and termination of a limited partnership.					
Textbooks and/or Other Required Materials		Lecture Notes					

Course presentation format	Face to face
Teaching Methods and Techniques	Explanation, presentation, group work

Evaluation Criteria		yes , please mark (X).	Percentage (%) Contribution to the Overall Average
	4. Midterm Exam	X	40
	5. Midterm Exam		
	6. Midterm Exam		
	Oral examination		
	Applied Exam (Laboratory, Project, etc.)		
	Final Exam	X	60

Term Lesson Plan	
Week	Curriculum
1	Concept of Commercial Law
2	Concept of Commercial Enterprise, Definition of Commercial Enterprise, Elements, Commercial Business
3	The Consequences of Being a Merchant and a Merchant
4	Trade Name, Business Name, Brand
5	Trade Registry, Current Account
6	Unfair Competition, Commercial Books
7	Merchant Assistants
8	Midterm Exam
9	Concept of Partnership, Definition and Elements of Partnership, Establishment, Operation and Termination of Ordinary Partnership
10	Collective Establishment, Operation and Termination of Partnership

11	Limited Partnerships: Establishment, Operation, Termination
12	Joint Stock Companies
13	Joint Stock Companies
14	Limited Partnerships
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI108 Commercial Mathematics				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Asst. Prof. Dr. Gülcan ATICI TURAN		Mail : gulcanturan@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The aim of this course is to enable students to perform banking transactions and bookkeeping.					
Course Learning Outcomes and Competencies		1.Performs commercial mathematics calculations. 2.Applies commercial mathematics practices. 3.Calculates percentages, costs, and profit-loss. 4.Performs discount calculations.					
Textbooks and /or Other Required Materials		Commercial Mathematics, Hatice Özkurt Çokgüngör, Istanbul University, Faculty of Open and Distance Education, Lecture Notes					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	7. Midterm Exam	X	40
	8. Midterm Exam		
	9. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Order of Operations
2	Use of Percent and Per Mille Calculations
3	Ratio and Proportion Calculations
4	Ratio and Proportion Calculations
5	Mixture, Composition, and Alloy Calculations
6	VAT (Value Added Tax) Calculation
7	Cost and Sales Calculations
8	Midterm Exam
9	Cost and Sales Calculations
10	Interest Calculations
11	Interest Calculations
12	Interest Calculations
13	Discount Calculations
14	Discount Calculations
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI110 Behavioral Sciences II				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Hasret ŞAROĞLU		Mail : hasretsaroglu@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		Behavioral Sciences deals with concepts and issues that guide us in understanding relationships in every area of life and ourselves within these relationships. It is aimed for people in the work environment to acquire the necessary information about perception, communication, learning, motivation and job satisfaction regarding themselves, their colleagues and their organizations.					
Course Learning Outcomes and Competencies		1.Explain the emergence of behavioral sciences and related branches of science in the management 2.Explains the systems that behavioral sciences study and the contemporary approaches that influence it 3. Defines basic concepts related to behavioral sciences 4.Understands the connection between behavioral sciences and other fields and evaluates this connection within the framework of communication processes 5.It refers to the processes of perception, attribution, learning and errors. 6.Uses effective methods to present, share and discuss scientific information. 7. Explain motivation, job satisfaction and groups by giving examples. 8.Uses the advanced theoretical and practical knowledge acquired in the field of behavioral sciences by adhering to professional ethical values. 9.Gains knowledge about social groups and masses.					
Textbooks and /or Other Required Materials		Behavioral Sciences Prof. Dr. Salih Güney					
Method of delivery of the course		Face to face, Online					

Teaching Methods and Techniques	description, presentation
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Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Basic Concepts of Behavioral Sciences
2	Social Influence and Compliance Behavior
3	Social structure and relationships
4	Learning Process
5	Social Groups
6	Personality Self
7	Emotional Intelligence
8	Midterm Exam
9	Attitudes and Prejudice
10	Interpersonal Communication
11	Adaptation Problems and Defense Mechanisms

12	Behavioral Disorders
13	Stress and Coping with Stress
14	Leadership in Motivation and Behavioral Sciences
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI112 Communication Techniques				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Göktuğ Şeker		Mail : goktugseker@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The course aims to inform students about the communication phenomenon by defining communication processes, fundamental communication concepts, the structure, functions, characteristics, and types of communication, the relationships between communication sciences and other disciplines, as well as communication models developed within the scope of impact studies.					
Course Learning Outcomes and Competencies		<ol style="list-style-type: none">1. Will be able to define communication and understand its necessity and importance in daily life.2. Will be able to comprehend the functions of tools used in communication and describe the conveniences provided by technological devices.3. Will be able to identify and apply types of written communication encountered in daily and professional life.4. Will be able to generate innovative and creative ideas and implement them effectively.					
Textbooks and /or Other Required Materials		Aysel Aziz, Introduction to Communication, Istanbul, Hiperlink Publishing, 2010 Ünsal Oskay, The ABC’s of Communication, Istanbul, Alfa Publishing, 2005 Merih Zıllıoğlu, What is Communication?, Istanbul, Cem Publishing, 1996 Alim Kaya, Interpersonal Relationships and Effective Communication, Ankara, Pegem Akademi, 2010					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	10. Midterm Exam	X	40

	11. Midterm Exam		
	12. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Communication phenomenon, communication, relationship between society and culture, communication science and its related disciplines
2	Functions, characteristics, and various classifications of communication
3	Verbal, nonverbal, and written communication
4	Internal communication and interpersonal communication
5	Group communication and organizational communication
6	Mass communication and mass media
7	Communication process, elements, and factors affecting communication dynamics; empathy, active listening, and trust in communication
8	Midterm Exam
9	History of communication research and classification of communication studies (theories)
10	Early studies: Chicago School and its contributions to communication studies
11	Communication Models: Chain Communication Model, Mathematical Communication Model, Dynamic Communication Model, and Newcomb's ABX Equilibrium Model
12	Communication Models: Gerbner, Wesley, McLean, and Jakobson
13	Communication Models: Gerbner, Wesley, McLean, and Jakobson (continued)
14	Katz and Lazarsfeld's two-step flow and personal influence model; the concept of gatekeeping
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMİ114 Macroeconomics				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There is not prerequisites.					
Course Instructor		Lecturer Tülin ÜNAL		Mail : tulinunal@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		It is important for students to understand and interpret the fundamental concepts of the economic structure starting with the awareness of scarcity and extending to the processes of economics such as cost-benefit analysis, production, market equilibrium, and the distinction between macro and microeconomic data and problems.					
Course Learning Outcomes and Competencies		1. Defines the concepts of scarcity, utility, and opportunity cost. 2. Understands the economic perspectives of Classical and Neo-Classical economics. 3. Comprehends economic data examined within the framework of macro and microeconomic analysis. 4. Can analyze consumer equilibrium within the framework of Utility Theory, and identify cost types and equilibrium analyses of firms within the framework of Cost Theory. 5. Understands price formation and equilibrium in the market, classifies types of markets, and comprehends profitability levels according to market types. 6. Grasps the answers to fundamental economic questions such as: What to produce? How to produce? For whom to produce?					
Textbooks and /or Other Required Materials		Genel Ekonomi.Pdf/Kenan Çelik					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, group work, individual work, mutual interpretation					

		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
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Evaluation Criteria	13. Midterm Exam	X	40
	14. Midterm Exam		
	15. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Definition of macroeconomics, research areas
2	Historical development of macroeconomics-Mercantilism, Physiocracy, Classical and Keynesian Approach,
3	Great Depression-1929
4	Basic concepts of National Income
5	Aggregate Supply - Aggregate Demand
6	IS-LM Model
7	Inflation, Price Instability
8	Midterm Exam
9	Types of Inflation and Causes of Output, Formation of Price and Price Equilibrium in the Market
10	Money Supply-Money Demand
11	Unemployment, Labor, Employment Concepts
12	Unemployment, Labor, Employment Concepts
13	Unemployment and Inflation Prevention Policies (Monetary and Fiscal Policies)
14	Foreign Exchange Market
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TRD102 Turkish Language II				Program: Laboratory Technology			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Cem TOPAL		Mail : cemtopal@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		To teach and/or remind the importance and subtleties of Turkish and to reinforce this with correct Turkish and its resources. In addition, to ensure that students use Turkish more consciously in daily conversations and correspondence throughout the course.					
Course Learning Outcomes and Competencies		1. Will be able to learn information for correct and proper expression. 1.1. Knows the importance of written expression and writes compositions. 1.2. Knows the rules of communication in oral expression. 2. Will be able to comprehend Turkish grammar. 2.1. Knows and applies sound events. 2.2. Understands morphology (root-stem-suffixes). 3. Will be able to analyze words in terms of their structure. 3.1. Develops and changes words. 3.2. Derives new words. 4. Uses the principles and techniques of speaking and discussion. 4.1. Applies Turkish spelling rules in speaking and discussion. 4.2. Can notice and correct expression errors in oral and written expressions.					
Textbooks and /or Other Required Materials		Zeynep Korkmaz ve ark., Türk Dili ve Kompozisyon Bilgileri, 6. Baskı, Ankara: Yargı Yayınevi, 2003. Yusuf Çotuksöken, Türk Dili, c. I-II, Papatya yay., 2003. Akın Önen, Türkçeyi Türkçe Konuşmak (Diksiyon - Spikerlik - Etkili Konuşma), İnkılap Yayınevi, İstanbul, 2007. Mustafa Durmuş, Türk Dili El Kitabı, Grafiker Yay., 2009. Muharrem Ergin, Türk Dil Bilgisi, Bayrak Basım Yayım Tanıtım, İstanbul,					

	İbrahim Delice, Türkçe Sözdizimi, Kitabevi Yay., 2007.
Method of delivery of the course	Face to face / Online
Teaching Methods and Techniques	Explanation, Question-Answer, Discussion, Brainstorming, Individual Work, Team/Group Work

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Punctuation marks (Period, comma, semicolon, colon, exclamation point ...)
2	Spelling rules (Writing of capital letters, numbers, compound words)
3	Spelling rules (Writing of idioms, reduplications, loanwords and foreign proper names)
4	Spelling rules (Writing of abbreviations and some suffixes)
5	Composition (definition, purpose, methods of being successful in composition)
6	Methods in writing composition (formation of supporting and main ideas, planning)
7	Methods in writing composition (paragraph creation, methods of developing thought in paragraph)
8	Midterm Exam

9	Expression characteristics
10	Expression characteristics
11	Expression disorders
12	Types of expression (oral expression)
13	Types of expression (written expression: resume, petition...)
14	Types of expression (written expression: story, novel, theater, poetry...)
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: YDI102 English II				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	2	0	2	2	2	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Duygu Yıkılmış Merkit		Mail : duyguyikmis@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		It aims to provide students with information about English grammar and vocabulary and to enable them to use these in daily life.					
Course Learning Outcomes and Competencies		1. Will be able to learn the tenses used in English. 2. Will be able to make dialogues in English and use the tenses he/she learned. 3. Will be able to read English texts. 3.1. Reads and comments on English stories. 3.2. Reads English newspaper articles. Translates them into Turkish.					
Textbooks and /or Other Required Materials		Images/visuals, slides, videos and lecture notes on the course content.					
Method of delivery of the course		Online					
Teaching Methods and Techniques		Explanation, Question-Answer					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	The Present Continuous Tense
2	Weather&Season&Clothes
3	The Present Simple or The Present Continuous Tense
4	Past Form of 'To be'
5	The Past Simple Tense with Regular Verbs
6	The Past Simple Tense with Irregular Verbs
7	Revision
8	Midterm Exam
9	The Past Continuous Tense
10	Comparative Forms of Adjectives
11	Superlative Forms of Adjectives
12	Giving Advice (Should/Shouldn't)
13	The Future Tense (be going to)
14	The Future Tense (will)
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI201 Computerized Accounting				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	2	0	2	2	3	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Asst. Prof. Dr. S. Meral ULUÇ		Mail : smeralceviren @munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The course aims to perform interim and year-end accounting applications using accounting software (package programs) operated in a computerized environment.					
Course Learning Outcomes and Competencies		<ol style="list-style-type: none">1. Ability to apply previously acquired accounting knowledge using package software.2. Enhanced understanding of package software applications.3. Comprehension of similarities and differences among various package software.4. Ability to anticipate potential real-life problems through practical examples.					
Textbooks and /or Other Required Materials		Luca Computerized Accounting Applications, M. Civan, E. Kara, V. Bal Luca Web-Based Computerized Accounting, H. Aksakaloğlu					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, question and answer, group work, and practical applications.					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	16. Midterm Exam	X	40
	17. Midterm Exam		
	18. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	General introduction to the program
2	Overview of program modules and the logic of creating cards
3	Modular accounting and integration principles
4	Entry of carryovers and voucher issuance procedures
5	Accounting for carryover entries and voucher issuance transactions
6	Preparation of accounting vouchers for daily transactions
7	Report generation
8	Midterm Exam
9	Preparation of declarations
10	Demonstration of trial balance, income statement, and balance sheet generation
11	Definition and execution of year-end closing procedures
12	Carryover transactions to the new year
13	Report preparation applications
14	Practical examples
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI202 Statistic				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Asst. Prof. Dr. Gülcan ATICI TURAN		Mail : gulcanturan@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The purpose of the course is to utilize statistical tools for decision-making and making forward-looking forecasts in businesses and economies.					
Course Learning Outcomes and Competencies		1. Interpretation and summarization of statistical data 2. The existence of various investment instruments today and the need for technical analyses in portfolio management 3. Technical analyses requiring a solid knowledge of statistics 4. Evaluation of statistical and research methods 5. The facilitation that statistics provides in problem-solving within business and economics					
Textbooks and /or Other Required Materials		Statistics, Prof. Dr. Ahmet Özmen, Prof. Dr. Fikret Er, Dr. Assistant Professor Mahmut Atlas, Dr. Assistant Professor Atilla Aslanargun, Associate Professor Dr. Kadir Özgür Peker, Prof. Dr. Emel Şıklar, Prof. Dr. Harun Sönmez, Anadolu University, 2012					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	4. Midterm Exam	X	40
	5. Midterm Exam		
	6. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Introduction to Statistics
2	Statistics in Business Education; What is Data and How to Access It?
3	Permutations
4	Combinations
5	Probability Theory
6	Conditional Probability; Dependent and Independent Events
7	Problem Solving
8	Midterm Exam
9	Data Presentation and Data Collection Methods
10	How to Analyze Data? Sampling Theory and Sampling Distributions
11	Statistical Series
12	Measures of Central Tendency (Mean, Mode, Median, etc.); Applications of Excel in Data Analysis
13	Standard Deviation and Variance
14	Problem Solving
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI203 Financial Management				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory course
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Öğr. Gör. İlkay SALTİK GÜR		Mail : ilkaysaltikgur@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The Financial Management course aims to equip students with the skills to manage a company's financial resources effectively and efficiently. It covers key topics such as financial analysis, investment decisions, financing methods, and risk management.					
Course Learning Outcomes and Competencies		1. Ability to read and analyze financial statements. 2. Efficient management of a company’s financial resources. 3. Evaluation of investment and financing decisions. 4. Identification of risks and development of appropriate strategies. 5. Application of financial planning and control processes.					
Textbooks and /or Other Required Materials		Title of the Book: Financial Management Written by: Ferudun Kaya					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice,					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	19. Midterm Exam	X	40
	20. Midterm Exam		
	21. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Fundamentals of Financial Management
2	Financial Statement Analysis and Interpretation
3	Financial Planning and Budgeting
4	Financial Planning and Budgeting
5	Short-term and Long-term Financing Sources
6	Investment Decisions and Capital Budgeting
7	Risk and Return Analysis
8	Midterm Exam
9	Financial Markets and Instruments
10	Company Valuation and Financial Performance Metrics
11	Cash Management and Liquidity Planning
12	Credit Management and Debt Control
13	Dividend Policies
14	International Finance and Foreign Exchange Risk Management
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI 205 Principles of Marketing				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Habib UMUD		Mail : humud@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		Understanding of the fundamental concepts of the field of marketing by the students					
Course Learning Outcomes and Competencies		1. To be able to define the basic concepts and principles related to marketing 2. To overcome misconceptions related to the field 3. To be able to summarize the marketing objectives, goals, and plans of a business 4. To be able to determine the marketing activities and components to be used in line with the objectives and goals					
Textbooks and /or Other Required Materials		Prof. Dr. İsmet MUCUK, Pazarlama İlkeleri					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, group work					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Introduction to Modern Marketing
2	Monitoring the Marketing Environment and Market Opportunities
3	Consumer Behavior
4	Customer Relationship Management
5	Communication in Marketing
6	Marketing Information Systems
7	Market Segmentation, Target Market Selection, and Positioning
8	Midterm Exam
9	Product Decisions and Management
10	Services
11	Branding
12	Price and Pricing
13	Promotional Efforts
14	Advertising
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI207 Management and Organization				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Assist. Prof. Dr. Baran AKKUŞ		Mail : bakkus@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		Informing students about the basic concepts and theories of management, it also aims to provide them with knowledge and skills about management functions such as planning, organizing, directing, coordination and control.					
Course Learning Outcomes and Competencies		1. Can evaluate and question management theories. 2. Can be aware of the historical background of the changes in management that occur in business life today. 3. Can analyze the relationships of management approaches with political, economic and social structures. 4. Can analyze the variables and parameters of management and management.					
Textbooks and /or Other Required Materials		-Management and Organization, M. Şerif Şimşek and Adnan Çelik, Eğitim Publications, Konya, 2017. -Lecture Notes					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation.					

		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40

Evaluation Criteria	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Basic concepts related to management
2	Management and manager
3	Relationships between management and other sciences
4	Management theories
5	Decision making
6	Planning
7	Planning and basic stages
8	Midterm Exam
9	Organizing, Organization Principles and Departmentation
10	Directing
11	Directing and Command
12	Coordination
13	Control
14	Types of control
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI211 Organizational Behavior				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	2	0	2	2	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Göktuğ Şeker		Mail : goktugseker@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The fundamental factors underlying human behavior in organizations, the consequences of such behavior, and the illustration of basic behavioral principles within the context of business settings.					
Course Learning Outcomes and Competencies		<ol style="list-style-type: none">1. Preparing students for professional life by enhancing their understanding of human behavior and developing empathy skills.2. By the end of this course, students will be able to identify psychological factors that influence behavior at both individual and group levels.3. By the end of this course, students will be able to explain relationships and human behavior within organizations using theoretical knowledge of organizational behavior.4. By the end of this course, students will be able to develop principles related to people management based on foundational knowledge of human behavior in the workplace.5. By the end of this course, students will have the ability to understand, interpret, and appropriately respond to the behaviors of individuals and/or groups around them, whether as managers or employees.6. Organizational motivation.					
Textbooks and /or Other Required Materials		Paksoy, M. et al. (2001). <i>Organizational Communication</i> . Republic of Turkey, Anadolu University Publications.					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice, analysis					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	16. Midterm Exam	X	40
	17. Midterm Exam		
	18. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan

Week	Syllabus
1	Concepts and Ottoman-Turkish Modernization
2	Developments in European history and their effects on the Ottoman Empire
3	Renewal movements in the Ottoman Empire during the 19th century (Tanzimat, Islahat, and First Constitutional Era)
4	Second Constitutional Era – 1908 Revolution, Turkish Political Thought Movements, Balkan Wars, and Italo-Turkish War
5	World War I and the Ottoman Empire (outbreak of the war, Ottoman entry, war fronts, end of war) and the signing of the Armistice of Mudros
6	Occupations and Reactions (emergence of Kuva-yı Milliye), Societies (nationalist, anti-nationalist, minority societies), Mustafa Kemal Pasha's activities post-Mudros and his move to Anatolia
7	Conditions of the Armistice of Mudros and the Beginning of the National Struggle, Preparation and Organization Phase
8	Midterm Exam
9	The first step of the National Struggle and organization through congresses (Amasya Circular, Erzurum, Sivas Congress, Western Anatolia Congresses)
10	Amasya interview, arrival of Representative Committee in Ankara, convening of the last Ottoman Parliament, acceptance of the National Pact (Misak-ı Milli), and occupation of Istanbul
11	Opening of the Grand National Assembly of Turkey, its structure, laws enacted, activities, internal and external reactions
12	Disbandment of Kuva-yı Milliye, establishment of the regular army, Greek general offensive and battles on the Western Front
13	Mustafa Kemal Pasha's Commandership, National Duties (Tekâlif-i Milliye), Battle of Sakarya, and foreign policy developments (Turkish-Russian, Turkish-Afghan relations, London Conference, Ankara Agreement)

14	The Great Offensive and signing of the Mudanya Armistice, developments before the Lausanne Conference
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI213 Cost Accounting				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	2	2	4	3	4	Turkish	Compulsory
Prerequisites of Course		Prerequisite knowledge of financial accounting and year-end accounting is required.					
Course Instructor		Asst. Prof. Dr. S. Meral ULUÇ		Mail : smeralceviren @munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The course aims to teach the basic concepts of cost accounting and the classification of costs; the operation and reporting of cost accounts within the uniform chart of accounts; the elements of production cost; methods for allocating production expenses; cost accounting systems; and standard costing and variance analysis.					
Course Learning Outcomes and Competencies		1. Can apply procedures for recording costs within the accounting system. 2. Can analyze the impact and role of costs on business decisions. 3. Can calculate unit costs of products. 4. Can identify the cost structure within businesses.					
Textbooks and /or Other Required Materials		Cost Accounting, for Vocational Schools, S. Kaygusuz, Ş. Dokur. Cost Accounting, M. Civelek, A. Özkan.					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, question and answer, group work, and practical applications.					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	22. Midterm Exam	X	40
	23. Midterm Exam		
	24. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	The Concept of Cost
2	Types of Costs in Businesses
3	Operation of Cost Accounts
4	Direct Materials and Raw Material Costs
5	Methods for Tracking Raw Material and Material Inventories
6	Labor Costs
7	Manufacturing Overhead Costs and Their Allocation
8	Midterm Exam
9	Manufacturing Overhead Costs and Their Allocation (continued)
10	Costing Methods by Scope
11	Process Costing
12	Job Order Costing
13	Standard Costing
14	Practical Applications
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI215 Consumer Behavior				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Fall Semester	3	0	3	3	3	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Hasret ŞAROĞLU		E-posta : hasretsaroglu@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		It is aimed to explain the various components of consumer behavior and evaluate them in order to improve marketing practices in profit or non-profit organizations, and to inform students by examining consumer behavior approaches in explaining the purchasing decisions of final consumers					
Course Learning Outcomes and Competencies		1. Distinguishes the concept and characteristics of consumer behavior. 2. Evaluates the place and importance of consumer behavior in marketing. 3. Interprets the relationship between consumer behavior and marketing strategy. 4. Distinguishes the factors affecting consumer behavior. 5. Interprets the consumer purchasing process and post-purchase behavior. 6. Determines the Structure of the Consumer Decision Making Process. 7. Knows what Consumer Behavior Models are.					
extbooks and /or Other Required Materials		Consumer Behavior Dr. Atıf Bilge Dr.Nusret Göksu					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		description, presentation					

Tüketici Davranışları

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40

	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	The Concept and Characteristics of Consumer Behavior
2	The Importance of Consumer Behavior in Marketing
3	The Relationship Between Consumer Behavior and Marketing Strategy
4	Consumer Behavior Models
5	Factors Affecting Consumer Purchasing Behavior
6	Consumer Purchasing Process
7	Structure of Consumer Decision Making Process
8	Midterm Exam
9	Purchasing Behaviors
10	Marketing Components and Their Effects on Purchasing Decisions
11	Consumer Rights
12	Protection of Consumers
13	Universally Accepted Consumer Rights
14	Informing the Consumer
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI204 Human Resources Management				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	6	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Assist. Prof. Dr. Baran AKKUŞ		Mail : bakkus@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		To teach students the practices related to human resources management					
Course Learning Outcomes and Competencies		1. Can learn current applications in human resources management. 2. Can prepare forms related to human resources management. 3. Can conduct research on human resources management. 4. Can interpret application results related to human resources management.					
Textbooks and /or Other Required Materials		-Human Resources Management, Zeyyat Sabuncuoğlu, Alfa Aktuel Publications, Bursa, 2008. -Human resources management in the virtual world, Kerem Kaptangil, Nobel scientific Works, 2024. -Lecture Notes					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation.					

		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		

Evaluation Criteria	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Concept and Objectives of Human Resources Management
2	Functions of Human Resources Management
3	Relationship between Human Resources Management and the Environment
4	Job Analysis and Objectives
5	Human Resources Planning
6	Job Evaluation
7	Human Resources Procurement
8	Midterm Exam
9	Concept of Success and Factors Affecting Success
10	Definition, Meaning and Importance of Education
11	Career Management
12	Wage Management
13	Management of Labor Relations
14	Health and Safety Management
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI206 Production Management				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer İlkay SALTİK GÜR		Mail : ilkaysaltikgur@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The aim of the Production Management course is to teach students how to effectively and efficiently plan, organize, direct, and control the processes involved in the production of goods and services. This course aims to balance key elements such as quality, cost, time, and flexibility by ensuring the optimal use of production resources. Students will gain knowledge of fundamental concepts such as production system design, capacity planning, inventory management, workflow organization, and continuous improvement.					
Course Learning Outcomes and Competencies		1. Explains the basic concepts, objectives, and scope of production management. 2. Classifies production systems and analyzes the characteristics of each system. 3. Defines and applies production planning and control processes. 4. Applies basic production management techniques such as inventory control, capacity planning, and workload balancing. 5. Evaluates production processes in terms of productivity, quality, cost, and time. 6. Identifies production-related problems and develops solution proposals. 7. Makes and implements production management decisions within teamwork. 8. Interprets and applies continuous improvement and lean production principles in the production process. 9. Recognizes and uses current technologies and software related to production management. 10.Evaluates production management practices within the framework of ethical values.					
Textbooks and /or Other Required Materials		Title of the Book: <i>Production Management</i> Written by: Aykut Top					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation, practice,					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Introduction to Production and Operations Management • Basic concepts, evolution of production systems
2	Classification of Production Systems • Project, job shop, batch, mass and continuous production
3	Strategic Decisions in Production Management • Facility location, plant layout, technology selection
4	Facility Layout and Flow Analysis • Product, process, fixed-position and cellular layouts
5	Demand Forecasting Techniques • Time series, regression, qualitative methods
6	Capacity Planning • Types of capacity, capacity utilization and efficiency
7	Production Planning and Control • Master production schedule (MPS), production control techniques Inventory Management • EOQ model, ABC analysis, safety stock calculations
8	Midterm Exam

9	Material Requirements Planning (MRP) and ERP Systems <ul style="list-style-type: none">• MRP logic and applications, ERP integration
10	Workload Balancing and Scheduling <ul style="list-style-type: none">• Gantt charts, scheduling rules and priorities
11	Quality Management and Control <ul style="list-style-type: none">• Total Quality Management (TQM), Statistical Process Control (SPC)
12	Lean Production and Just-In-Time (JIT) <ul style="list-style-type: none">• Waste elimination, Kanban system
13	Productivity and Performance Measurement <ul style="list-style-type: none">• Productivity ratios, Overall Equipment Effectiveness (OEE)
14	Continuous Improvement in Production Systems (Kaizen, 5S) <ul style="list-style-type: none">• Tools and techniques for improvement
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name : TMI210 Labor and Social Security Law				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	2	0	2	2	3	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Serdar BÖLER		Mail : sboler@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		This course aims to help students understand their legal rights and responsibilities related to business life and social security..					
Course Learning Outcomes and Competencies		1. To be able to carry out transactions within the framework of the provisions of the legislation in positions where he/she is responsible for employee-employer relations and while performing accounting transactions in working life. 2. To determine the relations between employer and employee 3. To be able to draw up an employment contract 4. To understand the rights and obligations related to the types of employment contracts 5. To be able to fulfill the obligations arising from the employment contract 6. To terminate the business relationship 7. To be able to carry out transactions related to the union. 8. To be able to solve the risks that one may encounter throughout life within the social security system and Türkiye's practices.					
Textbooks and /or Other Required Materials		Textbook, References and/or Other Resources					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, group work,					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	The place of labor law in the branch of law and basic concepts 1. The concept of worker 2. The concept of employer 3. The employer's representative 4. The workplace
2	Area of application of labor law Labor contract 1. Definition 2. Elements 3. Legal structure 4. Features and types
3	Establishment of employment contract Obligations arising from employment contract
4	Organizing the work Working hours
5	Rest periods 1. Intermediate rest 2. Night rest 3. Holiday rest 4. Annual leave
6	Occupational health and safety Concepts Precautions Parties' obligations Inspection
7	Situations that terminate the employment contract 1. Termination other than termination 2. Termination through termination
8	Midterm Exam
9	Legal consequences of termination 1. Issuance of a work permit to the worker 2. Receiving a discharge from the worker 3. Severance pay
10	Basic concepts related to the right to unionization The right and concept of collective labor agreement The right to organize strikes and lockouts
11	Social Security Institution Scope and scope of application Financing General Health Insurance

12	Insurance branches and application principles 1. Work accident and occupational disease insurance 2. Sickness insurance 3. Maternity insurance 4. Unemployment insurance
13	5. Old age insurance 6. Disability insurance
14	Current problems of the Social Security System and solutions
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: GIR214 Entrepreneurship				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	2	0	2	2	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Assist. Prof. Dr. Baran AKKUŞ		Mail : bakkus@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		Explaining the basic concepts of entrepreneurship and distributing the basic information that an entrepreneur needs to do.					
Course Learning Outcomes and Competencies		1. Can define a feasibility report and understand its importance. 2. Can prepare a feasibility report and interpret a prepared feasibility report. 3. Can structure a business idea, prepare a time plan for it, research the resources and other components required. 4. Can prepare a business plan from beginning to end, including finance, marketing, management, and production.					
Textbooks and /or Other Required Materials		- Entrepreneurship, Mahmut TEKİN, Günay Publications, Konya, 2009. -Lecture Notes					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, question-answer, presentation.					

		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		

Evaluation Criteria	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Entrepreneurship in practice and general characteristics of entrepreneurs
2	Creativity and innovation concepts and applications
3	Innovation models
4	Innovative business ideas and applications
5	Business Plan scope and content for new ventures
6	Production, Marketing and Financial Planning in Entrepreneurship
7	Strategic planning applications for new ventures
8	Midterm Exam
9	Marketing plan applications for new ventures
10	Production planning applications for new ventures
11	Financial planning for new ventures
12	Intellectual asset management
13	Writing and presentation of business plans
14	Writing and presentation of business plans
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI216 Principles of Marketing II				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Habib UMUD		Mail : humud@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		To understand the concept of marketing and to define marketing mix practices					
Course Learning Outcomes and Competencies		1. Ability to define basic marketing principles and concepts 2. Ability to conduct a situation analysis related to the business’s marketing environment 3. Ability to convert verbal data related to the field into mathematical formulas and interpret them 4. Ability to create simple models to establish relationships with the business environment from a marketing perspective					
Textbooks and /or Other Required Materials		Prof. Dr. İsmet MUCUK, Pazarlama İlkeleri					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, group work					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	19. Midterm Exam	X	40
	20. Midterm Exam		
	21. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Public Relations and Promotion
2	Direct Marketing
3	Personal Selling and Sales Management
4	Personal Selling and Sales Management
5	Distribution Channels and Policies
6	Retailing and Store Management
7	Retailing and Store Management
8	Midterm Exam
9	Marketing Planning
10	Marketing Organization
11	Modeling and Decision-Making Techniques
12	Competitive Marketing Strategies
13	Competitive Marketing Strategies
14	Competitive Marketing Strategies
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI218 Managerial Accounting				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	2	2	4	3	4	Turkish	Compulsory
Prerequisites of Course		Prerequisite knowledge of financial accounting and cost accounting is required.					
Course Instructor		Asst. Prof. Dr. S. Meral ULUÇ		Mail : smeralceviren @munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The course aims to teach the fundamentals of managerial accounting, cost-volume-profit relationships and analyses, profit planning, relevant cost analyses for business decisions, pricing decisions, the use of standard costing and variance analysis for control purposes, and business budgeting as a tool for planning and control.					
Course Learning Outcomes and Competencies		<ol style="list-style-type: none">1. Can identify the role of managerial accounting within the Management Information System.2. Can evaluate the importance of ethical values in the preparation and interpretation of cost reports.3. Can classify costs for various purposes.4. Can reconstruct cost reports to support decision-making processes.					
Textbooks and /or Other Required Materials		Managerial Accounting, G. Gökçen, H. Çelenk, E. Horasan Managerial Accounting, F. C. Ertaş					
Method of delivery of the course		Face to face, Online					
Teaching Methods and Techniques		Explanation, presentation, question and answer, group work, and practical applications.					

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	25. Midterm Exam	X	40
	26. Midterm Exam		
	27. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Introduction to Managerial Accounting
2	Foundations of Managerial Accounting
3	Cost Classifications and Product Cost Flow
4	Cost Behavior: Analysis and Application
5	Cost-Volume-Profit Analysis
6	Cost-Volume-Profit Analysis (continued)
7	Relevant Costs in Decision Making
8	Midterm Exam
9	Relevant Costs in Decision Making (continued)
10	Segment Reporting, Decentralization, and Balanced Scorecard
11	Segment Reporting, Decentralization, and Balanced Scorecard (continued)
12	Activity-Based Costing System
13	Flexible Budgets and Standard Costs
14	Practical Applications
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI220 Public Relations				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	3	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Hasret ŞAROĞLU		Mail : hasretsaroglu@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		It is aimed to make students adopt the concept of public relations and the principles that should be taken as a basis in public relations. Basic concepts related to public relations are explained and a general introduction of the field is made. The course scope includes definitions of public relations, its purpose, function, differences with similar concepts such as propaganda and advertising, historical development of public relations in the world and in Turkey, relationship models, qualifications of public relations personnel, ways to use the internet in public relations, crisis management, reputation management, public relations. ethics of relationships etc. topics are emphasized.					
Course Learning Outcomes and Competencies		1. Interprets the theories, concepts, methods, tools and ideas that form the basis of the fields of Public Relations and Promotion with a critical approach. 2. Uses the theoretical knowledge acquired in the fields of Public Relations and Promotion in practice 3. It collects the data required for producing, disseminating and maintaining content in the fields of Public Relations and Promotion using scientific methods 4.While producing and analyzing projects in the fields of Public Relations and Promotion, professional ethical values and corporate social responsibility principles are taken into consideration. 5.Distinguishes the basic concepts and historical development of public relations. 6. Makes evaluations about the target audience in public relations. 7.Evaluates image and image management in public relations. 8.Interpret the concept of social responsibility in public relations. 9.Distinguishes the concepts of sponsorship, lobbying, social media and corporate culture in public relations.					
Textbooks and /or Other Required Materials		Public Relations in Businesses (Promotion, Image Management, Corporate Reputation Management) Prof .Dr. .Dilaver Tengilimoğlu , Prof. Dr. Yüksel Öztürk					

Method of delivery of the course	Face to face, Online
Teaching Methods and Techniques	description, presentation

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Conceptual framework of Public Relations, Historical Development of Public Relations, Concepts Close to Public Relations
2	Objectives and Basic Principles in Public Relations
3	Organization of Public Relations Unit in Businesses
4	Management Process in Public Relations
5	Target Audience in Public Relations Management
6	Communication Tools Used in Public Relations Activities
7	Image and Image Management in Public Relations
8	Midterm Exam
9	Social Responsibility Approach in Public Relations
10	Public Relations and Sponsorship

11	Public Relations and Lobbying
12	Public Relations and Social Media
13	Public Relations and Corporate Culture
14	A general review of the topics covered since the beginning of the term.
15	Final Exam

DESCRIPTION FORM OF COURSE

Course Code and Name: TMI222 Foreign Trade Operations				Program: Business Management			
Semester	Theory	Prac.	Total	Credits	ECTS	Language of Course	Course Type Compulsory/Elective
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Prerequisites of Course		There are no prerequisites.					
Course Instructor		Lecturer Haydar BALO		Mail : hbalo@munzur.edu.tr Web: https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yyonetimler/Pages/Default.aspx			
Aims of Course		The objectives of this course are to provide knowledge of basic concepts related to foreign trade, customs, and foreign exchange regimes; to enable understanding of foreign trade theories; to comprehend foreign trade operations within the scope of foreign exchange regulations and general foreign exchange arrangements; and to understand the documents, delivery, and payment methods used in foreign trade transactions.					
Course Learning Outcomes and Competencies		1 Students will know the basic concepts related to foreign trade. 1.1. Knows the objectives of foreign trade policy. 1.2. Knows the tools of foreign trade policy. 2 Students will know the documents used in foreign trade . 2.1. Knows the commercial documents used in foreign trade . 2.2. Knows the shipping documents in foreign trade. 3 Students will know the delivery methods in foreign trade. 3.1. Knows Group E delivery methods. 3.2. Knows Group F delivery methods. 3.3. Knows Group C delivery methods. 3.4. Knows Group D delivery methods. 4 Students will know the payment methods in foreign trade. 4.1. Performs cash payment method. 4.2. Performs cash against goods payment method. 4.3. Performs letter of credit payment. 5 Students will know the concepts and processes of export and import. 5.1. Knows the definition and types of export. 5.2. Knows the definition and types of import.					
Textbooks and /or Other Required Materials		DÖLEK A., Dış Ticaret İşlemleri (Foreign Trade Operations), Umut Kitap, 2013, Istanbul.					

	GÜRSOY Y., Dış Ticaret İşlemleri Yönetimi (Foreign Trade Operations Management), Umut Kitap, 2012, Bursa.
Method of delivery of the course	Face to face, Online
Teaching Methods and Techniques	Explanation, question-answer, presentation, practice, analysis

Evaluation Criteria		If yes, please mark (X)	Percentage (%) Contribution to the Overall Average
	1. Midterm Exam	X	40
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	60

Semester Course Plan	
Week	Syllabus
1	Foreign trade policies and basic concepts
2	Documents used in foreign trade.
3	Delivery methods in foreign trade.
4	Examples of delivery methods in foreign trade.
5	Payment methods in foreign trade.
6	Examples related to payment methods in foreign trade.
7	Collection and offsetting of export proceeds. Example solutions.
8	Midterm Exam
9	Closing export accounts and document procedures.
10	Deferral, cancellation, and refunds in export transactions.

11	Import transactions and classification of imported goods.
12	Calculation of taxes in import transactions.
13	Foreign exchange transactions and documents used.
14	Other foreign trade regimes.
15	Final Exam