

AFYON KOCATEPE ÜNİVERSİTESİ
AVRUPA KREDİ TRANSFER SİSTEMİ (ECTS) BİLGİ PAKETİ

MESLEK YÜKSEKOKULLARI
BUSINESS PROGRAMME –FINANCE

1ST YEAR – 1ST SEMESTER					
CODE	COURSES	Theoretic	Practice	Total	ECTS
103	Principles Of Atatürk And History Of Revolution-I	2	0	2	1
105/107	Physical Education/ Fine Arts-I	0	1	1	1
117	Introduction To Computer	1	1	2	2
121	Communication Technicals And Office Management	1	1	2	3
119	General Business	3	1	4	4
115	General Accounting	3	1	4	4
127	Information Of General Law	2	0	2	3
123	Introduction To Economics	2	0	2	3
125	Mathematics	2	1	3	4
101	Turkish Language –I	2	0	2	1
111/113/109	Foreign Language I	4	0	4	4

1ST YEAR - 2ND SEMESTER					
CODE	COURSES	Theoretic	Practice	Total	ECTS
104	Principles Of Atatürk And History Of Revolution-II	2	0	2	1
106/108	Physical Education II/ Fine Arts-II	0	1	1	1
118	Programmes Of Office Computer	3	1	4	5
116	Accounting Operations Of Term Last	3	1	4	5
128	Statistics	1	1	2	2
120	Team Working Of Business Skils	1	1	2	3
120	Macro Economics	2	0	2	3
126	Information Of Trade Law	2	0	2	3
124	Commercial Mathematics	1	1	2	2
102	Turkish Language-II	2	0	2	1
112/114/110	Foreign Language-II	4	0	4	4

Group Finance

2ND YEAR – 1ST SEMESTER					
CODE	COURSES	Theoretic	Practice	Total	ECTS
205	Accounting With Computer-I	3	1	4	5
203	Financial Management	3	1	4	5
201	Money And Bank	3	1	4	5
207	Law Of Tax	3	1	4	5
209	Directed Working-I	2	1	3	4
	Group Finance-Elective Courses				
217	Cost Accounting	3	1	4	4
211	Occupational Foreign Language -I	2	2	4	3
223	Management Of Foreign Trade Operations	2	0	2	2
215	The Real Estate Business	1	1	2	2
219	Public Relations	2	0	2	2
213	Insurance Business	1	1	2	2
221	Corporate Accounting	2	1	3	3

2ND YEAR – 2ND SEMESTER					
CODE	COURSES	Theoretic	Practice	Total	ECTS
204	Working Capital Management	2	0	2	1
208	Business Budgets	1	1	2	2
202	Analysis Of Financial Tables	3	1	4	3
206	Operations Of Capital Market	3	1	4	4
210	Turkish Tax System	3	1	4	4
212	Directed Working-II	2	1	3	2
	Training Course				8
	Elective Courses				
228	Account Of Foreign Trade Operations	1	1	2	2
218	Electronic Trade	3	1	4	4
214	Occupational Foreign Language –II (Eng.)	2	2	4	3
222	Account Of Bank	2	1	3	3
224	Account With Computer II	3	1	4	4
220	Tools Of Financial Investment	2	0	2	2
226	Law Of Social Security	2	0	2	2
216	International Finance	2	0	2	2

Group Management

2ND YEAR – 1ST SEMESTER					
CODE	COURSES	Theoretic	Practice	Total	ECTS
201	Principles Of Marketing	2	1	3	4
203	Management And Organization	2	0	2	2
205	Financial Managemet	3	1	4	6
207	Accounting With Computer 1	3	1	4	6
209	Management Of Foreign Trad.Op.	2	0	2	2
211	Directed Working -I	2	1	3	4
	Optional Classes*				
213	Occupational Foreign Language -I	2	2	4	4
215	Cost Accounting	3	1	4	4
217	Public Relations	3	1	4	4
219	Total Quality Management	2	0	2	2
221	Organization Of Congress And Fair	1	1	2	2
223	Cooperative	2	0	2	2

2ND YEAR – 1ST SEMESTER					
CODE	COURSES	Theoretic	Practice	Total	ECTS
202	Human Resources Management	2	1	3	3
204	Ptroduction Management	3	1	4	4
206	Entrepreneurship And Small Business Management	3	1	4	4
208	Law Of Labour And Social Security	3	1	4	4
210	Directed Working Ii	2	1	3	3
	STAGE				8
	Optional Classes*				
212	Occupational Foreign Language -II	2	2	4	2
214	Elektronic Trade	3	1	4	2
216	Desk Top Publishing	3	1	4	2
218	Management Accounting	3	1	4	2
220	Sale Management	1	1	2	2
222	Management Of Recreation And Holiday	1	1	2	2

PRINCIPLES OF ATATURK AND HISTORY OF REVOLUTION I**103Principles of Ataturk and History of Revolution I (2-0) 2 (ECTS:2)**

Year / Semester	1,Year,Fall term
Type of Course	Compulsory
Course Contents	Ottoman innovation, World War I, Independent War, Turkish revolution , Ataturk's principles.
Prerequisite / Recommended	None
Objective of the Course	It gives information about Turkish history comparing Europe to Turkish reulution and Ataturk's principles.
Textbook / Recommended Reading	Turan, R., and etc, 2004, Ataturk's Principles Revolution History (Atatürk İlkeleri ve İnkılap Tarihi
Form of Teaching	Lectures
Form of Assessment	One written midterm exam (40%); one written final exam (60%)
Language of Instruction	Turkish
Instructor	

105. PHYSICAL TRAINING**Physical Training (0-1) 1 (ECTS:1)**

Year / Semester	1st Year Autumn Term
Type of Course	Optional
Course Contents	Aim of the Physical Training and spor spor for Elite and for all, Preparing of organism to spor Healty and exercice Theory and practice of special branch
Prerequisite / Recommended	
Objective of the Course	To be able to understand and practice general principles related spor and body education,
Textbook / Recommended Reading	Aracı. H., 1998, Schools Physical Education Hazar. M.,1997, Physical Education and Game Education in Sports
Form of Teaching	Lecture
Form of Assessment	One written midterm practical (40%) one practical final exam (60%)
Language of Instruction	Turkish
Instructor	

ARTS I**107.Fine Arts I****(0-1) 1****(ECTS:1)**

Year / Semester	1st Year Autumn Term
Type of Course	Optional
Course Contents	In the light of students knowledge and capabilities,production of 3-D products which they have tendency towards, i.e. raw materials used; wood,glass,ceramic,metal,fabric ect.
Prerequisite / Recommended	Non
Objective of the Course	To create time and space for students to be able to exhibit their capabilities in other areas other than their own branches
Textbook / Recommended Reading	Practical
Form of Teaching	lecture
Form of Assessment	One written midterm exam (40%) one written final exam (60%)
Language of Instruction	Turkish
Instructor	

COMPUTING I**117.Computing I (1+1)**

Year / Semester	1st Year Autumn Term
Type of Course	Compulsory
Course Contents	Historical Developing of Computer and Basic Concepts, Processing and structure of Computer,Computer Operating System
Prerequisite / Recommended	None
Objective of the Course	To be able to understand Historical Developing of Computer and innovations on the computer technology.To be able to what is computer and what is working and
Textbook / Recommended Reading	Course Notes
Form of Teaching	Lectures, practice
Form of Assessment	One written midterm exam(40%)I one written final exam(60%)
Language of Instruction	Turkish
Instructor	

121.OFFICE MANAGENT and COMMUNICATION METHOTS.(1+1)

Year/Semester	1.Year/Spring semester
Type of Course	Compulsory
Course Contens	Concepts of Office Mnanagement and Management, Functions of Office Mnanagement, Technics of Archiving and Filing, Meaning and Defining of Communication Concept, Meaning and Function of Organisational Communication.
Prerequisite /Recommended	None
Objective of the Course	The Aim Of This Course Is To Enable To Know Basic Concepts And Methots.Tobe Able To Know Informations Syses And Office Automation, New Approaches To Organising Offices, Understand Virtual Office Concepts And Working Methots Of Virtual Offices,Setup Of Filing System And Method.
Test book/Recommended Reading	Course Notes
From of Teaching	Lecturer
From of Assesment	One written midtermexam(40%);one written final exam(60%)
Loungage of Instruction	Turkish
Instructor	

**GENERAL BUSINESS
GEN.BUS.119 Business (3+1)**

Year/Semester	1rd Year/Automn Semester
Type of Course	Compulsorv
Course Contents	Basic concepts of business, goals, and relationships with enviroment, Classification of business, Founding works of business, growth and Capacity, functions of business.
Prerequisite/Recommended	None
Objective of the Course	This course is acquaint with to obtain and keep on the subject of Basic concepts of business, goals and relationships with environment.
Textbook/ Recommended Reading	Basic knowldoges of Business,
Form of Teaching	Lectures
Form of Assessment	One written midterm exam (40%), One written final exam (60%)
Language of Instruction	Turkish
Instructor	

115,GENERAL ACCOUNTİNG
MUH-115 General Accounting (3+1) Year /

Year/Autumn Semester	First Semester
Type Of Course	Compulsory
Course Contents	Concepts of Business and Accounting; Financial Transactions; Balance of Assets-Liabilities; Balance Sheet and Income Statement; Accounts: Concept of account, Types of accounts, Account chart; Document and Books; Accounting Process; Follow up Goods Transactions: Inventories and transactions of the purchase and sale of goods, Periodic inventory system, Perpetual inventory system; Liquid Assets: Cash, Banks, Checkups; Marketable Securities: Share certificates, Bonds; Receivables: Trade receivable, Other receivable; Long Term Assets; Liabilities; Shareholders Equity; Transactions of Income and Expenses; End of Period Transactions; Preparing Financial Statements and Closing Transactions.
Prerequisite / Recommended	None
Objective Of The Course	The aim of the course is to teach students the basics of accounting and to enable them solve operation about financial accounting.
Textbook / Recommended Reading	Prof.Dr.Halim SÖZBİLİR, Muhasebeye Giriş, Afyon, 2004
Form Of Teaching	Lecture
Form Of Assessment	One written midterm exams (%40) and one written final exam (%60)
Language Of Instruction	Turkish

HUK127 INTRODUCTION OF GENERAL LAW
HUK 127 Introduction Of General Law (2-0) 2(ECTS:3)

Year / Semester	First Year / Autumn Semester
Type Of Course	Compulsory
Course Contents	Societal Life and the Concept of Law , the Aims of law , the rules of lawthe sources of Law , the interpretation of the norms of law , public law , private law , the branches of law , the basic institutions and concepts of public law , the basic institutions and concepts of private law.
Prerequisite / Recommended	None
Objective Of The Course	The basic target of the Introduction to Law course is to give the basic theoretical bases of the Law to the students of FEAS. While doing this, it is important that the students taking the course are not the students of law, therefore they have a very different way of conceiving. Due to the concepts related to Introduction to Law being discrete, there will be lots of practicals and sample cases to be taught.
Textbook / Recommended Reading	Ethem Kadri PEKTAŞ, Hukukun Temel Kavramları /Genel Hukuk Bilgisi Ders Notları, Enver Bozkurt, Hukukun Temel Kavramları, Ahmet Battal, Hukukun Temel Kavramları.
Form Of Teaching	Lectures
Form Of Assessment	One written midterm exams (%40) and one written final exam (%60)
Language Of Instruction	Turkish

İKT 123INTRODUCTION TO ECONOMICS
İKT 123 Introduction to Economics (2-0)2 (ECTS:2)

Year/Semester	1. Year/ Autumn semester
Type of Course	Compulsory
Course Contents	Main Concepts of Economics: Economic needs; Economic Goods and Services; Utility; Value; Production; Factors of Production; Consumption; Specialization and Productivity; Scarcity; Economics and the solution to the problem of scarcity; Main Economic Problems; The Concepts of Supply and Demand; Demand, Supply and equilibrium in the markets; Elasticity of Supply and Demand; Theories of Consumer and Production: Theory of consumer choice and analysis of optimal choice; Optimal Production and Analysis of Cost; Production in Short and Long Run: Production in the short run and costs; Production in the Long Run and Costs; Market structure: Perfectly competitive markets; Monopoly; Monopolistically Competitive Markets; Oligopoly; Policies for Better Income Distribution.
Prerequisite/Recommended	None
Objective of the Course	The aim of the course is to enable students to understand main economic topics and to understand what lies behind the household behaviour.
Textbook/recommended Reading	Dinler Z.2003 Introdution to economics
Form of Teaching	Lectures
Form of Assessment	One written midtern exams (%40); one written final exam (%60)
Language of Instruction	Turkish
Instructor	

MAT 125, MATHEMATICS,(2+1)

Year / Semester	1 Year / Spring Semester
Type of Course	Optional
Course Contents	Basic Concepts: Sets, Number systems, Expressions with whole and rational powers, Identities; Equations: First and second degree equations, Equations reducible to second degree equations; Inequalities: Solutions of first and second degree inequalities; Relations: Definition, Equivalence relation; Functions: Definition, One to one function and subjective functions, Definition of inverse and composite functions, Graphs of some special functions; Limit and Continuity: Definition of limit, Principles of limit, Definition of continuity
Prerequisite / Recommended	None
Objective of the Course	Forming the necessary and sufficient skills of mathematics , which are usable at their own fields , of the students , by teaching effectively the subjects which are in the course programme.
Textbook / Recommended Reading	Course Notes
Form of Teaching	Lectures
Form of Assessment	40% Visa 60% Final
Language of Instruction	Turkish
Instructor	

TDL 101 THE TURKISH LANGUAGE (2+0)2

Year/ Semester	1st Year / Fall Semester , 1st Year / Spring Semester
Type of Course	Compulsory
Course Content	TD I Fall Semester The relationship between language and culture, the status of Turkish among the languages worldwide and its history, the grammar of Anatolian Turkish
Prerequisite/ Recommended	None
Objective of the Cours	At the end of the year the freshmen will be aware of his/her mother tongue's grammar rules as well as its semantics and phonetics, apart from this they will be able use the language in an accurate way considering these rules and they will have consciousness regarding the value of their native language. In every field of study and working after graduation the skill built for using the native tongue efficiently and accurately to express one's ideas is vital in every aspect.
Textbook/ Recommended Reading	Turkish Language I - II, Afyon Education, Health, Science and Research Society Press, Afyon 2005 All reference materials, without any criteria, regarding Turkish Language and Writing Skills, Turkish - Turkish Dictionary, Orthography Guide, Punctuation Guide, Dictionary of Idioms, Dictionary of Proverbs, Periodicals
Form of Teaching	Lecture
Form of Assessment	TD-I One written midterm exam (% 40 each) ; One written final exam (60 %)
Language of Instruction	Turkish

FOREIGN LANGUAGE I (ENGLISH)**111 Foreign Language I****(4-0) 4**

Year / Semester	1st Year Autumn Term
Type of Course	Compulsory
Course Contents	Speaking, listening-comprehension, writing, reading- comprehension
Prerequisite / Recommended	None
Objective of the Course	To be able to understand read and speak the thought language
Textbook / Recommended Reading	Course Notes
Form of Teaching	Lecture
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	English
Instructor	

ZYD – Zorunlu Yabancı Dil (Almanca) (4 – 0)4 (ECTS : 1)

Year / Semester	1. Jahr / Winter and Sommersemester
Type of Course	obligatory
Course Contents	Alphabet of German, Reading of Vocabule, Sentece Structure, Number and Hour, Article and Substantive, Pronoun, Predicate and Time, Conjunction and Preposition
Prerequisite / Recommended	Nine
Objective of the Course	
Textbook /Recommended Reading	Zeit für Deutsch
Ders Kitabı / Diğer ateryal	Themen (Lehrwerk für Deutsch als Fremdsprache)
Form of Teaching Öğretim Şekli	Lectures
Form of Assessment	
Language of Instruction Eğitim Dili	Almanca
Instructor Öğretim Elemanı	

104 Principles Of Ataturk And History Of Revolution II

104 Principles Of Ataturk And History Of Revolution II (2-0)

Year / Semester	1st Year Spring Term
Type Of Course	Compulsory
Course Contents	Reforms Of Atatürk Term, Foreign Politics Of The Atatürk's Term Turkish Republic, Atatürk Reforms.
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Atatürk Reforms Which Providing Foundation Of Turkish Republic ,
Textbook / Recommended Reading	Turan, R., and etc, 2004, Ataturk's Principles Revolution History (Atatürk İlkeleri ve İnkılap Tarihi
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

Year/Semester	1 Year/Autumn Semester
Type Of Course	Optional
Course Contents	Related To Atletism Branch; Running, Throwing And Jumping, Free Gymnastics. Team Sports: Football, Volleyball, Basketball, Basic Abilities About Handball
Prerequisite/Recommended	None
Objective Of The Course	To Provide The Teenagers' Physical, Mental And Social Development By Procuring The Basic Knowledge, Ability, And Habits About Physical Education And Sports.
Textbook / Recommended Reading	Araci. H., 1998, Schools Physical Education Hazar. M.,1997, Physical Education And Game Education In Sports
Form Of Teaching	Expression And Practical
Form Of Assessment	One Practical Midterm Exam(%40); One Practical Final Exam (%60)
Language Of Instruction	Turkish
Instructor	

108 Arts Ii

Year / Semester	1st Year Spring Semester
Type Of Course	Optional
Course Contents	In the light of students knowledge and capabilities,production of 3-D products which they have tendency towards, i.e. raw materials used; wood,glass,ceramic,metal,fabric ect.
Prerequisite / Recommended	None
Objective Of The Course	To create time and space for students to be able to exhibit their capabilities in other areas other than their own branches
Textbook / Recommended Reading	
Form Of Teaching	Lecture
Form Of Assessment	One Practical Midterm Exam(40%), One Practical Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

118, Programmes With Office Computer(3+1)

Year / Semester	1st Year Spring Term
Type Of Course	Compulsory
Course Contents	Program Of Word, Process, Preparingof Working Table,Internet And Electronic Mail
Prerequisite / Recommended	Non
Objective Of The Course	To Be Able To Understand Of Reality Computer Programs Using Different Aims, Use Of Word, Process Program ,Understand Of Easiness Which Will Get To Working Life, Understand Of Getting Internet.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecurer
Form Of Assessment	One Practical Midterm Exam(40%), One Practical Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

116 Accounting Operations Of Term Last (3+1)

Year / Semester	1st Year ,Spring Term
Type Of Course	Compulsory
Course Contents	Basic Concepts With Related To Inventory Operations, Inventory Workings Of Account Inside Andoutside, (Accounts Of Balance And Income Table), Organising Of Financial Tables
Prerequisite / Recommended	Non
Objective Of The Course	To Develop Informations Which Getting From Accounting Course And To Be Able To Practice These Informations To More Complexs Business Subjects And Tobe Able To Practice To Be Able To Understand Business Operations Which Request With Term Last And Practice.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecurer
Form Of Assessment	One Practical Midterm Exam (40%), One Practical Final Exam (60%)
Language Of Instruction	Turkish
Instructor	

128. STATISTICS (1+1)

Year / Semester	1st Year Spring Term
Type Of Course	Compulsory
Course Contents	Basic Concepts, Gathering, Organising And Presenting Of Data, Central Inclusion, Measures Of Distribution, Indexes, Theory Of Probability, Variables Of Random, Regression, Correlation
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Gather, Organising Informations Which Belonging To An Statistical Subject And Present, Calculate, Explain Datas That Characterize Values, Concepts. To Be Able To Analyse By Using Theories Of Probability
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

120, Team Working Of Business Skills (1+1)

Year / Semester	1st Year Spring Term
Type Of Course	Compulsory
Course Contents	To Be Able To Develop With Relation To Business Functions And Managerial Practices, Present Solution Proposals That Emerges Management Process, Get Self Developing And Managing Via Good Communicating , Understand Importance Of Relations Of People And Team Workings.
Prerequisite / Recommended	Non
Objective Of The Course	Problem Solving At The Business Management Communication People Relations And Team Workings. Self-Management And Self Development
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecturer
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

120,MACRO ECONOMICS,(2+0)

Year / Semester	1st Year ,Spring Term
Type Of Course	Compulsory
Course Contents	National Income And Deploy, Money And Policies Of Money, Foreign Trade, Economic Growth, Distribution Of Income And Economic Undulation.
Prerequisite / Recommended	Non
Objective Of The Course	To Be Able To Understand Structure Of Macro Economic And Processing , To Be Able To Understand Problems And Solution Ways That Occur In Economy.
Textbook / Recommended Reading	Macro Economics,
Form Of Teaching	Lecturer
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish

126 Trade Law (2+0)

Year / Semester	1st Year, Spring Term
Type Of Course	Compulsory
Course Contents	Law Of Commercial Business, Law Of Companies, Law Of Commercial Paper
Prerequisite / Recommended	Non
Objective Of The Course	To Be Able To Know Commercial Regulations Which Belong To Business, Understand Commercial Problems That Will Meet In Commercial Life And It's Solutions Ways, Understand Basic Informations With Related To Foundate And Management Of Business. To Be Able To Understand Commercial Vouchers, It's Specifications, Typs.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecturer
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

124 Commercial Mathematics (1+1)

Year / Semester	1st Year ,Spring Term
Type Of Course	Compulsory
Course Contents	Percentage Calculations, Purchase, Cost, Sale And Profit Calculations, Proportional Division And Calculation Related To Companies, Mixture Compound Problems, Interest Calculations, Discount
Prerequisite / Recommended	None
Objective Of The Course	To Comprehend The Subject Related To Financial Life, To Have Basic And Adequate Mathematical Knowledge And Solve Mathematical Problems Maybe Faced During The Vocational Life
Textbook / Recommended	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam (40%) One Written Final Exam (60%)
Language Of Instruction	Turkish
Instructor	

102 TURKISH LANGUAGE II (2+0)

Year / Semester	1st Year ,Spring Term
Type Of Course	Compulsory
Course Contents	Spring Semester Writing Skills, Literature Types, Scientific Research Methods, Orthography, Punctuation
Prerequisite / Recommended	Non
Objective Of The Course	In Every Field Of Study And Working After Graduation The Skill Built For Using The Native Tongue Efficiently And Accurately To Express One's Ideas Is Vital In Every Aspect.
Textbook / Recommended Reading	Turkish Language I - II, Afyon Education, Health, Science And Research Society Press, Afyon 2005 All Reference Materials, Without Any Criteria, Regarding Turkish Language And Writing Skills, Turkish - Turkish Dictionary, Orthography Guide, Punctuation Guide, Dictionary Of Idioms, Dictionary Of Proverbs, Periodicals
Form Of Teaching	Lecturer
Form Of Assessment	II One Written Midterm Exam (% 40 Each); One Written Final Exam (60 %)
Language Of Instruction	Turkish

112 FOREIGN LANGUAGE II (4+0)

Year / Semester	1st Year Spring Term
Type Of Course	Compulsory
Course Contents	Speaking, Listening And Comprehension, Writing, Reading And Comprehension
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand, Speak, Read And Write Fluently A Foreign Language Taught
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam (40%), One Written Final Exam (60%)
Language Of Instruction	Turkish
Instructor	

BUSINESS PROGRAM - FINANCE DEPARTMENT (COURSE CONTENTS)

205 ACCOUNTING WITH COMPUTER I

Year / Semester	1st Year Autumn Term
Type of Course	Compulsory
Course Contents	Basic Concepts and Accounting Systems. Balance Sheet and Income Schedule. Using Packet Programme
Prerequisite / Recommended	To be drive computer and to have basic accounting skills
Objective of the Course	To know basic concepts and documents with accounting. To understand of principle of arrangement of Balance Sheet and Income Schedule. To arrange financial Schedule with computer. Using packet programme with accounting.
Textbook / Recommended Reading	Accounting with Computer,1-2,
Form of Teaching	Lectures and practice
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	Turkish
Instructor	

203 FINANCIAL MANAGEMENT (3+1)

Year/Semester	2st Year / Fall Semester
Type Of Course	Elective -Compulsory
Course Contents	Basic Tools Of Financial Management, Ratio Analysis,Working Capital Policy, Capital Budgeting And Investment Desicions, Capital Cost
Prerequisite/Recommended	None
Objective Of The Course	This Course Learning Is To Aim With Basic Tools Of Financial Management, Ratio Analysis,Working Capital Policy, Capital Budgeting And Investment Desicions, Capital Cost.
Textbook/Recommended Reading	Büker, S.,Aşıkoğlu, R.,Sevil, G., 1997 Financial Management
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exams (%40); One Written Final Exam (%60)
Language Of Instruction	Turkish
Instructor	

201 MONEY AND BANK (3+1)

Year/Semester	3. Year/Spring Semester
Type Of Course	Compulsory
Course Contents	Definitions And Concepts On Money,Financial Institutions, Monetary Policy instruments, Position Of Money in Economy, Money Supply And Central Bank, Banks, Bank Deposit And Credit
Prerequisite/Recommended	None
Objective Of The Course	The Aim Of This Course Is To Acquaint Students About Money, Credit, Bank, Deposit And Financial Markets
Textbook/Recommended Reading	Erol, İ., 1999, Money And Bank. Parasız, İ., 2000, Money And Bank And Financial Markets
Form Of Teaching	Lectures
Form Of Assessment	Midterm Exam (% 40), Final Exam (% 60)
Language Of Instruction	Turkish
Instructor	

207 LAW OF TAX (3+1)

Year / Semester	1st Year Autumn Term
Type of Course	Compulsory
Course Contents	To be able to understand in the position of tax system, resources, practicing of law of tax. To be able to explain causes of get tax of law end the tax depts, Basic concepts regarding of tax, taxing process, To be able to understand of tax judgment and punishments and crimes of tax. Solution ways of tax disagreements.
Prerequisite / Recommended	None
Objective of the Course	Basic principles of law of tax, Basic concepts related tax and taxing varieties, Tax administration and Responsibilities, Tax crimes and punishments
Textbook / Recommended Reading	Law of Tax,
Form of Teaching	Lecture
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	Turkish
Instructor	

209 Directed Working1

Year / Semester	1st Year Autumn Term
Type of Course	Compulsory
Course Contents	Plan, preparing and writing, telling
Prerequisite / Recommended	None
Objective of the Course	To supply deficiencies of the students need to courses which lack of educating term.
Textbook / Recommended Reading	Course Notes
Form of Teaching	Lecture
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	Turkish
Instructor	

Optional Courses

215 COST ACCOUN (3+1)

Year / Semester	2st Year Autumn Term
Type of Course	Optional
Course Contents	Classifications of costs and basic concepts regarding cost accounting, Elements of cost Areas of cost and methods of cost distribution, Systems of cost calculating
Prerequisite / Recommended	None
Objective of the Course	information of basic concepts regarding cost accounting, Tobe able to understand Classifications of costs, Elements of cost and practice elements of cost and Systems of cost calculating
Textbook / Recommended Reading	Cost Accounting,
Form of Teaching	Lecture
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	English
Instructor	

211 OCCUPATIONAL LANGUAGE

Year / Semester	2. Year Autumn Term
Type of Course	Optional
Course Contents	Speaking, listening-Understanding, writing,Reading- understanding,
Prerequisite / Recommended	None
Objective of the Course	To be able to benefit from the language in the occupational area, To be able to write, speak, understand, read in the occupational area rightly, understandable.
Textbook / Recommended Reading	Business Vocabulary In Use, Bill Mascull
Form of Teaching	Lecture
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	Turkish

223, MANAGEMENT OF FOREIGN TRADE OPERATIONS

Year / Semester	2. Year Autumn Term
Type of Course	Optional
Course Contents	Theory of foreign trade, Delivery varieties used at the foreign trade, payments varieties used at the foreign trade, General features of letter of credit, Kinds of letter of credit, commercial invoices and carrying documents, insurance and kinds of loss, other documents sending,a sample, foreign trade policy of Turkey .
Prerequisite / Recommended	None
Objective of the Course	Giving information to students about importance of foreign trade, causes and how foreign trade is making.
Textbook / Recommended Reading	Bağrıaçık, Atila Ve Kantekin, Seyfettin, Practicing of Foreign Trade,1995. Tomanbay, Mehmet, Policies of export 1995. Letters Of Credit, American encouregment and Financing of Foreign Trade,Bankers Association, 4th Printing , Washington, 1981.
Form of Teaching	Lecture
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	Turkish

215 REAL-ESTATE BROKERAGE I (1+1)

Year/Semester	2. Year/Spring Semester
Type Of Course	Optional
Course Contents	Legal And Economical Dimensions Of Real-Estate Brokerage, Taxation Of Real-Estate Brokerage, Tax Obligation Of Real-Estate Brokerage.
Prerequisite/Recommended	None
Objective Of The Course	As A Result Of Modern Urbanization's Gaining Importance, It Is Aimed To Help Students Gain Technical Information And Necessary Skills In The Field Of Real-Estate. Also It Is Aimed For Them To Develop An Ability To Have A Well-Constructed Relationships With Others.
Textbook/ Recommended Reading	Baydemir, M., 2002,
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exam(%40);One Written Final Exam(%60)
Language Of Instruction	Turkish
Instructor	

219 Public Relations,(2+0)

Year/Semester	2. Year/Fall Term
Type Of Course	Optional
Course Contents	The Concept And Definition Of Public Relations;Similar Concepts To Public Relations;Communication In Public Relations Management; Public Relations And The Concept Of Targeted People;Basic Principles Of Public Relations;Management Of Public Relations Activities;Activities, Stages;Tools And Techniques Of Public Relations;Evaluation Of Results;Public Relations During Crisis.
Prerequisite/Recommended	None
Objective Of The Course	This Course Is To Acquaint With To Obtain And Keep On Of Internal Communication And External Communication
Textbook/ Recommended Reading	
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exam (40%) One Written Final Exam (60%)
Language Of Instruction	Turkish

İŞL 221 INSURANCE (1+1)

Year/Semester	2.Year/ Autumn Semester
Type Of Course	Optional
Course Contens	Introduction Of Insurance Concepts, Insurance Types, Insurance History, Function Of Insurance, Principle Of Insurance, State Control In Insurance, Government Backing In Insurance,Insurance Sector in Turkey.
Prerequisite/Recommended	None
Objective Of The Course	The Aim Of The Course Is To Enable Students The Basic information About Insurance.
Textbook/Recommended Reading	Dirim Tekin Ertuğrul 1994, Introduction To Banking And Insurance
From Of Teaching	Lectures
Form Of Assessment	One Written Midtern Exams (%40); One Written Final Exam (%60)
Language Of Instruction	Turkish
Instructor	

221 ACCOUNTING OF COMPANIES (2+1)

Year / Semester	2. Year, Fall Term
Type of Course	Optional
Course Contents	Company concept, Kinds, Person Companies, Features and Account registrations of Person Companies, Features and Account registrations of Capital Companies and Cooperatives
Prerequisite / Recommended	None
Objective of the Course	To be able to understand of company concept and kinds, To be able to practice of founding operations, changings of capital, taxings, distribute of profits and losses, jointings, purifications like these subjects by understanding.
Textbook / Recommended Reading	Accounting of Companies,
Form of Teaching	Lecture
Form of Assessment	One written midterm exam(40%), one written final exam(60%)
Language of Instruction	Turkish

204 MANAGEMENT OF WORKING CAPITAL

Year / Semester	2 Year Autumn Term
Type Of Course	Compulsory
Course Contents	Description, Features, Varieties, And Financing Of Working Capital, Calculating Need Of The Working Capital, Analysing Of Of The Working Capital, Management Elements Of The Working Capital,
Prerequisite / Recommended	None
Objective Of The Course	To be able to understand importance of The Working Capital From Business, To Be Able To Calculate Resources Of The Working Capital, And Needs In Terms Of Business, To Be Able To Understand Management Elements Of The Working Capital,
Textbook / Recommended Reading	Financial Management,
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

208 BUDGETS OF BUSINESS

Year / Semester	2.Year Springterm
Type Of Course	Compulsory
Course Contents	Basic Concepts Related Business Budgets, To Put In Ordering Of Business Budgets, Control And Practice Of Business Budgets,
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Importance Of Business Budgets In Terms Of Business Management, To Be Able To Understand How To Use Business Budgets At The Management Decisions,
Textbook / Recommended Reading	Budgets of Business,
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam (40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

202 ANAL. OF FIN. TAB. (3+1)

Year / Semester	2. Year Springterm
Type Of Course	Compulsory
Course Contents	Kinds, Define, Scope Of Financial Analyse, To Put In Ordering Financial Tables And Their Kinds , Techniques Of Financial Analyse
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Put In Order Financial Tables Used In The Business According To Determined Standarts, To Be Able To Apply Techniques Used Financial Analyse For Business, To Be Able To Interpret Developing Tendency And Available Stuation Of Business According To Results Of Financial Analyse, To Be Able To Apply Techniques Of Financial Analyse For Computer
Textbook / Recommended Reading	Anal.Of Fin.Tab, Prof. Dr. Halim SÖZBİLİR
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

206 OPERATIONS OF CAPITAL MARKET (3+1)

Year / Semester	2. Year Spring Term
Type Of Course	Compulsory
Course Contents	Basic Concepts, Historical Developing And Functions Of Exchange Subjects Under Discussion Of Capital Market Associations Of Capital Market Activities Of Capital Market Instruments Of Capital Market (Stocks And Bonds) Processing Of Stocks And Bonds Market Investment In Stocks And Bonds
Prerequisite / Recommended	None
Objective Of The Course	To Be Able Understand To Subjects Under Discussion And Process Of Capital Market To Be Able Understand To Kinds Of Stocks And Bonds, And How To Investment In These. To Be Able Understand Processing Of Stocks And Bonds Market.
Textbook / Recommended Reading	Markets of Capital,
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish

210 TURKISH TAX SYSTEM

Year / Semester	1st Year Autumn Term
Type Of Course	Compulsory
Course Contents	Tax Of Income , Tax Of Associations, Tax Of Inheritance And Transition, Tax Of Real Estate, Tax Of Motorized Vehicle, Tax Of Adding Value
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Applying And Theory Of Taxes Taking On Charcing And Wealthy, Income In The Turkish Tax System.
Textbook / Recommended Reading	Turkish Tax System,
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish

212 DIRECTED WORKING 2 (2+1)

Year / Semester	2.Year .Spring Term
Type Of Course	Compulsory
Course Contents	Plan, Preparing And Writing, Telling
Prerequisite / Recommended	None
Objective Of The Course	To Supply Deficiencies Of The Students Need To Courses Which Lack Of Educating Term.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

OPTIONAL COURSES

228 ACCO. OF FOREIGN TRAD. OP. (1+1)

Year / Semester	2.Year ,Spring Term
Type Of Course	Optional
Course Contents	Regime Of Turkish Foreign Trade And The Body Of Current Law ,Calculation Plan On The Foreign Trade Operations, Accountilize Operations Of The Foreign Exchange, Stock And Bond And Advance, Import And Export Operations And Their Accountilize
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Know To Features Of Regime Of Turkish Foreign Trade And The Body Of Current Law, To Be Able To Understand Of Accounting Operations And Accounting Plan Directed To Business Of Foreign Trade, To Be Able To Make Registrations Related The Foreign Exchange, Stock And Bond And Advance, To Be Able To Make Registrations Related Operations Of Import And Export, To Be Able To Understand Of Document Flowing.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam (40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

218 ELEC. TRAD. (3+1)

Year / Semester	2 Year ,Spring, Term
Type Of Course	Optional
Course Contents	Historical Developing Of Electronic Trade, Basic Concepts Related Internet And Electronic Trade, Advertisement And Marketing Via Internet Practisings Of Electronic Trade
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Practisings Which Are Made On The Virtual Environment, To Be Able To Know Practisings Which Are Made In The World And Turkey.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

214 OCC. LANG. (2+2)

Year / Semester	2 Year ,Spring Term
Type Of Course	Compulsory
Course Contents	Speaking, Listening-Understanding, Writing, Reading- Understanding
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Benefit From The Language In The Occupational Area, To Be Able Towrite, Speak, Understand, Read In The Occupational Area Rightly,Understandable.
Textbook / Recommended Reading	Business Vocabulary In Use, Bill Mascull
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

222 BANK. ACCOUN. (2+1)

Year / Semester	2.Year, Spring Term
Type Of Course	Optional
Course Contents	Founding Operations And Basic Concepts Regarding Banking, Operations Of Accounting And Banks Resource Prvoding Credit Operations In Which Making Banks Exchange Operations In Which Made Banks Services Operations Made In Bank.
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Basic Concepts Regarding Banking, To Be Able To Understand The Role Of Banks In The Economy To Be Able To Apply Founding And Accounting Operations
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish

224 ACC. COM.2 (3+1)

Year / Semester	2 Year Spring Term
Type Of Course	Optional
Course Contents	Applying Of Basis Of Business Accounting In Package Programme, Operations Of Insurance And Worker Pursuit Card Operations
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Apply Of Basis Of Business Accounting In A Package Programme By Understanding To Be Able To Use Programmes Of Worker Pursuit And Insurance To Be Able To Calculate Costs Of Product A Nd Stocks Pursuits, Checks, Vouchers Of Business
Textbook / Recommended Reading	Accounting with Computer,1-2,
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

220 INS. FIN. INV. (2+0)

Year / Semester	2. Year Spring Term
Type Of Course	Optional
Course Contents	Kinds And Features Instruments Of Financial Investments And Financial Markets, Value At The Financial Investment Instrument, Evaluation And Decision Of Investment Management Of The Wallet To Compose Financial Investment Instrument
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Instruments Of Financial Investment And Concept Of Financial Market To Be Able To Understand Analyse Methods To Use In Evaluation And Factors To Take In Consideration In Valuation Of Financial Investment Instruments.
Textbook / Recommended Reading	Financial man.
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

226 LAW OF LABOR AND SOCIAL SECURITY (3+1)

Year / Semester	2. Year ,Spring Term
Type Of Course	Optional
Course Contents	Individual Business Law Collective Business Law Social Security Law
Prerequisite / Recommended	None
Objective Of The Course	Gaining Knowledge On Laws And Regulations For Establishing Peace In Working Environment In Terms Of Employee And Employer Relations Understanding The Legal Rights And Responsibilities Of Employees And Employers In Work Environment Being Able To Practise Legal Laws And Regulations In Employee And Employer Relations
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

216 INTERNATIONAL FIN (2+0)

Year / Semester	2 Year Autumn Term
Type Of Course	Optional
Course Contents	Market Of Exchange Market Of International Money And Capital Financing Of International Trade And Its Risks, Wealth And Resource Management On The Multinational Business
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Features On The Financial Management Of Business Which Activating In International Area. To Be Able To Understand Factors Effect On Desicions Of Investors To Want Investing In International Markets Apart From Their National Markets Fonds
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

BUSINESS PROGRAM - MANAGEMENT DEPARTMENT (COURSE CONTENTS)

207 ACCOUNTING WITH COMPUTER 1

Year / Semester	1st Year Autumn Term
Type Of Course	Compulsory
Course Contents	Basic Concepts And Accounting Systems. Balance Sheet And Income Schedule. Using Packet Programme
Prerequisite / Recommended	To Be Drive Computer And To Have Basic Accounting Skills
Objective Of The Course	To Know Basic Concepts And Documents With Accounting. To Understand Of Principle Of Arrangement Of Balance Sheet And Income Schedule. To Arrange Financial Schedule With Computer. Using Packet Programme With Accounting.
Textbook / Recommended Reading	Accounting with Computer
Form Of Teaching	Lectures And Practice
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

203, MANAGEMENT OF FOREIGN TRADE OPERATIONS

Year / Semester	2st Year Autumn Term
Type Of Course	Compulsory
Course Contents	Theory Of Foreign Trade, Delivery Varieties Used At The Foreign Trade, Payments Varieties Used At The Foreign Trade, General Features Of Letter Of Credit, Kinds Of Letter Of Credit, Commercial Invoices And Carrying Documents, Insurance And Kinds Of Loss, Other Documents Sending,A Sample, Foreign Trade Policy Of Turkey .
Prerequisite / Recommended	None
Objective Of The Course	Giving Information To Students About Importance Of Foreign Trade, Causes And How Foreign Trade Is Making.
Textbook / Recommended Reading	Bağrıaçık, Atilla Ve Kantekin, Seyfettin, Practicing Of Foreign Trade,1995. Tomanbay, Mehmet, Policies Of Export 1995. Letters Of Credit, American Encouragement And Financing Of Foreign Trade,Bankers Association, 4th Printing , Washington, 1981.
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish

203 – MANAGEMENT AND ORGANIZATION

Year / Semester	2. Year/Spring Semester
Type Of Course	Compulsory
Course Contents	Management And Manager, Deciding And Planning, Managing Towards Aims, Theories Of Classic, Neoclassic And Modern Organization, Contemporary Terms And Approaches After Modern, Behaviour In Organizations.
Prerequisite / Recommended	None
Objective Of The Course	The Aim Of This Course Is To Help Learners Gain And Develop Abilities And Information About Management And Managing On A Contemporary Level, And Also To Help Them Internalize The Concept Of Global Management And Managing In This Global World.
Textbook / Recommended Reading	Koçel, T., 1999, Business Administration
Form Of Teaching	
Form Of Assessment	Lectures
Language Of Instruction	One Written Midterm Exam(%40);One Written Final Exam(%60)
Instructor	Turkish
Instructor	

205 FINANCIAL MANAGEMENT (3+1)

Year / Semester	2st Year / Fall Semester
Type Of Course	Elective -Compulsory
Course Contents	Basic Tools Of Financial Management, Ratio Analysis,Working Capital Policy, Capital Budgeting And Investment Desicions, Capital Cost
Prerequisite / Recommended	None
Objective Of The Course	This Course Learning is To Aim With Basic Tools Of Financial Management, Ratio Analysis,Working Capital Policy, Capital Budgeting And Investment Desicions, Capital Cost.
Textbook / Recommended Reading	Financial Management
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exams (%40); One Written Final Exam (%60)
Language Of Instruction	Turkish
Instructor	

201 PRINCIPLES OF MARKETING (2-0)

Year / Semester	2 Year Fall Term
Type Of Course	Compulsory
Course Contents	Basic Concepts,,Costumer And Industrial Markets, Divising Of Market, Choosing Of Target Market, Distribution Channals ,Promotion, Product, Price, Market Researche, Management Of Marketing, International Marketing.
Prerequisite / Recommended	
Objective Of The Course	To Be Able Compose Of Mission Ofmodern Marketing, To Be Able Understand Target Market And Determine Required Strategy, To Be Able Understand Strategies In The Process Of Product Life Circle, To Be Able Understand, Product, Price, To Be Able Understand Distribution Channel,
Textbook / Recommended Reading	Principles of Marketing
Form Of Teaching	Lecturer
Form Of Assessment	One Written Midterm Exams (%40); One Written Final Exam (%60)
Language Of Instruction	Turkish
Instructor	

211 DIRECTED WORKING 1 (2+1)

Year / Semester	2rd Year Autumn Term
Type Of Course	Compulsory
Course Contents	Plan, Preparing And Writing, Telling
Prerequisite / Recommended	None
Objective Of The Course	To Supply Deficiencies Of The Students Need To Courses Which Lack Of Educating Term.
Textbook / Recommended Reading	Directed Working,
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

215 COST ACCOUN. (3+1)

Year / Semester	2st Year Autumn Term
Type Of Course	Optional
Course Contents	Classifications Of Costs And Basic Concepts Regarding Cost Accounting, Elements Of Cost Areas Of Cost And Methods Of Cost Distribution, Systems Of Cost Calculating
Prerequisite / Recommended	None
Objective Of The Course	Information Of Basic Concepts Regarding Cost Accounting, Tobe Able To Understand Classifications Of Costs, Elements Of Cost And Practice Elements Of Cost And Systems Of Cost Calculating
Textbook / Recommended Reading	
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

217 PUBLIC RELATIONS (3+1)

Year/Semester	2rd Year/Winter Semester
Type Of Course	Compulsory
Course Contents	The Concept And Definition Of Public Relations; Similar Concepts To Public Relations; Communication In Public Relations Management; Public Relations And The Concept Of Targeted People; Basic Principles Of Public Relations; Management Of Public Relations Activities; Activities, Stages; Tools And Techniques Of Public Relations; Evaluation Of Results; Public Relations During Crisis.
Prerequisite/Recommended	None
Objective Of The Course	This Course Is To Acquaint With To Obtain And Keep On Of Internal Communication And External Communication
Textbook/ Recommended Reading	
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exam (40%) One Written Final Exam (60%)
Language Of Instruction	Turkish
Instructor	

221 CONGRESS AND FAIR MANAGEMENT

Year / Semester	2nd Year Autumn Term
Type Of Course	Compulsory
Course Contents	Social, Cultural And Economical Effects Of Congress And Fair Tourism In Turkey And World, Congress And Fair Organisation And Management
Prerequisite / Recommended	None
Objective Of The Course	To Understand The Importance Of Congress And Fair Organisation In Tourism Industry To Know Basic Characteristics Of National And International Congress And Fair Tourism Understanding Aims Of And Operations Carried Out By Congress And Fair Organisation Companies Understanding Preparation Techniques And Procedures At All Levels For Congress And Fair Organisations To Be Able To Do Financial Planning And Arrange Tables And Put Them Into Practise To Know And Practise Marketing And Promotion Techniques And Strategies In Congress And Fair Organisations
Textbook / Recommended Reading	
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

223 - COOPERATIVES (2+0)

Year / Semester	2. Year/Spring Semester
Type Of Course	Elective
Course Contents	What is Cooperative?, Principles Of Cooperative, Cooperatives, Businesses And Government, Education Of Cooperative, Management And Cooperative
Prerequisite / Recommended	None
Objective Of The Course	The Aim Of This Course is To Provide Learners To Grasp The Importance Of Cooperative And To Reflect These Information To Their Daily Lives With A Manner Of Cooperative And Enterprise.
Textbook / Recommended Reading	Koç, H., 2001, Information Of Cooperative
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exam(%40);One Written Final Exam(%60)
Language Of Instruction	Turkish
Instructor	

219 TOTAL QUALITY MANAGEMENT (2+0)

Year / Semester	2. Year/Spring Semester
Type Of Course	Elective
Course Contents	The Development Of Total Quality Management And Related Terms, Applications Of Tqm In Turkey, Basic Terms About Tqm, Factors Which Influence Tqm, Application Process Of Tqm.
Prerequisite / Recommended	None
Objective Of The Course	Increasing Competition And Globalization Highlight The Term 'Quality'. To Satisfy Customers Who Have High Quality Needs And To Meet Their Expectations Require Designing High-Quality Products And Managing Processes Suitable To These Conditions. The Aim Of This Course is To Help Learners Gain Consciousness Of Quality And To Show Them The Ways Of Applying Tqm In Business.
Textbook / Recommended Reading	Özveren, M., 2000, Total Quality Management
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exam(%40);One Written Final Exam(%60)
Language Of Instruction	Turkish
Instructor	

206 ENTREPRENEURSHIP AND SMALL BUS. MAN. (3+1)

Year/Semester	2rd Year/Spring Semester
Type Of Course	Compulsory
Course Contents	Entrepreneurship Concept, Importance And Progress. Entrepreneurship's Characteristics And Effective Factors On Entrepreneurship. .Entrepreneurship At Turkey. Woman Entrepreneurship Problems Of Entrepreneurship And Suggestions Of Solve .Small And Middle Business. Entrepreneurship Stories. Case Studies In Entrepreneurship. Motivation In Entrepreneurship.
Prerequisite/Recommended	None
Objective Of The Course	This Course Aims At Acquiring With Arising Of Entrepreneurship And Methods Of Successfull In Business Life.
Textbook/ Recommended Reading	Anadolu University Publication,
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exam (40%) One Written Final Exam (60%)
Language Of Instruction	Turkish
Instructor	

HRM.202,. (2+1) HUMAN RESOURCES MANAGEMENT

Year/Semester	4rd Year/ Spring Semester
Type Of Course	Compulsory
Course Contents	Defining Of Human Resource Management, Developing Process, Environment, Functions And Future Of Human Resource Management.
Prerequisite/Recommended	None
Objective Of The Course	This Course Is Acquaint With To Obtain And Keep On The Subject Of Defining Of Human Resource Management, Developing Process, Environment, Functions And Future Of Human Resource Management.
Textbook/ Recommended Reading	Human Resource Management,
Form Of Teaching	Lectures
Form Of Assessment	One Written Midterm Exam (40%), One Written Final Exam (60%)
Instructor	

208 LAW OF LABOR AND SOCIAL SECURITY (3+1)

Year / Semester	1st Year Autumn Term
Type Of Course	Compulsory
Course Contents	Individual Business Law Collective Business Law Social Security Law
Prerequisite / Recommended	None
Objective Of The Course	Gaining Knowledge On Laws And Regulations For Establishing Peace In Working Environment In Terms Of Employee And Employer Relations Understanding The Legal Rights And Responsibilities Of Employees And Employers In Work Environment Being Able To Practise Legal Laws And Regulations In Employee And Employer Relations
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

204 PRODUCT MANAGEMENT (3+1)

Year / Semester	2st Year Springterm
Type Of Course	Compulsory
Course Contents	Basic Concepts Of Production Management, Production Systems And Product Design, Choosing Of Workplace And Growth Of Business, Order Of Workplace And Analyses Of Work, Production Planning, Management Of Stock And Maintenance, Control Of Quality.
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Know Basic Concepts Of Production Management, Production Systems, To Be Able To Line Up Factors Which Determining Of Influence Founding Place And Business Growth, To Be Able Understand Importance Of Works Which Production Planning And Work Place Order For Making Productively, To Be Able To Know Total Quality Management And Techniques Of Quality Control.
Textbook / Recommended Reading	Product Man.
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	English
Instructor	

212 DIRECTED WORKING 2 (2+1)

Year / Semester	2st Year Spring Term
Type Of Course	Compulsory
Course Contents	Plan, Preparing And Writing, Telling
Prerequisite / Recommended	None
Objective Of The Course	To Supply Deficiencies Of The Students Need To Courses Which Lack Of Educating Term.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

224 SEÇMELİ DERSLER

Year / Semester	2 Year Spring Term
Type Of Course	Optional
Course Contents	Regime Of Turkish Foreign Trade And The Body Of Current Law ,Calculation Plan On The Foreign Trade Operations, Accountilize Operations Of The Foreign Exchange, Stock And Bond And Advance, Import And Export Operations And Their Accountilize
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Know To Features Of Regime Of Turkish Foreign Trade And The Body Of Current Law, To Be Able To Understand Of Accounting Operations And Accounting Plan Directed To Business Of Foreign Trade, To Be Able To Make Registrations Related The Foreign Exchange, Stock And Bond And Advance, To Be Able To Make Registrations Related Operations Of Import And Export, To Be Able To Understand Of Document Flowing.
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

214 Electronic Trade,(3+1)

Year / Semester	2. Year Springterm
Type Of Course	Optional
Course Contents	Historical Developing Of Electronic Trade, Basic Concepts Related Internet And Electronic Trade, Advertisement And Marketing Via Internet Practisings Of Electronic Trade
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Practisings Which Are Made On The Virtual Environment, To Be Able To Know Practisings Which Are Made In The World And Turkey.
Textbook / Recommended Reading	Corse Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

212 OCCUPATIONAL LANGUAGE (ENG.) II (2+2)

Year / Semester	2 Year Spring Term
Type Of Course	Optional
Course Contents	Speaking, Listening-Understanding, Writing, Reading- Understanding,
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Benefit From The Language In The Occupational Area, To Be Able Towrite, Speak, Understand, Read In The Occupational Area Rightly, Understandable.
Textbook / Recommended Reading	Business Vocabulary In Use, Bill Mascull
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	English
Instructor	

222 ENTERTAINMENT AND HOLIDAY MANAGEMENT (1+1)

Year / Semester	2. Year Springterm
Type Of Course	Optional
Course Contents	Enter To Entertainment And Holiday Management, Functions And Kinds Of Entertainment And Holiday, Entertainment And Holiday Industry Of Turkish , Marketing Of Entertainment And Holiday Techniques Of Management
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Concepts And Developings Related Entertainment And Holiday To Be Able To Know Functions And Different Kinds Of Entertainment And Holiday Management And Practicings, To Be Able To Apply Information And Skill Of Marketing Apply To Entertainment And Holiday Management, To Be Able To Apply Techniques Of Planning Control To Related To Entertainment And Holiday Management,
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

216 DESKTOP PUBLISHERNESS (3+1)

Year / Semester	2. Year Springterm
Type Of Course	Optional
Course Contents	Instruments Used Desktop Publishing, Office Programs Of Computer Techniques Of Writing Techniques Of Correspondence Techniques Ofarchives And Documenting
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Know Instruments Used Desktop Publishing, To Be Able To Use Office Programs Of Computer Effectively To Be Able To Apply For Techniques Of Writing And Filing
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	

220 SALES MANAGEMENT (1+1)

Year / Semester	2. Year Springterm
Type Of Course	Optional
Course Contents	Basic Concepts Sale Functions And Force Of Sale Organization Education, Paying, Selection Of Sellers Process Of Sale Speaking Control And Pursuit Of Sale
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Duties Of Sale Man To Be Able To Define Functions Of Sale Management, To Be Able To Understand Process Of Sale Speaking
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	Unknown

218 MANAG. ACCOUN. (3+1)

Year / Semester	2. Year Springterm
Type Of Course	Optional
Course Contents	Techniques And Basic Concepts Of Management Accounting Preparing Budget, Guessing And Making Cost, Cost Accounting As Making A Decision Instrument,
Prerequisite / Recommended	None
Objective Of The Course	To Be Able To Understand Basic Concepts Of Management Accounting, To Be Able To Understand Relationships Between Management And Cost Accounting. To Be Able To Understand Business Budgets And Applying Of Budget, To Be Able To Understand To Make Principles Of Standart Costing
Textbook / Recommended Reading	Course Notes
Form Of Teaching	Lecture
Form Of Assessment	One Written Midterm Exam(40%), One Written Final Exam(60%)
Language Of Instruction	Turkish
Instructor	Unknown