




	<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b>					
	<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	BUSINESS ADMINISTRATION	Course Code	MAN 327			
		Course Title	DATA AND PROCESS MANAGEMENT			
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring		
		Course Type	<input type="checkbox"/> Compulsory	<input checked="" type="checkbox"/> Elective		
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English		
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS	
			3	0	5	
Instructor	Title, Name-Last Name		Prof. Dr. Haluk KORKMAZYUREK			
	Contact Information		<a href="mailto:haluk.korkmazyurek@toros.edu.tr">haluk.korkmazyurek@toros.edu.tr</a>			
Information about Course	General information on the following topics will be presented in this lesson: - Data, Information and Knowledge - Data Management - Data Base, data Processing and Data Mining- Data Base, Data Processing and Data Mining -Process Management -Process Mapping -Process Time and Cost Estimation -Process Improvement -Control Tools and Metrics -Process Testing					
<b>WEEKLY COURSE CONTENTS</b>						
Week	Topics			Teaching Methods and Techniques		
1. Week	Data Management. Introduction			Synchronous - lms.toros.edu.tr		
2. Week	Data Management Process			Synchronous - lms.toros.edu.tr		
3. Week	Data Base			Synchronous - lms.toros.edu.tr		
4. Week	Data Processing			Synchronous - lms.toros.edu.tr		
5. Week	Data Mining			Synchronous - lms.toros.edu.tr		
6. Week	Big Data			Synchronous - lms.toros.edu.tr		
7. Week	Process Management. Introduction			Synchronous - lms.toros.edu.tr		
Midterm (Explanation)*	Written Exam (%40 of total grade)					
8. Week	Process Mapping			Synchronous - lms.toros.edu.tr		
9. Week	Process Time and Cost Estimation			Synchronous - lms.toros.edu.tr		
10. Week	Process Improvement			Synchronous - lms.toros.edu.tr		
11. Week	Process Control Tools and Metrics			Synchronous - lms.toros.edu.tr		
12. Week	Process Testing			Synchronous - lms.toros.edu.tr		
13. Week	Students' Data Base and Process Mapping Presentations			Synchronous - lms.toros.edu.tr		
14. Week	Students' Data Base and Process Mapping Presentations			Synchronous - lms.toros.edu.tr		
Final (Explanation)**	Written Exam (%60 of total grade)					
Make-Up (Explanation)	Online exam (Written Exam)					
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>						
Synchronous	<input checked="" type="checkbox"/>					
Asynchronous	<input type="checkbox"/>					
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>					
Face-to-Face	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
<b>Other explanations for the effective and efficient conduct of the course</b>						
Attendance***	%70 is required.					
Course Resources	Susan Page (2010), The Power of Business Process Improvement, Washington D.C.:Amacom,					
Auxiliary Resources						
Course Counseling	Consulting Management (Synchronous)					
	Consulting Topics			Date	Time	

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	<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>				
Department / Program	BUSINESS ADMINISTRATION	Course Code	MAN301		
		Course Title	Financial Management-I		
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Assist.Prof.Dr.Seda TURNACIGIL		
	Contact Information		<a href="mailto:seda.turnacigil@toros.edu.tr">seda.turnacigil@toros.edu.tr</a>		
Information about Course	In this course, information about business finance will be given.				
WEEKLY COURSE CONTENTS					
Week	Topics			Teaching Methods and Techniques	
1. Week	Introduction to Financial Management			Synchronous	
2. Week	Time Value of Money			Synchronous	
3. Week	Time Value of Money			Face to Face	
4. Week	Time value of Money			Face to Face	
5. Week	Break Even Point and Leverage			Synchronous	
6. Week	Source of Financing			Face to Face	
7. Week	General evaluation			Face to Face	
Midterm (Explanation)*	Face to Face				
8. Week	Working Capital Management			Face to Face	
9. Week	Working Capital Management			Face to Face	
10. Week	Risk and Return			Synchronous	
11. Week	Risk and Return			Face to Face	
12. Week	Financial Institutions			Synchronous	
13. Week	General Evaluation			Face to Face	
14. Week	General Evaluation			Face to Face	
Final (Explanation)**	Face to Face				
Make-Up (Explanation)	Face to Face				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input checked="" type="checkbox"/>	The lessons will be taught synchronously in their own time.			
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input checked="" type="checkbox"/>	Exams will be held face to face in the classroom.			
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***					
Course Resources	Corporate Finance, 7th Edition by Stephen A. Ross (Author), Randolph W. Westerfield (Author), Jeffrey Jaffe (Author)				
Auxiliary Resources	Özün Akgüç "Finansal Yönetim" Avcıol Yayınları				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)		Synchronous,Face-to-face		
	Consulting Topics		Date	Time	
	Students will be given counseling on lessons and other issues on a specific day and				
	The day and hour will be announced later.				

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	<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	BUSINESS ADMINISTRATION	Course Code	FLE 303			
		Course Title	BUSINESS ENGLISH			
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring		
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective		
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English		
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS	
			3	0	5	
Instructor	Title, Name-Last Name		Dr. Didem Demir			
	Contact Information		<a href="mailto:didem.demir@toros.edu.tr">didem.demir@toros.edu.tr</a>			
Information about Course	Theoretical Issues of Marketing					
<b>WEEKLY COURSE CONTENTS</b>						
Week	Topics			Teaching Methods and Techniques		
1. Week	Introduction to Course			<a href="#">face to face</a>		
2. Week	Brands			<a href="mailto:synchronous@lms.edu.tr">synchronous@lms.edu.tr</a>		
3. Week	Work and Leisure			<a href="mailto:synchronous@lms.edu.tr">synchronous@lms.edu.tr</a>		
4. Week	Travel			<a href="mailto:synchronous@lms.edu.tr">synchronous@lms.edu.tr</a>		
5. Week	Food and Entertaining			<a href="mailto:synchronous@lms.edu.tr">synchronous@lms.edu.tr</a>		
6. Week	Buying and Selling			<a href="mailto:synchronous@lms.edu.tr">synchronous@lms.edu.tr</a>		
7. Week	Review			<a href="#">face to face</a>		
Midterm (Explanation)*	Written Exam (face to face) %40					
8. Week	Jobs			<a href="#">face to face</a>		
9. Week	Communication			<a href="#">face to face</a>		
10. Week	Communication			<a href="#">face to face</a>		
11. Week	Review			<a href="#">face to face</a>		
12. Week	Presentation of Projects			<a href="#">face to face</a>		
13. Week	Presentation of Projects			<a href="#">face to face</a>		
14. Week	Presentation of Projects			<a href="#">face to face</a>		
Final (Explanation)**	The students would be evaluated by their projects.%60					
Make-Up (Explanation)	Face to face written exam (it depends on the situation)					
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>						
Synchronous	<input type="checkbox"/>					
Asynchronous	<input type="checkbox"/>					
Mixed (Synchronous + Asynchronous)	<input checked="" type="checkbox"/>	Ask students to generate their own discussion questions. session with an icebreaker question.				Start every
Face-to-Face	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
<b>Other explanations for the effective and efficient conduct of the course</b>						
Attendance***	%70 is required.					
Course Resources						
Auxiliary Resources	Market Leader, John Rogers					
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)					
	Consulting Topics			Date	Time	

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<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>							
Department / Program	BUSINESS ADMINISTRATION	Course Code	MAN307				
		Course Title	Entrepreneurship				
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring			
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective			
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English			
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS		
			3	0	5		
Instructor	Title, Name-Last Name		Prof.Dr. Mustafa BEKMEZCI				
	Contact Information		<a href="mailto:mustafa.bekmezci@toros.edu.tr">mustafa.bekmezci@toros.edu.tr</a>				
Information about Course	Students effectively completing this course will have demonstrated the ability to identify and evaluate the market opportunities. Thus, enable to write and execute well prepared business plans.						
<b>WEEKLY COURSE CONTENTS</b>							
Week	Topics			Teaching Methods and Techniques			
1. Week	The Foundations of Entrepreneurship			Synchronous- lms.toros.edu.tr			
2. Week	Ethics and Social Responsibility			Synchronous- lms.toros.edu.tr			
3. Week	Inside the Entrepreneurial Mind: From Ideass to Reality			Synchronous- lms.toros.edu.tr			
4. Week	Conducting a Feasibility Analysis and Designing a Business Model			Synchronous- lms.toros.edu.tr			
5. Week	Crafting a Business Plan and Building a Solid Strategic Plan			Synchronous- lms.toros.edu.tr			
6. Week	Forms of Business Ownership and Buying an Existing Business			Synchronous- lms.toros.edu.tr			
7. Week	Franchising and the Entrepreneur			Synchronous- lms.toros.edu.tr			
Midterm (Explanation)*	Written Exam (Online - score weight is %20)						
8. Week	Building a Powerful Bootstrap Marketing Plan			Synchronous- lms.toros.edu.tr			
9. Week	E-commerce and the Entrepreneur			Synchronous- lms.toros.edu.tr			
10. Week	Pricing and Credit Strategies			Synchronous- lms.toros.edu.tr			
11. Week	Creating a Successful Financial Plan			Synchronous- lms.toros.edu.tr			
12. Week	Managing Cash Flow			Synchronous- lms.toros.edu.tr			
13. Week	Sources of Financing			Synchronous- lms.toros.edu.tr			
14. Week	Choosing the Right Location and Layout			Synchronous- lms.toros.edu.tr			
Final (Explanation)**	Final exam will be done face to face written exam. Score weight is %80						
Make-Up (Explanation)	Make-up will be done face to face written exam. Score weight is %80						
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>							
Synchronous	<input checked="" type="checkbox"/>	At time on lms.toros.edu.tr					
Asynchronous	<input checked="" type="checkbox"/>						
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>						
Face-to-Face	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
<b>Other explanations for the effective and efficient conduct of the course</b>							
Attendance***	%70 attendance is required for the course						
Course Resources	Essentials of Entrepreneurship and Small Business Management- Norman M. Scarborough & Jeffrey R. Cornwall- Pearson						
Auxiliary Resources	Entrepreneurship - Robert D. Hirsrich, Michael P. Peters, Dean A. Shepherd - Mc Graw Hill Education						
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)						
	Consulting Topics			Date	Time		
	No specific time for supervising. (anytime by e-mail)						

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<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	BUSINESS	Course Code	MAN303		
		Course Title	COST ACCOUNTING		
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Assist.Prof.Dr.Seda TURNACIGİL		
	Contact Information		<a href="mailto:seda.turnacigil@toros.edu.tr">seda.turnacigil@toros.edu.tr</a>		
Information about Course	In this course, information about business finance will be given.				
WEEKLY COURSE CONTENTS					
Week	Topics		Teaching Methods and Techniques		
1. Week	Introduction to Cost Accounting		Synchronous		
2. Week	Cost systems, financial statements and accounting records		Synchronous		
3. Week	Classification of expenses.		Synchronous		
4. Week	Direct and indirect material cost		Synchronous		
5. Week	Direct and indirect labor cost		Synchronous		
6. Week	Manufacturing overhead cost		Synchronous		
7. Week	General evaluation		Synchronous		
Midterm (Explanation)*	Face to Face				
8. Week	Order Cost Systems		Synchronous		
9. Week	Process Cost Systems		Synchronous		
10. Week	Costing in combined production		Synchronous		
11. Week	Budgeting		Synchronous		
12. Week	Standart cost system		Synchronous		
13. Week	General evaluation		Synchronous		
14. Week	General evaluation		Synchronous		
Final (Explanation)**	Face to Face				
Make-Up (Explanation)	Face to Face				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input checked="" type="checkbox"/>	The lessons will be taught synchronously in their own time.			
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input checked="" type="checkbox"/>	Exams will be held face to face in the classroom.			
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***					
Course Resources	Corporate Finance, 7th Edition by Stephen A. Ross (Author), Randolph W. Westerfield (Author), Jeffrey Jaffe (Author)				
Auxiliary Resources	Özün Akgüç "Finansal Yönetim" Avcıol Yayınları				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)		Synchronous,Face-to-face		
	Consulting Topics		Date	Time	
	Students will be given counseling on lessons and other issues on a specific day and				
	The day and hour will be announced later.				

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<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	BUSINESS ADMINISTRATION	Course Code	MAN 309		
		Course Title	Human Resource Management		
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Prof. Mert Aktaş		
	Contact Information		<a href="mailto:mert.aktas@toros.edu.tr">mert.aktas@toros.edu.tr</a>		
Information about Course	Principles and problems of labor relations, employee relations and personnel management, including employment and training of personnel, employee-employer relations, incentives, wage and salary administration, job evaluation and merit rating will be discussed in this course.				
<b>WEEKLY COURSE CONTENTS</b>					
Week	Topics			Teaching Methods and Techniques	
1. Week	Introduction to HRM			Presentation and Discussion	
2. Week	Strategic HRM			Presentation and Discussion	
3. Week	Job Analysis			Presentation and Discussion	
4. Week	Personnel Planning and Recruitment			Presentation and Discussion	
5. Week	Employee Testing and Selection			Presentation and Discussion	
6. Week	Training and Development			Presentation and Discussion	
7. Week	Performance Management and Appraisal			Presentation and Discussion	
Midterm (Explanation)*	Project (%20)				
8. Week	Performance Management and Appraisal II			Presentation and Discussion	
9. Week	Reward Management			Presentation and Discussion	
10. Week	Pay for Performance			Presentation and Discussion	
11. Week	Ethics and Justice			Presentation and Discussion	
12. Week	Managing Global HRM			Presentation and Discussion	
13. Week	Discussion			Presentation and Discussion	
14. Week	Discussion			Presentation and Discussion	
Final (Explanation)**	Final grade will be given by a project. Weight is %80				
Make-Up (Explanation)	Make up exam will be done face-to-face				
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>					
Synchronous	<input type="checkbox"/>				
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input checked="" type="checkbox"/>				
Face-to-Face	<input checked="" type="checkbox"/>				
Other	<input type="checkbox"/>				
<b>Other explanations for the effective and efficient conduct of the course</b>					
Attendance***	For the synchronous courses required attendance is %70.				
Course Resources	Gary Dessler, "Human Resource Management", 13th edition. Pearson G				
Auxiliary Resources	Media and journal articles				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)				
	Consulting Topics		Date	Time	
	No specific time for counselling				
	No specific time for counselling				
	No specific time for counselling				