

Management of Health Institutions Program
2024-2025 Course Contents

Semester I

SKI115 Hospital Management and Organization I (3+0), ECTS:6

Concepts of management and manager, classifications of management, decision-making in management, leadership concepts and theories, management theories (classical, neo-classical, modern, and contemporary approaches), functions of management (planning, organizing, executing, controlling, and coordinating), strategic management concepts, environmental analysis, business analysis.

SKI103 General Accounting (2+0), ECTS:3

Basic information about accounting, the importance of accounting in businesses, stakeholders in accounting, fundamental balance sheet equality, balance sheet and income statement elements, basic accounting practices within the framework of the uniform chart of accounts.

SKI111 General Business (Elective) (2+0), ECTS:3

Introduction and general information, basic concepts related to businesses, classifications of businesses, decisions on business establishment, location selection for businesses, business functions, establishment activities, business size and capacity, responsibilities of businesses toward their environment.

SKI107 Basic Health Information and Medical Terminology (Elective) (3+0), ECTS:5

General information about medical terminology, the importance of medical terms in institutional communication, basic definitions and terms related to human anatomy, anatomical terms indicating direction, planes, and movement. General information about diseases and the international classification system of diseases. Basic components of medical terms: roots, prefixes, and suffixes. Terms related to the musculoskeletal system, cardiovascular system, respiratory system, nervous system, endocrine and metabolic disorders, digestive system, urinary system, genital system, skin, eye, and ear, including diagnostic, surgical, and symptomatic terms.

RPSI 209 Positive Psychology and Communication Skills (Elective) (2+0), ECTS:3

Definition of positive psychology, basic concepts, theoretical foundations, and applications. Exploration of socio-emotional experience and behavior, brain-behavior systems within cognitive sciences, self-awareness, empathy, psychosocial life skills, problem-solving skills, motivation, planning, anger, aggression, violence, relationship management, decision-making, perseverance, and negotiation.

INGU 103 English I (2+0), ECTS :2

This course is designed for beginner-level learners of English and aims to improve basic language skills. Through various teaching techniques and practical activities, students develop listening, reading, and writing skills. Using dialogues and texts from real-life situations, learners acquire basic grammar patterns and vocabulary. By the end of the course, learners are prepared to advance from beginner to pre-intermediate levels.

RKUL 103 University Culture (Elective) (0+2), ECTS :4

A program conducted over 14 weeks consisting of seminars, conferences, panels, workshops, and talks based on suggestions from academic units, the student council, and student clubs.

ATA 103 Principles of Atatürk and History of Turkish Reforms I (2+0), ECTS :2

Concepts and definitions, teaching methods, and resources. Industrial Revolution and French Revolution, the decline of the Ottoman Empire (19th century), the Tanzimat and Islahat Edicts, the First and Second

Constitutional Era, World War I, the Tripolitanian and Balkan Wars, the Armistice of Mudros, Wilson's Principles, Paris Conference, Mustafa Kemal's arrival in Samsun, the situation in Anatolia, Amasya Circular, National Congresses, the opening of the Ottoman Parliament, the establishment of the Grand National Assembly of Turkey, domestic uprisings, Constitution of 1921, establishment of the regular army, key battles, and treaties during the War of Independence, Lausanne Treaty, and abolition of the Ottoman Sultanate.

TURK 103 Turkish Language I

(2+0), ECTS :2

Developing language awareness, reading habits, and preferences. Correct use of basic writing and punctuation rules, expanding vocabulary.

SEMESTER II

SKI118 Hospital Management and Organization II

(3+0),ECTS :6

Concept of health, characteristics of healthcare services, classifications of healthcare services, concept of the hospital, hospitals as organizations, concept of the health system, types of health systems, history of healthcare services in Turkey, organizational behavior in hospitals, contemporary approaches in hospital management (benchmarking, outsourcing, agency theory, downsizing, reengineering, learning organizations, core competencies).

SKI210 Human Resources Management in Healthcare Institutions

(2+0), ECTS :3

Definition, basic concepts, and functions of human resources management, job analysis and design, human resources planning in healthcare institutions, recruitment and selection, training and development, career planning, performance evaluation, job evaluation, and wage management.

TTP118 Statistics (Elective)

(2+0), ECTS :4

Frequency analysis, normal distribution, statistical graphs, t-tests, regression and correlation analysis, and their application in marketing research.

HUK101 General Law

(2+0), ECTS:4

Social rules and law; the concept of law and legal sanctions, characteristics of legal rules, sources of law; branches of law; definition and types of rights; acquisition, loss, and exercise of rights; legal entities; legal capacity; kinship; domicile; protection of personality; possession; ownership; debt relations and liability; judicial authorities.

RKUL 104 University Culture (Elective)

(0+2), AKTS:4

Participation in seminars and conferences organized within the university.

ATA 104 Principles of Atatürk and History of Turkish Reforms II

(2+0), AKTS:2

The decline of the Ottoman social and state structure and reform movements; the partitioning of the Ottoman Empire and the start of the National Struggle; organizing the National Struggle in Anatolia; opening of the First Grand National Assembly; military and political developments (1920–1922); revolutions and reactions; constitutional system establishment; domestic and foreign policies during the Republic; characteristics of the Turkish Revolution; Atatürk's principles.

TURK 104 Turkish Language II

(2+0),

ECTS :2

Developing skills in correctly using the native language; improving writing skills through punctuation,

spelling rules, composition, and literary forms. Reading and analyzing various literary works.

İNGU 104 English II

(2+0), ECTS:2

Focus on verb tenses, modals, adverbs, adjectives, passive voice, conditional clauses, relative clauses, reported speech, and noun clauses.

TDS108 Medical Documentation and Secretaryship

(2+0), ECTS:2

History and fundamental concepts of medical documentation, responsibilities in medical documentation, types of medical documents, patient files, confidentiality, and security. Evolution of secretaryship globally and in Turkey, professional ethics, meeting management, time management, and organizational skills.

SEMESTER III

SKI201 Quality Management in Healthcare Institutions

(2+0), ECTS:4

Concept and evolution of quality, fundamentals and philosophy of total quality management, elements of total quality management, organization and supervision of total quality, change management and organizational culture in total quality management, organizational communication in total quality management, total quality management and motivation, teamwork in total quality management, contribution of human resource management to total quality management, the impact of total quality management on competition and the advantages it provides, hospital quality assurance systems, and certification.

SKI213 Financial Management in Healthcare Institutions

(3+0), ECTS:4

Tools of financial management, general financial concepts, financial instruments, financial statement analysis, break-even point and investment policies, time value of money and investment, risk and return, NPV analysis, cash flow statement and cash flow management, working capital management, investment project risks in Turkey, and the impact of interest and exchange rates on investments.

SKI217 Health Insurance

(2+0), ECTS:4

Concept of insurance, history of insurance, development of insurance in Turkey, types of insurance, characteristics and differences of health insurance, moral hazard in health insurance, reimbursement models in health insurance, financing and pricing of health services, main models of health insurance, relationship between risk and health insurance, social health insurance, private health insurance, documents used in insurance processes, complementary insurance, and the healthcare application regulation.

SKI219 Marketing and Public Relations in Healthcare Institutions

(3+0), ECTS:6

The concept of marketing, service marketing, healthcare marketing, changes in the concept of marketing, service development, definition of services, common characteristics of services, current importance of the service sector, service quality and marketing, traditional marketing mix, extended marketing mix, product, distribution, pricing, and promotion in healthcare services, marketing research, consumer behavior, definition of public relations, public relations mix, historical development of public relations, professionalization and basic principles of public relations, organization of public relations activities, internal public relations, social responsibility, public relations and crisis management, communication tools used in public relations, media relations, the importance, functioning, and applications of public relations in healthcare services.

SKI221 Hospital Information Management Systems

(3+0), ECTS:6

Basic concepts of Hospital Information Management Systems (HIMS), HIMS infrastructure, objectives of HIMS, systems that exchange data with HIMS, history and development, HIMS programming and structure, patient registration and admission, service price lists, drug tracking system, and vaccination

tracking system.

SKI207 Entrepreneurship (Elective)

(2+0), ECTS:3

The primary aim of this course is to prepare students mentally and emotionally for entrepreneurship and to encourage them. The course bridges the theoretical framework with industry applications regarding topics such as entrepreneurship, innovation, social responsibility of entrepreneurs, and business ethics. It covers key concepts of entrepreneurship, creativity, innovative thinking, project-based thinking, planning, organizing a business, the legal framework of establishing a business, entrepreneurship models, local, national, and international innovative market ideas, business plan preparation, organizational design, chain entrepreneurship, legal framework of entrepreneurship, incentives, creativity, innovation, patents, utility models, and licensing agreements.

OSG111 Occupational Health and Safety

(2+0), ECTS:3

Definition, scope, and objectives of occupational health and safety; concepts of hazard and risk; definitions of workplace accidents and occupational diseases; cost and causes of workplace accidents; hazardous actions and conditions; occupational risks; preventive approaches to occupational health and safety; monitoring of the work environment; workplace organization; health monitoring and occupational medicine; responsibilities of employers, employer representatives, and occupational safety specialists in workplace accidents.

SEMESTER IV

SKI216 Health Economics

(2+0), ECTS :5

The relationship between health and economics, micro and macroeconomic analysis of the healthcare market, political economic analysis of healthcare services, comparative analysis of healthcare services among countries, economic development, economic growth, and the relationship with healthcare services.

SKI218 Health Legislation

(2+0), ECTS:4

Written legal regulations in the health sector, laws, statutes, and regulations determining the management and practices of hospitals and other healthcare institutions, examination of current legislative changes, fundamental concepts of legislation and healthcare institutions legislation, public and environmental health regulations, healthcare service delivery regulations, procurement regulations, legislation regarding the rights and responsibilities of healthcare personnel, patient rights, and emergency healthcare services.

SKI 200 Healthcare Institutions Management

(3+0), ECTS:6

Hospital automation systems, public relations and promotion, marketing, human resources, accounting and finance, procurement, quality management systems, and material management activities, including 16 hours of practical application supported by theoretical knowledge on current changes in healthcare institution management and health policies.

ILK101 First Aid

(2+0), ECTS:3

General first aid knowledge, human body, patient/injured and scene evaluation, basic life support, airway obstructions, bleeding and shock, injuries, burns, frostbite, heatstroke, consciousness disorders (loss of consciousness, seizures, low blood sugar, chest pain), poisonings, animal bites, foreign bodies in eyes/ears/nose, drowning, fractures, dislocations, sprains, and transportation techniques.

SKI208 Procurement and Material Management in Healthcare Institutions**(2+0), ECTS:3**

Scope includes basic concepts and definitions of material classification, classification of materials in healthcare institutions, material need determination, demand forecasting methods, procurement and the procurement decision-making process, procurement methods in healthcare businesses, inventory control methods, inventory valuation methods, modern material management techniques, Just-in-Time (JIT) inventory management, logistics and its key components, logistics in healthcare institutions, supply chain quality control, and waste management.

SKI999 Summer Internship**(20 workdays)****ECTS: 9**

Covers a 20-workday period during which students perform their professional applications.