

AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION (ENGLISH)
EUROPEAN CREDIT TRANSFER SYSTEM (ECTS) INFORMATION PACKAGE

A. ABOUT THE BUSINESS ADMINISTRATION (ENGLISH) AT AKU:

1. ECTS coordinator:

Contact information: AKU Faculty of Economics and Administrative Sciences, Business Administration (English)

ANS Kampusu 03200 Afyonkarahisar / Turkey

Phone: (90) 272 228 12 92 (215)

Fax: (90) 272 228 11 48

E-mail:

2. Information about the students, faculties, research assistants and research subjects:

Undergraduate students (annual limit) : 60 (1st Prog.)

Faculty, lecturer, and assistants: Asist. Prof. (3).

Major Research Areas:

- Management and Organization
- Accounting
- Finance

3. Research Facilities: N/A

4. Degree Programs:

Business Administration (English) – BBA, 4 years

5. Student Evaluation Methods:

Midterms, Quizzes, Final exams, Homeworks etc.

6. Grading Scheme and Grades:

For each course taken, a student is given one of the following grades by the course teacher. The letter grades, grade points and percentage equivalents are given below:

Course Grade	Grade Points	Percentage
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	75-84
CB	2.50	70-74
CC	2.00	60-69
DC	1.50	50-59
FF	0.00	49 and below

Other grades used are YT (Satisfactory), YZ (Unsatisfactory), MU (Exempt), TR (Transfer), DV (Attended), DZ (Unattended), which do not have quality point equivalents. They are not added to cumulative point average.

The grades (YT) and (YZ) are used to show Satisfactory and Unsatisfactory in the courses which are not added to the cumulative grade point average by the approval of Senate and related department's decision. The grade YT is accorded to the students who are successful in these non-credit courses. YZ is accorded to the students who have failing grades. These YZ students have to repeat the course.

The grade MU (Exempt) is accorded to students who are successful in the exemption exam for the courses approved by the Senate of the school and so were regarded as exempt students. This also includes the students who are transferred from another university with the satisfactory grade for their transferred courses.

The grade TR (Transfer) is accorded to the transferred students who have obtained satisfactory grades from the courses in their former universities they have attended which are equivalent to the courses in the new program.

Transferred courses should be approved by the administrative council of the program of the university.

The grade DV (attended) is given at the end of the first semester of a year-long course.

The grade DZ (unattended) is accorded to the students who have not fulfilled the attendance requirements of the course. This grade is not included in the grade point average computing.

The grade (DZ) is equal to (FF) or (YZ). Passing grades are (YT), (CC) or above.

Overall Classification of the Qualification:

Grade Point Averages (CGPA) : An associate degree student is required to have a CGPA of at least 1.75 in order to be able to take next semester courses at the end of the second semester, whereas an undergraduate student is required to have a CGPA of at least 1.75 in order to be able to take next semester courses at the end of the fourth semester. If a course is taken in the summer school, then, the CGPA is calculated by taking into consideration of the grades of the summer school courses.

B. INFORMATION ABOUT THE DEGREE PROGRAMS

1) Conditions for Award of Bachelor's Diploma

a) Students must have a CGPA of not less than 2.00 and have successfully completed all the courses in the program in order to graduate. The students whose CGPA is between 3.00-3.49 are listed as Honour (Şeref) graduates and students whose CGPA is between 3.50-4.00 are listed High Honour (Yüksek Şeref) graduates. Honour and High Honour standings are awarded with certificates along with the diplomas.

DEPARTMENT OF BUSINESS ADMINISTRATION (IN ENGLISH) PROGRAMME

COURSE PROGRAMME CHART

Class :I		Semester :I					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS101	Introduction to Business	C	3	0	3	3	5
BUS103	Microeconomics	C	3	0	3	3	5
BUS105	Introduction to Accounting I	C	3	0	3	3	5
BUS107	Information Technologies I	C	2	2	4	4	3
BUS109	Introduction to Law	C	3	0	3	3	3
BUS111	Business Mathematics	C	3	0	3	3	4
ENG113	Reading And Writing Skills in English I	C	3	0	3	3	3
TDL	Turkish I	C	2	0	2	2	1
TAR	Atatürk's Principles and Revolution History I	C	2	0	2	2	1
Elective Courses (... Course)							
Out-of Department Elective Courses (...Course)							
TOTAL						26	30

Class :I		Semester : II					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS102	Behavioral Sciences	C	3	0	3	3	5
BUS104	Macroeconomics	C	3	0	3	3	5
BUS106	Introduction to Accounting II	C	3	0	3	3	5
BUS108	Information Technologies II	C	2	2	4	4	4
BUS110	Obligatory Law	C	3	0	3	3	4
ENG112	Reading And Writing Skills in English II	C	3	0	3	3	4
TRK114	Turkish II	C	2	0	2	2	1
HIS116	Atatürk's Principles and Revolution History II	C	2	0	2	2	1
	Elective Course	E	2	0	2	2	1
Elective Courses (.... Course)							
GSN	Fine Arts	E	2	0	2	2	1
BEG	Physical Education	E	2	0	2	2	1
Out-of Department Elective Courses (...Course)							
TOTAL						25	30

Class : II		Semester :I					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS201	Management and Organization I	C	3	0	3	3	5
BUS203	Marketing Principles	C	3	0	3	3	5
BUS205	Financial Reporting	C	3	0	3	3	5
BUS207	Business Statistics I	C	3	0	3	3	4
BUS209	Managerial Economics	C	3	0	3	3	4
BUS211	Business Law	C	3	0	3	3	3
ENG213	Speaking and Presentation Skills in English	C	3	0	3	3	4
Elective Courses (.... Course)							
TOTAL						21	30

Class :II		Semester :II					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS202	Management and Organization II	C	3	0	3	3	5
BUS204	Marketing Management	C	3	0	3	3	5
BUS206	Financial Mathematics	C	3	0	3	3	5
BUS208	Business Statistics II	C	3	0	3	3	4
BUS210	Personal Finance	C	3	0	3	3	4
BUS212	General Tax Law	C	3	0	3	3	3
ENG214	Business English	C	3	0	3	3	4
Elective Courses (... Course)							
TOTAL						21	30

Class :III		Semester :I					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS301	Financial Management I	C	3	0	3	3	5
BUS303	Entrepreneurship and Small Business Management	C	3	0	3	3	5
BUS305	Production Management	C	3	0	3	3	5
BUS307	Research Methods in Social Sciences	C	3	0	3	3	4
BUS309	Cost Accounting	C	3	0	3	3	5
BUS311	International Trade	C	3	0	3	3	3
	Elective Course I	E	3	0	3	3	3
Elective Courses (... Course)							
EU313	European Union and Turkey	E	3	0	3	3	3
PF315	Public Finance	E	3	0	3	3	3
Out-of Department Elective Courses (...Course)							
TOTAL						21	30

Class : III		Semester : II					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS302	Financial Management II	C	3	0	3	3	5
BUS304	Human Resources Management	C	3	0	3	3	5
BUS306	Managerial Accounting	C	3	0	3	3	5
BUS308	Operations Research	C	3	0	3	3	4
BUS310	Financial Markets and Institutions	C	3	0	3	3	4
BUS312	Turkish Tax System	C	3	0	3	3	3
	Elective Course I	E	3	0	3	3	4
Elective Courses (... Course)							
BUS314	Organizational Behavior	E	3	0	3	3	4
BUS316	Labor Law	E	3	0	3	3	4
Out-of Department Elective Courses (...Course)							
TOTAL						21	30
Class :IV		Semester :I					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS401	Strategic Management I	C	3	0	3	3	5
BUS403	Management Information Systems	C	3	0	3	3	4
BUS405	Services Management	C	3	0	3	3	4
BUS407	Financial Risk Management	C	3	0	3	3	5
	Elective Course I	E	3	0	3	3	4
	Elective Course II	E	3	0	3	3	4
	Elective Course III	E	3	0	3	3	4
Elective Courses (... Course)							
BUS409	International Business Management	E	3	0	3	3	4
BUS411	E-Commerce	E	3	0	3	3	4
BUS413	Knowledge, Technology and Innovation Management	E	3	0	3	3	4
BUS415	Capital Investment Analysis and Project Assessment	E	3	0	3	3	4
BUS417	Auditing	E	3	0	3	3	4
BUS419	Business Ethics &Social Responsibility	E	3	0	3	3	4
Out-of Department Elective Courses (...Course)							
TOTAL						21	30

Class :IV		Semester :II					
Course Code	Course Name	C/E	Theo.	Pract.	Total	Credit	ECTS
BUS402	Strategic Management II	C	3	0	3	3	5
BUS404	International Finance	C	3	0	3	3	4
BUS406	Financial Statement Analysis	C	3	0	3	3	5
BUS408	Project Management	C	3	0	3	3	4
	Elective Course I	E	3	0	3	3	4
	Elective Course II	E	3	0	3	3	4
	Elective Course III	E	3	0	3	3	4
Elective Courses (.... Course)							
BUS410	Supply Chain Management	E	3	0	3	3	4
BUS412	Computer-aided Accounting	E	3	0	3	3	4
BUS414	Sales Management	E	3	0	3	3	4
BUS416	Organizational Change Management	E	3	0	3	3	4
BUS418	Total Quality Management	E	3	0	3	3	4
BUS420	Portfolio Management	E	3	0	3	3	4
TOTAL						21	30



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: TLD-101 Turkish Language I				Department / Department of : Mechanical Education, Machine Design and Construction Teaching			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
1	2	-	2	-	1	Turkish	Compulsory
Prerequisite (s)		-					
Instructor		-			Mail : Web :		
Course Assistant		-			Mail : Web :		
Groups / Classes		-					
Course Aim		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.					
Course Goals		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.					
Course Learning Outcomes and Proficiencies							
Course Basic and Auxiliary Contexts		Turkish Language and Writing Skills, Afyon Education, Health, Science and Research Society Press, Afyon 2004 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					
Methods of Give a Lecture		Verbal expression, to dramatize, practical application					

Assessment Criterias		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Language and Culture
2	Turkish Language and the location of Turkish language in the world's languages
3	The historical development of the Turkish language - I
4	The historical development of the Turkish language - II
5	Foreign words which have broken into Turkish language and linguistic revolution
6	The alphabets Turks used, the classification of the Turkish dialects
7	Phonetic
8	Euphony in Turkish words
9	Nouns, adjectives, pronouns and adverbs
10	Verbs and structures in verbs
11	Prepositions – Words according to semantic characteristics
12	Word groups and syntax
13	Capitilizations
14	Writing rules



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: TAR-103 Ataturks Principles And Turkish Revolution History I				Department / Department of : Mechanical Education, Machine Design and Construction Teaching			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
1	2	-	2	-	1	Turkish	Compulsory
Prerequisite (s)		None					
Instructor		-			Mail : Web :		
Course Assistant		-			Mail : Web :		
Groups / Classes		Single group					
Course Aim		This course aims to teach the first year undergraduate students information about the Turkish National Struggle, Atatürk's principles and the history of the revolution.					
Course Goals		The course objective is to explain the circumstances under which the Republic of Turkey was founded and to relat pupils to Atatürk's principles, which form the basis of national sovereignty. The course aims to enable students to gain a concept of Atatürk's leading and revolutionary aspect, his idea of non-racist nationalism, and his efforts in constituting global peace, along with his military astuteness.					
Course Learning Outcomes and Proficiencies		The students who attends to this lecture know the past, have a vision about today and future.					
Course Basic and Auxiliary Contexts		Yalçın E. S., 2004, Türk İnkılâp Tarihi ve Atatürk İlkeleri, Siyasal Yayınevi, Ankara Nutuk-Söylev, TTK Kurumu, Cilt 1-3, Ankara 1999. Armaoğlu F., 1992, 20.Yüzyıl Siyasî Tarihi (1914-1980), Ankara YÖK Komisyon, 1986, Atatürk İlkeleri ve İnkılap Tarihi Atatürkçülük. Komisyon, 2003, Atatürk İlkeleri ve İnkılap Tarihi.					
Methods of Give a Lecture		Lectures					

Assessment Criterias		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	x	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	x	60

Semester Course Plan

Week	Subjects
1	Regression of Ottoman Empire.
2	Political aims of Western States; Orient Question.
3	Some reformation movements of Ottoman Empire.
4	The term of Tulip, Tanzimat and Islahat Fermans
5	I. ve II. Constitutional Monarchy.
6	Some Intellectual Movement those aims to rescue Ottoman Empire
7	The collapse of Ottoman Empire.
8	1877-1878 Ottoman-Russian War
9	Balkan Wars and the First World War.
10	World War I.
11	The entering of Ottoman Empire to World War I
12	Armenian Question and the Armistice of Mondreux
13	The beginning of National Struggle
14	Political Plans and Occupations after the Armistice of Mondreux



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Business Mathematics				Department / Department of Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
1	3		3			English	Compulsory
Prerequisite (s)		None					
Instructor					Mail:		
					Web:		
Course Assistant					Mail:		
					Web:		
Groups / Classes							
Course Aim		This course aims at teaching students mathematical concepts through practical application to common business problems.					
Course Goals		<ol style="list-style-type: none"> 1. Ability to review the fundamental operations of mathematics. 2. Ability to solving common business problems. 					
Course Learning Outcomes and Proficiencies		The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities.					
Course Basic and Auxiliary Contexts		<p>Required Readings:</p> <p>- Jean Soper (2004), Mathematics for Economics and Business: An Interactive Introduction: 2nd Edition, Blackwell Publications, Malden MA.</p> <p>Suggested Readings:</p> <p>-Charles D. Miller, Stanley A. Salzman, and Luis F. Helzle (1994), Business Mathematics: 6th Edition, HarperCollins, New York.</p>					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	30
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	70



AFYON KOCATEPE UNIVERSITY
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COURSE IDENTIFICATION FORM

Course Code and Name: Introduction to Accounting I				Department / Department of :Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I.	3	0	3	3		Türkçe	Compulsory
Prerequisite (s)		Absent					
Instructor					Mail : Web :		
Course Assistant		Absent			Mail : Web :		
Groups / Classes		Absent					
Course Aim		The course is aiming to teach the basics of accounting					
Course Goals		To teach the accounting knowledge					
Course Learning Outcomes and Proficiencies		<ol style="list-style-type: none">1. To make journal entry2. To create unadjusted and adjusted trial balances3. To prepare the financial statements4. To analyze the financial statements					
Course Basic and Auxiliary Contexts		Muğan C. Ve N. Akman, 2007, Principles of Financial Accounting, Gazi Kitapevi, Ankara Çonkar K., H. Ulsan ve M. Öztürk, 2006, Genel Muhasebe, Nobel Yayın Dağıtım, Ankara Sözbilir H.,2005, Muhasebeye Giriş, Afyonkarahisar					
Methods of Giving Lecture		Theoretical speech, ask and answer					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	x	%40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	x	%60	

Semester Course Plan

Week	Subjects
1	Emphasis of accounting and basic concepts of accounting
2	Equality of basic accounting and financial Statements
3	Accounting concepts in accounting and translation of accounts
4	Documents used in accounting
5	Double Journal entry
6	Steps in accounting information process in a period
7	Uniform accounting plan
8	Cash and cash equivalents, marketable securities, trade receivables
9	Inventories
10	Inventories
11	Inventories
12	Accrued revenues and accrued expenses
13	Value added tax
14	Other current assets



AFYON KOCATEPE UNIVERSITY
FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Introduction To Business Administration				Department / Department of : Business Administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes		One					
Course Aim		The objective of this course is to introduce basic concepts of business administration and corporations					
Course Goals		<ul style="list-style-type: none"> • Focuses on the nature of the free enterprise system and its business organizations, • Examines the role played by business in society, as well as its purpose and responsibilities; and • Introduces the practical operations that must exist if businesses are to create goods and services. • Provides a broad overview of the functions, institutions, principles and practices of business. 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Understand the historical foundation of industrial and commercial development. • Examine social and economic philosophies of business past and present. • Distinguish the differences between the major forms of business organizations and be able to know and identify the characteristics of each Identify reasons for growth in business 					
Course Basic and Auxiliary Contexts		<p>Excellence in Business, by Courtland L. Bovee, John V. Thill, Michael H. Mescon, Prentice Hall.</p> <ul style="list-style-type: none"> - Contemporary Business, by Louis E. Boone and David L. Kurtz, The Dryden Press, USA, Ninth Edition, 1999 - Business Essentials, by Ronald J. Ebert , Ricky W. Griffin Prentice Hall 4th edition, February 2002 					
Methods of Giving Lecture		Lecture and Class Discussions					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Ch 1 - Fundamentals of Business & Economics: What is a business, what is an economic system, how does a free-market economic system work, challenges of a global economy, focusing on e-business
2	Ch 2 - Ethics & Social Responsibility; Ethics in the workplace, social responsibility in business, business' response to the needs of society, ethics and social responsibility around the world.
3	Ch 3 - Global Business; The global business environment, fundamentals of international trade, interdependence of economies in the global market place.
4	Ch.4 - Information Technology and E-Commerce
5	Ch 5 - Forms of Business Ownership & Business Combinations; Choosing a form of business ownership, understanding business corporations.- Quiz
6	Ch 6 - Small Business & Entrepreneurship; Understanding the world of small business, starting and expanding small business, financing a new business.
7	Midterm I
8	Ch 7 - Functions & Skills of Management; What is management, the four basic functions of management, management skills.
9	Ch 8 - Organization Teamwork & Communication; Designing an effective organization structure, working in teams, advantages and disadvantages of working teams, characteristics of effective teams, managing the flow of information in the organization.
10	Ch 10 & 11 - Motivation & HRM; Understanding human relations, motivating employees, working with labor unions, planning for staffing needs, recruiting, hiring and training new employees, appraising employee performance, administering compensation and employee benefits
11	Ch 12 - Fundamentals of Marketing and Customer Service; What is marketing, the importance of understanding customers, how to plan your marketing strategies. Ch 13 - Product and Pricing Strategies; Developing product strategies, developing brand and packaging strategies, developing pricing strategies.
12	Ch 9 - Production of Quality Goods and Services; Understanding production and operations a management, designing the production process, improving production through technology, managing and controlling the production process, managing the supply chain, outsourcing the manufacturing function.
13	Ch 16 - Accounting; What is accounting, what are the fundamental accounting concepts, how are financial statements used.
14	Ch 17 - Financial Management and Banking; What does financial management involve, Turkish financial system.-



AFYON KOCATEPE UNIVERSITY
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COURSE IDENTIFICATION FORM

Course Code and Name: Fundamental Concepts of Law				Department / Department of : Public Financial/ Financial Law			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
1	3	-	3	3	3	Turkish	Compulsory
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		Classes					
Course Aim		This class's aim enablings which for other law classes in Puplic Finance Depertmant to educate.					
Course Goals		<ol style="list-style-type: none">1. Fundamental concepts of law to educates2. To educate which enablings for other law classes3. To fill in the gap in one's education which through don't to educate of civil law and crime law classes					
Course Learning Outs and Proficiencies		<ol style="list-style-type: none">1. It teaches comedown of law2. It to makes acquaintance of law3. To educates comedown for community of law					
Course Basic and Auxiliary Contexts		<p>FUNDAMENTAL RESOURCES</p> <ol style="list-style-type: none">1. 1982 Anayasası2. Necip BİLGE, Hukuk Başlangıcı, Turhan Kitapevi, 2007. <p>AUXİLİARY RESOURCES</p> <ol style="list-style-type: none">1. Kemal Gözler, Hukuka Giriş, Ekin Kitabevi Yayınları, 2006.2. Turhan Esener, Hukuk Başlangıcı, Alkım Yayınları, 2006.					
Methods of Give a Lecture		Teori					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	50
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	50

Semester Course Plan

Week	Subjects
1	Law concept, The social order rules, Sources of law and Codes of law to apply.
2	General orders of civil law, Good faith, Law to make of law judge and Discretionary power of law judge.
3	A natural person, Capacity to acquire rights - Capacity to act, Residential area, Blood ve To end of personality.
4	Legal persons, Association and Charitable foundation.
5	Privity, Rights on real estate and Possession
6	Real estate property, Condominium ownership, Appurtenant easement
7	Debtor-creditor relationship, Privity in deed, Obligation ex delicto, Obligation unjust enrichment, Discharge of debts and Redemption of debts
8	Commercial enterprise, Commercant, Craft, Trading corporation and Commercial paper
9	Constitutional law, State structure and discriminative features and Fundamental corporations of state.
10	Fundamental rights and Freedoms, Constitutional court and actios
11	Administrative and administrative jurisdiction law, public service, public power, central management and local administration.
12	Government functionary, working arrangement, administrative court, proceeding in contentious administrative matters, action for rescission, unlimited jurisdiction actio, To grow out of Administrative contracts actios, normaly course of law and emergency course of law
13	Structure of offences and punishments, fundamental of offence and element of an offence
14	Punishments, security measure, To end of actio and punishments



AFYON KOCATEPE UNIVERSITY
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COURSE IDENTIFICATION FORM

Course Code and Name: Micro Economics				Department / Department of :Business Administration İn english			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
Fall	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes							
Course Aim		The objective of this course is to introduce the basic microeconomics theory to the students in detail and to enable them to comprehend the consumer and firm behavior and outcome of basic markets at the standpoint of consumer and society welfare.					
Course Goals		<ol style="list-style-type: none"> 1. The students will define and apply the concepts of supply and demand to current economic issues. 2. The student will define and apply methods of price determination. 3. The student will define and apply consumer choice theory. 4. The student will improve written communication skills. 5. The student will develop an understanding of and be able to articulate differences in market forces and market variations. 6. The student will use Graphs to explain and demonstrate economic concepts. 					
Course Learning Outcomes and Proficiencies							
Course Basic and Auxiliary Contexts		N. Gregory Mankiw: Principles of MICROECONOMICS,. Harcourt College Publisher					
Methods of Giving		The method of instruction will be primarily lecture with class discussion.					

Lecture			
Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz		
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Midterm Exam		%50
	Final Examination		%50

Semester Course Plan

Week	Subjects
1	Choice and Demand: Utility Maximization, How People Make Economic Choices
2	How Changes in Income and Prices Affect Choices
3	Market Demand and Supply Elasticity
4	Firms, Production and Supply
5	Cost : Short-Run Cost Function and Long Run Cost Function, Cost-Minimization
6	Perfect Competitive Model: Short Run Analysis
7	Perfect Competitive Model: Long Run Analysis
8	Imperfect Competition: Monopol Theory
9	Oligopol Theory
10	Strategy and Game Theory
11	Pricing of Factor Production
12	Pricing of Labor
13	Pricing of Capital
14	General Equilibrium



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: TDL-102 Turkish Language II				Department / Department of : Business Administration(English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
2	2	-	2	-	1	Turkish	Compulsory
Prerequisite (s)		-					
Instructor		-			Mail : Web :		
Course Assistant		-			Mail : Web :		
Groups / Classes		-					
Course Aim		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.					
Course Goals		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.					
Course Learning Outcomes and Proficiencies							
Course Basic and Auxiliary Contexts		Turkish Language and Writing Skills, Afyon Education, Health, Science and Research Society Press, Afyon 2004 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					
Methods of Give a Lecture		Verbal expression, to dramatize, practical application					

Assessment Criterias		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Failures of statement
2	Information of composition
3	Writing of composition
4	The methods of statement in composition
5	Types of written statement - I
6	Types of written statement – II
7	Types of written statement - III
8	Types of written statement - IV
9	Story articles
10	Correspondences
11	Types of poetry
12	Verbal statement and features of expression in Turkish
13	Types of speeches to audience
14	Techniques of preparation on articles



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: TAR-104 Ataturks Principles And Turkish Revolution History-II				Department / Department of : Business Administration(English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
2	2	-	2	-	1	Turkish	Compulsory
Prerequisite (s)		None					
Instructor		-			Mail : Web :		
Course Assistant		-			Mail : Web :		
Groups / Classes		Single group					
Course Aim		This course aims to teach the first year undergraduate students information about the Turkish National Struggle, Atatürk's principles and the history of the revolution.					
Course Goals		The course objective is to explain the circumstances under which the Republic of Turkey was founded and to relat pupils to Atatürk's principles, which form the basis of national sovereignty. The course aims to enable students to gain a concept of Atatürk's leading and revolutionary aspect, his idea of non-racist nationalism, and his efforts in constituting global peace, along with his military astuteness.					
Course Learning Outs and Proficiencies		The students who attends to this lecture know the past, have a vision about today and future.					
Course Basic and Auxiliary Contexts		Yalçın E. S., 2004, Türk İnkılâp Tarihi ve Atatürk İlkeleri, Siyasal Yayınevi, Ankara Nutuk-Söylev, TTK Kurumu, Cilt 1-3, Ankara 1999. Armaoğlu F., 1992, 20.Yüzyıl Siyasî Tarihi (1914-1980), Ankara YÖK Komisyon, 1986, Atatürk İlkeleri ve İnkılap Tarihi Atatürkçülük. Komisyon, 2003, Atatürk İlkeleri ve İnkılap Tarihi.					
Methods of Give a Lecture		Lectures					

Assessment Criterias		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	x	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	x	60

Semester Course Plan

Week	Subjects
1	Minorities' Facilities after the Armistice of Mondreux in Anatolia.
2	Appearing of National Organizations in Anatolia.
3	The emergence of Mustafa Kemal as a National leader
4	The arrival of Mustafa Kemal Paşa to Samsun.
5	The Amasya Meeting and the National Congresses which convened in 1919.
6	Declaration of the Misak-ı Milli (National Pact), the meeting of the last Otoman Parliament.
7	Some political events in the terms of National Movements, Lausanne Peace Treaty.
8	The Republican Term and the Turkish Revolution (Enlightenment Period)
9	Internal and foreign Policy in Atatürk's Period (1923-1932)
10	Internal and foreign Policy in Atatürk's Period (1932-1938)
11	Ataturks Principles
12	Turkish Revolution History (1938-1946)
13	Turkish Revolution History (1946-1960)
14	Turkish Revolution History (1960-1980)



AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM

Course Code and Name: Reading and writing skills in English II				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor					Mail Web :		
Course Assistant					Mail : Web :		
Groups / Classes		One					
Course Aim		To develop the students' reading abilities					
Course Goals		<ul style="list-style-type: none">To develop the students certain skills needed while reading: understanding, ability to discriminate important sentences from the others, ability to examine the roots of the words etc.					
Course Learning Outcomes and Proficiencies		Increased reading skills					
Course Basic and Auxiliary Contexts		Textbook/Recommended Readings					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Reading passage:
2	Reading passage:
3	Reading passage:
4	Reading passage:
5	Reading passage:
6	Reading passage: management
7	Reading passage: marketing
8	Reading passage: accounting
9	Reading passage: finance
10	Reading passage: math
11	Reading passage:
12	Reading passage:
13	Reading passage:
14	



EK-4

AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: ISL 129 BASIC INFORMATION TECHNOLOGIES I				Department / Department of : Department of Business Administration			
Semester	Theoretic Hour	Semester	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I.	2	2	4		3	ENGLISH	OBLIGATORY
Prerequisite (s)		NONE					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes		N.T. + S.T.					
Course Aim		Giving broad information about computer components. Teaching the functions of keyboard keys, file management, Microsoft word and excel. Exercise several sample applications.					
Course Goals		Provide students with broader skills about the usage of computer, technical knowledge, file management and Microsoft word and excel.					
Course Learning Outcomes and Proficiencies		<ol style="list-style-type: none"> 1. Understanding of concepts about computer, 2. Perceive the functions of keyboards and file management, 3. Learning the Microsoft word and excel with sample applications. 					
Course Basic and Auxiliary Contexts		Basic Context: Lecture notes and sample applications.					
Methods of Giving Lecture		Theoretical Teaching, Sample Solutions, Question-Answer.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Introduction of course. Beginning to usage of computer.
2	The functions of computer. Information about hardware and software, mainboard, BIOS, RAM, memory units, hard disk, monitor, keyboard, mouse, printer and scanner.
3	The functions of keyboard keys.
4	File management and drivers.
5	Introduction to Microsoft word. File menu and its functions.
6	The usage of edit menu.
7	MIDTERM EXAM
8	MIDTERM EXAM
9	View and insert menus. The functions of toolbars. An application.
10	Format, tools, table and window menus and their functions. An application.
11	Introduction of Microsoft excel and data input to cells. The logic of formula in Microsoft excel.
12	The functions of file, edit and view menus. An application.
13	Explanation of insert, format, tools, data and window menus with an application.
14	An extensive sample about excel application.



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Behavioral Sciences				Department / Department of : Business Administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
II	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes		One					
Course Aim		The course aims to give the student the basic theoretical knowledge about social psychology. A student who successfully finishes the course is expect to understand the nature and causes of individual behavior in social situations					
Course Goals		The main goal of this course is to teach the development process of Behavioral Sciences, related fields, systems and modern approaches of Behavioral Science, perception, attribution, learning, personality in organizations					
Course Learning Outs and Proficiencies		<p>After studying this course, students should be able to explain</p> <p>what organizational behavior means,</p> <p>How individual differences influence the behavior of people in organizations</p> <p>Describe how learning styles influence workplace learning,</p> <p>Describe attitudes and emotions and their importance in organizations</p>					
Course Basic and Auxiliary Contexts		<p><i>Fundamentals of Organizational Behavior</i> Andrew DuBrin, 3rd edition, 2005, paperback, Southwestern</p> <p>Taylor S.E., L.A.Peplau ve D.O. Sears “Social Psychology” Prentice Hall New Jersey 2000</p>					
Methods of Giving Lecture		Lecture and Class Discussions					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Theories In Social Psychology
2	Research Methods In Social Psychology
3	Individual Differences, Diversity, Ability, and Personality
4	Learning, Perception, and Attribution
5	Learning, Perception, and Attribution
6	Attitudes, Values, and Ethics
7	Attitudes, Values, and Ethics
8	Mid-Term Exam
9	Individual Decision Making and Creativity
10	Conflict, Stress, and Well-Being
11	Conflict, Stress, and Well-Being
12	Interpersonal Communication
13	Interpersonal Communication
14	Helping Behavior



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Macro Economics				Department / Department of : Business Administration in english			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
Spring	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes							
Course Aim		This course will provide an overview of macroeconomic issues: the determination of output, employment, unemployment, interest rates, and inflation. Monetary and fiscal policies are discussed, as are public debt and international economic issues. It introduces basic models of macroeconomics and illustrates principles with the experience of the Turkish and other economies.					
Course Goals		The following questions will be answered in this course: What are the determinants of macroeconomic variables such as national output, economic growth, unemployment, and inflation? How aggregate demand and aggregate supply are influenced by the public and private sectors? How the economy operates in the short-run and in the long-run. And how economic relationships are determined and influenced by outside forces? The aim is that after completing the course, students should be able to think critically about macroeconomic problems and questions					
Course Learning Outcomes and Proficiencies							
Course Basic and Auxiliary Contexts		Macroeconomics (2006) by N. Gregory Mankiw, 6th Edition, Worth Publication.					
Methods of Giving Lecture		The method of instruction will be primarily lecture with class discussion					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz		
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Midterm	X	%50
	Final Examination	X	%50

Semester Course Plan

Week	Subjects
1	The Science of Macroeconomics
2	The Data of Macroeconomics
3	National Income: Where It Comes From and Where It Goes
4	National Income: Where It Comes From and Where It Goes
5	Money and Inflation
6	The Open Economy
7	Unemployment
8	Introduction to Economic Fluctuations
9	Aggregate Demand I: Building the IS-LM Model
10	Aggregate Demand II: Applying the IS-LM Model
11	Stabilization Policy
12	Government Debt
13	Economic Growth I: Capital Accumulation and Population Growth
14	Economic Growth II: Technology, Empirics, and Policy



EK-4

AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Law of Obligation				Department / Department of :			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
2	3	-	3	3	3	Turkish	Compulsory
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		Classes					
Course Aim		In this class, the students of Faculty of Economic and Administrative Sciences will learn what establishment of obligation law relation is.					
Course Goals		The aim of this course is to teach basic understanding of legal terminology and concepts, legal thinking and logic of law to those students majoring in non-law areas who are not familiar with law. It will be an introduction from the facade into the labyrinths of law.					
Course Learning Outs and Proficiencies		<p>Course learning outs are below:</p> <ol style="list-style-type: none">1- Students' ability of answering the questions related with this course in the exams after graduation and2- Students' getting sufficient information about obligation relations they are to face in social and commercial life <p>Course proficiencies are;</p> <ol style="list-style-type: none">1.It is aimed that students are able to answer the questions related with this course in the exams2.Useful information that the students are going to benefit in this field in their daily life is explained					
Course Basic and Auxiliary Contexts		<ol style="list-style-type: none">1- Turgut Akıntürk; Borçlar Hukuku, Beta Yayınevi, İstanbul, 20072- Safa Reisoğlu; Borçlar Hukuku Genel Hükümler, Beta Yayınevi, İstanbul, 2006					
Methods of Give a Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	50
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	50

Semester Course Plan

Week	Subjects
1	The Subject of Law of Obligation, Obligation and Responsibility
2	Contracts and Contract's Kinds
3	The Form of Contracts and Construction of Contracts
4	Lesion, Representation, Tort
5	Absolute liability, Unjust Enrichment
6	Performance of Obligation, Default by Creditor, Difference of Obligation
7	Solidary obligation, Conditional Obligation
8	To and of Obligation
9	The Contracts That Aim Ownership Revolution
10	Sales Contract, Barter Contract
11	Giving Contract, Renting Contract
12	The Contracts of Commodatum, Loan and Leasing
13	Contracts of Service, Job, Ministry and Bailment
14	Suretyship Contract



**AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM**

Course Code and Name: Reading and writing skills in English II				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		To develop the students' writing skills					
Course Goals		<ul style="list-style-type: none"> To teach them the basics rules of writing: revision English grammar, conjunctions, polishing the sentences, composing a writing, writing strategies, editing. 					
Course Learning Outcomes and Proficiencies		Increased writing skills					
Course Basic and Auxiliary Contexts		English grammar, conjunctions, polishing sentences, composing writings, writing strategies, editing writings.					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	A short revision of English grammar
2	A short revision of English grammar
3	Punctuation rules
4	Sentences
5	Polishing sentences
6	Conjunctions
7	Writing strategy
8	Plain writing
9	Analytic writing
10	Editing
11	Practices
12	
13	
14	



EK-4

AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: ISL 133 BASIC INFORMATION TECHNOLOGIES II				Department / Department of : Department of Business Administration			
Semester	Theoretic Hour	Semester	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
II.	2	2	4		3	ENGLISH	OBLIGATORY
Prerequisite (s)		NONE					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		N.T. + S.T.					
Course Aim		Giving broad information about Microsoft word, excel, power point. Finding the necessary information in internet and learning data transaction through internet.					
Course Goals		Provide students with broader skills about the usage of advanced Microsoft word excel and power point applications. Preparing the efficient slide show.					
Course Learning Outcomes and Proficiencies		<ol style="list-style-type: none"> 1. Understanding the efficient usage of advanced Microsoft word, excel and power point, 2. Preparing slide show, 3. Learning the data searching through internet. 					
Course Basic and Auxiliary Contexts		Basic Context: Lecture notes and sample applications.					
Methods of Giving Lecture		Theoretical Teaching, Sample Solutions, Question-Answer.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	A sample application about Microsoft word.
2	A sample application about Microsoft excels.
3	Drawing graphs, using statistical and financial formulas in excel.
4	Introduction of power point.
5	Preparing slide show. Data entrance, inserting new slides, delete slides etc.
6	Insert tables, graphs and pictures.
7	MIDTERM EXAM
8	MIDTERM EXAM
9	Some animations, slide design and slide management.
10	A broad sample application about power point.
11	The usage of Internet and search engines.
12	The usage of e-mail and means of communications in internet.
13	A broad sample application.
14	Review of all subjects.



EK-4

AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Introduction to Accounting II				Department / Department of :Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
II.	3	0	3	3		Türkçe	Compulsory
Prerequisite (s)		Absent					
Instructor					Mail : Web :		
Course Assistant		Absent			Mail : Web :		
Groups / Classes		Absent					
Course Aim		This lesson aims at teaching the basics of accounting					
Course Goals		To teach the accounting knowledge					
Course Learning Outcomes and Proficiencies		<ol style="list-style-type: none">1. To make journal entry2. To create unadjusted and adjusted trial balances3. To prepare the financial statements4. To analyze the financial statements					
Course Basic and Auxiliary Contexts		Muğan C. Ve N. Akman, 2007, Principles of Financial Accounting, Gazi Kitabevi, Ankara Çonkar K., H. Ulusan ve M. Öztürk, 2006, Genel Muhasebe, Nobel Yayın Dağıtım, Ankara Sözbilir H., 2005, Muhasebeye Giriş, Afyonkarahisar					
Methods of Giving Lecture		Theoretical speech, ask and answer					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	x	%40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	x	%60	

Semester Course Plan

Week	Subjects
1	Financial Long-term Assets
2	Tangible Assets
3	Intangible Assets
4	Financial Liabilities
5	Trade Payables
6	Other Short-term Debt
7	Paid-in Capital
8	Capital and Profit Reserves
9	Profits and Losses
10	Revenues
11	Expenses
12	Correction of record errors
13	Transactions of Inventory
14	Transactions of Inventory



**AFYON KOCATEPE UNIVERSITY
SOCIAL SCIENCE INSTITUTE
COURSE IDENTIFICATION FORM**

Course Code and Name: Basic Statistics				Department / Department of Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
1	3		3			English	Compulsory
Prerequisite (s)		None					
Instructor						Mail:	
						Web:	
Course Assistant						Mail:	
						Web:	
Groups / Classes							
Course Aim		This is an introductory course that aims to familiarize students with the basics concepts and tools of statistics.					
Course Goals		<ol style="list-style-type: none"> 1. Ability to analyze and evaluate statistical data with a view toward addressing contemporary business questions. 2. Ability to distinguish between theories and hypotheses; analyze and interpret statistical results; present data in graphical form; and perform basic statistical analysis. 					
Course Learning Outcomes and Proficiencies		The course will assist students in reaching a level of increased competence in statistics and expanded understanding of the applications of statistics concepts in business activities.					
Course Basic and Auxiliary Contexts		<p>Required Readings:</p> <p style="padding-left: 20px;">- Paul Newbold (1995), Statistics for Business and Economics: 4th Edition, Prentice Hall, New Jersey.</p> <p>Suggested Readings:</p> <p style="padding-left: 20px;">-David S. Moore (2006), The Basic Practice of Statistics: 4th Edition, W.H. Freeman and Company, New York.</p>					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	30
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	70

Semester Course Plan

Week	Subjects
1	What is Statistics?
2	Summarizing Numerical Information
3	Probability
4	Discrete Variables and Probability Distributions
5	Continuous Random Variables and Probability Distributions
6	Sampling and Distributions
7	Two Variable Regression Analysis
8	Multiple Regression Analysis
9	Analysis of Variance
10	Statistical Quality Control
11	Survey Sampling Methods
12	Statistical Decision Theory
13	Business Applications I
14	Business Applications II



**AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM**

EK-4

Course Code and Name: Financial reporting				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
III	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		To develop the students' ability to generate financial papers from the work sheets					
Course Goals		To develop the students' abilities to generate: Balance sheets profit loss account inventories ledger cash flow leverages etc.					
Course Learning Outcomes and Proficiencies		Developing the Ability to generate the financial information. Accounting treatment of inventories, depreciation, long-term liabilities, capital expenditures, leases, cash flow statements, off-balance sheet items, construction of pro*forma financial statements, basic financial statement analysis tools such as ratio analysis, common size financial statements.					
Course Basic and Auxiliary Contexts		John R. Clay, Stephen D. Holton, Bill Allen <u>Guide to Preparing Financial Statements</u> David Hey-Cunningham <u>Financial Statements Demystified</u>					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	The basics of financial statements
2	Generating balance sheets
3	Samples about balance sheets
4	Generating income statements
5	Samples about income statements
6	Generating cash flow
7	Samples about cash flow
8	Inventories
9	inventory valuation
10	depreciation
11	accounting for debt restructuring
12	dilutive securities and earnings per share
13	
14	



EK-4

AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Management and Organization I				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The aim of this course is to introduce basics concepts and functions of management, and organization theories and practices					
Course Goals		This course provides understanding of the basic concepts of management. It also includes the definition of management and organization and manager, functions of management, theories of organization, scientific management approach, general administrative theory, bureaucracy approach, behavioral organization theory, the systems approach, the contingency approach, and other related topics such as management control system.					
Course Learning Outcomes and Proficiencies		<ol style="list-style-type: none">1. Explain the importance of management and organization2. Define concept of management and organization and manager, and functions of management3. Explain theories of organization, scientific management, general administrative theory, bureaucracy approach, behavioral organization theory, the systems approach, the contingency approach, new approaches to management4. Explain other related topics such as management control system.5. Discuss current issues in management organization and future of management organization					
Course Basic and Auxiliary Contexts		Core Readings, <ol style="list-style-type: none">1. Koçel, T., (2005), İşletme Yöneticiliği, İstanbul, Arıkan Basım Yayım Dağıtım.2. Genç, N., (2005), Yönetim ve Organizasyon, Era Bilgi sistemleri yayıncılık Supplementary Readings, <ol style="list-style-type: none">1. Efil, İ., (2002), İşletmelerde Yönetim ve Organizasyon, Alfa Basım Yayın2. Daft, L. Richard, Management, 2-7th Editions					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Introduction to Management and Organization
2	The Concepts of Management, Manger and Organization
3	The Classic Management and Organization Theory
4	The Neo-Classic (Human Relations) Management Theory
5	The environment of organization and Modern Management Theory: System Approach
6	The environment of organization and Modern Management Theory: Contingency Approach
7	Mid-term Examination
8	Functions of Management: Goal Settind and Planning
9	Functions of Management: Planning and Decision Making
10	Functions of Management: Organizing
11	Functions of Management: Leading (Leadership, Motivation)
12	Functions of Management: Leading (Motivation, Communication)
13	Functions of Management: Coordinating and Controlling
14	A General Evaluation of the Courses

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			
2	Being able to use/apply business knowledge skills			
3	Being able to analyze basic functions of business skills			
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			
8	Being able to use qualitative and quantitative methods			
9	Being able to communicate effectively			
10	Being able to develop interdisciplinary projects in business area.			
11	Being able to understand industrial, social and universal effects of business subjects.			
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			
13	Being able to understand the dynamics of competitive business life and being ready to expectations			
14	Being able to provide life long learning in business area.			
15	Being able to use tools and methods used in business research to business life.			
16	Being able to give business ethics and social responsibility that is needed in business life			
17	Being able to give the skill of team work.			
18	Being able to give problem definition, problem solving process planning and problem solving skills.			
19	Being able to give modeling and analyze skills.			
20	Being able to analyze the data and make efficient decisions.			
21	Being able to use social and economic resources efficiently.			
22	Being able to provide active participation to economic and social life.			
23	Being able to make permanent economic gain possible.			
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			
25	Being able to provide acknowledge, use and deal with information technologies.			
26	Being able to perform the job in english and help to improve foreign language.			
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			
29	Being able to provide bring in legal structure directing Turkish financial life.			
30	Being able to understand, comprehend and analyze decisions taken by public administration.			



AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Managerial Economics				Department / Department of : Business Administration			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
Fall	3		3	3	4	English	Compulsory
Prerequisite (s)		None					
Instructor					Mail : Web :		
Course Assistant					Mail : Web :		
Groups / Classes							
Course Aim		The primary objective of Managerial Economics is to teach business students the economic way of thinking about business decisions. Managerial Economics will help you to develop and strengthen your critical thinking skills. This course will also provide you with a logical way of analyzing business decisions. The purpose is to expose you to the practical usefulness of economic theory by applying the analytical and statistical tools needed to test these economic theories in solving “real world” business problems.					

<p style="text-align: center;">Course Goals</p>	<p>By the end of the course, students will develop skills to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain the role of economic theory in managerial economics. <input type="checkbox"/> Describe the characteristics of four market structures: perfect competition, monopoly, monopolistic competition and oligopoly. <input type="checkbox"/> Know the difference between economic and accounting profit. <input type="checkbox"/> Understand and graphically illustrate the way market forces determine prices and production in competitive markets. <input type="checkbox"/> Learn the fundamental principles of optimization theory for finding the optimal level of business activities <input type="checkbox"/> Apply linear regression techniques to problems that are of interest to managers of a firm. <input type="checkbox"/> Predict how revenue will be affected by a change in the price of a product by using the concept of price elasticity. <input type="checkbox"/> Determine the optimal level of inputs and the cost of production in two different decision-making time frames: short run and long run. <input type="checkbox"/> Analyze how managers make pricing and output decisions in competitive markets, monopoly and monopolistic competition. <input type="checkbox"/> Analyze strategic decisions facing oligopoly <p>By the end of the course, students will be able to answer the following questions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is managerial economics? <input type="checkbox"/> How do market forces determine prices and production in competitive markets? <input type="checkbox"/> How do we find the optimal level of business activities? <input type="checkbox"/> How can we estimate demand and production? <input type="checkbox"/> How does a change in the price of a product affect revenues? <input type="checkbox"/> How can we determine the optimal level of inputs and the cost of production in two different decision-making time frames: short run and long run? <input type="checkbox"/> How do managers make pricing and output decisions? <ul style="list-style-type: none"> ▪ How can we use game theory to make strategic decisions in oligopoly markets?
<p style="text-align: center;">Course Learning Outcomes and Proficiencies</p>	
<p style="text-align: center;">Course Basic and Auxiliary Contexts</p>	<p>Managerial Economics and Business Strategy, Fifth Edition, Michael R. Baye, McGraw Hill, 2006</p>
<p style="text-align: center;">Methods of Giving Lecture</p>	<p>The method of instruction will be primarily lecture with class discussion.</p>

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz		
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Midterm Exam	X	%50
	Final Examination	X	%50

Semester Course Plan

Week	Subjects
1	The Fundamentals of Managerial Economics
2	Market Forces: Demand and Supply
3	Market Forces: Demand and Supply
4	Quantitative Demand Analysis
5	The Theory of Individual Behavior
6	The Production Process and Costs
7	The Production Process and Costs
8	The Nature of Industry
9	The Nature of Industry
10	Managing in Competitive, Monopolistic , and Monopolistically Competitive Markets
11	Managing in Competitive, Monopolistic , and Monopolistically Competitive Markets
12	Basic Oligopoly Models
13	Basic Oligopoly Models
14	Game Theory: Inside Oligopoly

Relations with Course Department Advantages

Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1				
2				
3				
4				
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11				
12				
13				
14				
15				



AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Marketing Principles				Department / Department of : Business administration			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
Autumn	3		3	3			
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		Two					
Course Aim		To provide an education about marketing concept and basic marketing principles to students who feel an academic interest marketing.					
Course Goals		By the end of this course students will be able to: 1. Learn basic marketing notions. 2. Understand the importance of marketing for business. 3. Learn the relations between marketing and the other business functions. 4. Analyze consumer behaviors. 5. Contact between marketing activity and market environment. 6. Comment drivers of modern marketing. 7. Comment dynamic structure of marketing. 8. Gain perspective of modern marketing.					
Course Learning Outs and Proficiencies		1. If they want to work in this field in the future, the course provides a substructure 2. Cours introduces main descriptions about marketing 3. Course provides a better marketing perspective. 4. Course provides an evaluation ability of marketing environment					
Course Basic and Auxiliary Contexts		1. Altunışık Remzi, Ömer Torlak, Şuayıp Özdemir, (2006) Modern Pazarlama Yönetimi, Değişim Yayınları, Sakarya. 2. Kotler, Philip, Marketing Principles,					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Marketing concept, evolution of marketing
2	Marketing environment and opportunities
3	Consumer behavior
4	Organizational markets industrial customer behavior
5	Marketing ethics and social responsibility in marketing
6	Marketing Information Systems
7	Exam
8	Market Segmentation, selection of target market
9	Positioning and Brand management
10	Strategic Marketing Planning
11	Introduction to Marketing Mix
12	New Product Development and innovation
13	Case Study
14	Final Exam

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			X
2	Being able to use/apply business knowledge skills			X
3	Being able to analyze basic functions of business skills			X
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			X
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			X
8	Being able to use qualitative and quantitative methods			X
9	Being able to communicate effectively			X
10	Being able to develop interdisciplinary projects in business area.			X
11	Being able to understand industrial, social and universal effects of business subjects.			X
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.			X
15	Being able to use tools and methods used in business research to business life.			X
16	Being able to give business ethics and social responsibility that is needed in business life			X
17	Being able to give the skill of team work.		X	
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.			X
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.			X
23	Being able to make permanent economic gain possible.		X	
24	Being able to provide understand and appropriate Atatürk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.		X	
26	Being able to perform the job in english and help to improve foreign language.		X	
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Speaking and Presentation Skills in English				Department / Department of : Business Administration in English			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
III	3	0	3	3	3	English	Compulsory
Prerequisite (s)		Yes					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One Group					
Course Aim		The aim of Foreign Language for Business Life class is to teach the students how to communicate with the foreigners and foreign institutions after they graduated and involved into the business environment					
Course Goals		The goal of this course is to teach the students the words and phrases that they need to communicate in the business, travel and everyday situations.					
Course Learning Outcomes and Proficiencies		The students who take this courses will have more self-confidence and communicate easier after graduation and participation into the business environment.					
Course Basic and Auxiliary Contexts		Course Materials: <ol style="list-style-type: none"> 1. Interactive Multimedia: Videos, CD's 2. Internet Sources 					
Methods of Giving Lecture		Lecture and Presentations					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz		
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination	X	40
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Basic Phrases Greetings and Farewells, Getting Information
2	Introductions and Getting Acquainted, Making friends
3	Presentation skills
4	Travel: Immigrations and Customs, Changing Money
5	Travel: Public Transportation and Hotel Conversations
6	Travel: Making an International Phone Call and Renting a car
7	Travel: Asking for directions and Travel with Plane
8	Mid – Term Exam (Oral)
9	Business: Making Appointments
10	Business Lunch, Meetings
11	Shopping for groceries
12	Finding an Apartment
13	Going to a Doctor or Dentist
14	Going to a Movie

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)	X		
8	Being able to use qualitative and quantitative methods	X		
9	Being able to communicate effectively	X		
10	Being able to develop interdisciplinary projects in business area.	X		
11	Being able to understand industrial, social and universal effects of business subjects.	X		
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.	X		
13	Being able to understand the dynamics of competitive business life and being ready to expectations	X		
14	Being able to provide life long learning in business area.	X		
15	Being able to use tools and methods used in business research to business life.	X		
16	Being able to give business ethics and social responsibility that is needed in business life	X		
17	Being able to give the skill of team work.	X		
18	Being able to give problem definition, problem solving process planning and problem solving skills.	X		
19	Being able to give modeling and analyze skills.	X		
20	Being able to analyze the data and make efficient decisions.	X		
21	Being able to use social and economic resources efficiently.	X		
22	Being able to provide active participation to economic and social life.	X		
23	Being able to make permanent economic gain possible.	X		
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.			X
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



EK-4

AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Business English				Department / Department of : Business Administration in English			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
IV	3	0	3	3	3	English	Compulsory
Prerequisite (s)		Yes					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One Group					
Course Aim		The aim of Vocational Foreign Language course is to teach the economics students the terminology and the concepts in economics so that they can be able to follow the economics literature from foreign sources written in English					
Course Goals		The goal of this course is to provide the economics students with the ability to understand what they read in English the literature of economics.					
Course Learning Outs and Proficiencies		The students who took this course will have opportunity to reach more sources to learn economics. Therefore after they graduate and involve into business life they will have more self-confidence					
Course Basic and Auxiliary Contexts		Course Book: 1. Aysun Velioglu, Bülent Kandiller ve Nurcan Tugay (1997), Reader at Work II, METU, Department of Basic English, Ankara. Auxiliary Materials: 1. Internet Sources					
Methods of Giving Lecture		Lecturing					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Keys to Quicker Learning, Language Learning
2	Advertising
3	Inflation
4	Towards a Working Renaissance
5	Marketing
6	Population Growth
7	Food for the World
8	Crude Oil, Exploration for Oil
9	Choosing a Career, the Computer
10	Middle East Water: Critical Resource
11	Attitudes Towards Money
12	History of Farming
13	The Beauty of Numbers
14	The Nineteenth Century in Perspective

Relations with Course Department Advantages

Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1				
2				
3				
4				
5				
6				
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8				
9				
10				
11				
12				
13				
14				
15				



**AFYON KOCATEPE UNIVERSITY
SOCIAL SCIENCE INSTITUTE
COURSE IDENTIFICATION FORM**

Course Code and Name: Basic Statistics				Department / Department of Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
1	3		3			English	Compulsory
Prerequisite (s)		None					
Instructor						Mail:	
						Web:	
Course Assistant						Mail:	
						Web:	
Groups / Classes							
Course Aim		This is an introductory course that aims to familiarize students with the basics concepts and tools of statistics.					
Course Goals		<ol style="list-style-type: none"> 1. Ability to analyze and evaluate statistical data with a view toward addressing contemporary business questions. 2. Ability to distinguish between theories and hypotheses; analyze and interpret statistical results; present data in graphical form; and perform basic statistical analysis. 					
Course Learning Outcomes and Proficiencies		The course will assist students in reaching a level of increased competence in statistics and expanded understanding of the applications of statistics concepts in business activities.					
Course Basic and Auxiliary Contexts		<p>Required Readings:</p> <p>- Paul Newbold (1995), Statistics for Business and Economics: 4th Edition, Prentice Hall, New Jersey.</p> <p>Suggested Readings:</p> <p>-David S. Moore (2006), The Basic Practice of Statistics: 4th Edition, W.H. Freeman and Company, New York.</p>					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	30
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	70	

Semester Course Plan

Week	Subjects
1	What is Statistics?
2	Summarizing Numerical Information
3	Probability
4	Discrete Variables and Probability Distributions
5	Continuous Random Variables and Probability Distributions
6	Sampling and Distributions
7	Two Variable Regression Analysis
8	Multiple Regression Analysis
9	Analysis of Variance
10	Statistical Quality Control
11	Survey Sampling Methods
12	Statistical Decision Theory
13	Business Applications I
14	Business Applications II



AFYON KOCATEPE UNIVERSITY
ECONOMICS AND ADMINISTRATIVE SCIENCES FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Financial Mathematics				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
III	3	-	3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant		-				Mail : Web :	
Groups / Classes		One					
Course Aim		The main objective of this course is to explain the key concepts of financial mathematics.					
Course Goals		<ul style="list-style-type: none"> • To understand key terms • To understand key procedures • To develop the ability to apply key procedures. 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Calculate simple interest • Calculate compound interest • Calculate present value • Calculate future value • Calculate annuities 					
Course Basic and Auxiliary Contexts		<p>* Zima Brown, Mathematics of Finance, 3rd Edition, MMcGraw-Hill Ryerson.</p> <p>* Jeffrey Slater, Practical Business Math Procedures, Brief Edition, Irwin.</p> <p>* Burton S. Kaliski & Robert L. Dansby, Business Mathematics, 4th Edition, Harcourt Brace Jovanovich</p> <p>* A Scientific Calculator.</p>					
Methods of Giving Lecture		Lecture, problem analysis, and quizzes.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Quiz I	X	4
	Quiz II	X	4
	Quiz III	X	4
	Quiz IV	X	4
	Quiz V	X	4
	Mid-term Examination ¹	X	50
	Practice Examination (Laboratory, Project etc.)	-	-
	Final Examination ²	X	50
Semester Course Plan			
Week	Subjects		

1	Introduction to Financial Mathematics
2	Markups and Markdowns
3	Quiz Simple Rate of Interest Calculations
4	Simple Rate of Interest Calculations
5	Quiz Compound Rate of Interest Calculations
6	Compound Rate of Interest Calculations
7	Quiz & General Review
8	Mid-term Exam
9	Annuities
10	Quiz Annuities
11	Capital Budgeting
12	Quiz & General Review

¹ Points received from the first 3 quizzes will be reflected in your mid-term examination grade.

² Points received from the last 2 quizzes will be reflected in your final examination grade.

Contributions to Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contri-bution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills		×	
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		×	
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)	×		
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı		×	
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research	×		
9	Etkin iletişim kurma becerisi Being able to communicate effectively	×		
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.	×		
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.	×		
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		×	
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		×	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.	×		
15	İşletmecilik araştırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarlama becerisi Being able to use tools and methods used in business research to business life.		×	
16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluşturma Being able to give business ethics and social responsibility that is needed in business life	×		

17	Takım (ekip-grup) çalışması becerisi kazandırma Being able to give the skill of team work.	×		
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.			×
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.	×		
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.		×	
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.		×	
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.		×	
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.		×	
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiği programları kullanabilme, bilgisayar donanımını tanımayı sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliştirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



EK-4

AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: General Tax Law				Department / Department of :			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
4	3	-	3		3	Turkish	Compulsory
Prerequisite (s)		None					
Instructor					Mail : Web :		
Course Assistant					Mail : Web :		
Groups / Classes		Classes					
Course Aim		This course aims to be comprehended the basic principls of tax law, to the public finance 2nd class students					
Course Goals							
Course Learning Outs and Proficiencies							
Course Basic and Auxiliary Contexts							
Methods of Give a Lecture							

Assessment Criterias		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	50
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	50

Semester Course Plan

Week	Subjects
1	Concept of Tax Law, Sources, Application
2	Sources of Tax Law
3	Interpretation of Tax Law
4	Principles of Taxation
5	Transaction of Taxation
6	
7	Taxpayer
8	Withholders
9	Taxpayer' s Dutys
10	To and of Tax Obligation
11	Tax Punishment Law
12	Tax Argumentation Law
13	Tax execution Law
14	International Tax Law

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in public finance knowledge level		X	
2	Being able to use/apply public finance knowledge skills		X	
3	Being able to analyze public economics events			X
4	Being able to integrate theory and practice in Public Finance (Tax Law, Public Debt, Budget and Public Economics)			X
5	Being able to analyze and interpret public economics events		X	
6	Evaluation of economic and social problems with public finance perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for public finance practices		X	
8	Being able to use qualitative and quantitative methods in public finance research		X	
9	Being able to communicate effectively			X
10	Being able to develop interdisciplinary projects in public finance area.		X	
11	Being able to understand industrial, social and international effects of public finance subjects.		X	
12	Being able to understand the dynamics of public finance and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive life and being ready to expectations from the perspective of public finance		X	
14	Being able to provide life long learning in public finance area.			X
15	Being able to use tools and methods used in public finance research		X	
16	Being able to give public ethics and social responsibility that is needed in public finance area			X
17	Being able to give the skill of team work.		X	
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.			X
21	Being able to use social and economic resources efficiently.			X
22	Being able to provide active participation to economic and social life.		X	
23	Being able to make permanent economic gain possible.			X
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			X
25	Being able to provide acknowledge, use and deal with information technologies.		X	
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines.			X
29	Being able to provide bring in legal structure directing Turkish financial life.			X
30	Being able to understand, comprehend and analyze decisions taken by public administration.			X



AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Management and Organization II				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The aim of this course is to introduce students new approaches in management as well as providing discussions students with current developments in the areas of management and organizations.					
Course Goals		This course provides discussions about the environment and corporate culture as well as the current issues in management organization . It also includes the new approaches in management such as team works in organization, learning organizations, total quality management, quality assurance systems, benchmarking, empowerment					
Course Learning Outcomes and Proficiencies		<ol style="list-style-type: none">6. Understand how to manage organization in a global environment7. Understand the importance and management of corporate culture in a global environment8. Be aware of new management approaches9. Discuss current issues in management organization and future of management organization					
Course Basic and Auxiliary Contexts		Core Readings, <ol style="list-style-type: none">3. Koçel, T., (2005), İşletme Yöneticiliği, İstanbul, Arıkan Basım Yayım Dağıtım.4. Genç, N., (2005), Yönetim ve Organizasyon, Era Bilgi sistemleri yayıncılık Supplementary Readings, <ol style="list-style-type: none">3. Efil, İ., (2002), İşletmelerde Yönetim ve Organizasyon, Alfa Basım Yayın4. Daft, L. Richard, Management, 2-7th Editions					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Introduction: A General framework for Management Organisation
2	The environment and corporate culture
3	Managing in a global environment
4	New Approaches in Management: Team Works in Organization, Learning Organizations
5	New Approaches in Management: Organizational Change and Development Management
6	New Approaches in Management: Total Quality Management, Quality Assurance Systems
7	New Approaches in Management: Downsizing, Outsourcing
8	New Approaches in Management: Benchmarking, Empowerment
9	Mid-term Examination
10	New Approaches in Management: Reengineering, Virtual Organisations
11	Current Issues in Management Organization
12	Current Issues in Management Organization
13	Future of Management Organization
14	A General Evaluation of the Courses

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			
2	Being able to use/apply business knowledge skills			
3	Being able to analyze basic functions of business skills			
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			
8	Being able to use qualitative and quantitative methods			
9	Being able to communicate effectively			
10	Being able to develop interdisciplinary projects in business area.			
11	Being able to understand industrial, social and universal effects of business subjects.			
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			
13	Being able to understand the dynamics of competitive business life and being ready to expectations			
14	Being able to provide life long learning in business area.			
15	Being able to use tools and methods used in business research to business life.			
16	Being able to give business ethics and social responsibility that is needed in business life			
17	Being able to give the skill of team work.			
18	Being able to give problem definition, problem solving process planning and problem solving skills.			
19	Being able to give modeling and analyze skills.			
20	Being able to analyze the data and make efficient decisions.			
21	Being able to use social and economic resources efficiently.			
22	Being able to provide active participation to economic and social life.			
23	Being able to make permanent economic gain possible.			
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			
25	Being able to provide acknowledge, use and deal with information technologies.			
26	Being able to perform the job in english and help to improve foreign language.			
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			
29	Being able to provide bring in legal structure directing Turkish financial life.			
30	Being able to understand, comprehend and analyze decisions taken by public administration.			



EK-4

AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Marketing Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
Spring	3		3	3			
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		Two					
Course Aim		To provide an education about marketing concept and basic marketing principles to students who feel academic interest on marketing.					
Course Goals		By the end of this course students will be able to: 1. Learn marketing management topics. 2. Get making marketing plan capability. 3. Be informed about marketing strategies in details. 4. Get practical interaction by making projects about marketing strategies.					
Course Learning Outs and Proficiencies		5. If they want to work in this field in the future, the course provides to students practice advantages. 6. Course provides to teach methods of success in the market 7. Course provides responsible and better marketing perspectives. 8. Course provides an evaluation ability of marketing resources and methods					
Course Basic and Auxiliary Contexts		3. Altunışık Remzi, Ömer Torlak, Şuayıp Özdemir, (2006) Modern Pazarlama Yönetimi, Değişim Yayınları, Sakarya. 4. Kotler, Philip, Marketing Management,					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Marketing mix and product decisions
2	Service management and marketing
3	Pricing
4	Distribution
5	Wholesaling and retailing
6	Marketing Communications
7	Exam
8	Personal selling and Advertising
9	Performance evaluating and Marketing control
10	Marketing strategies
11	New marketing perspectives
12	Case study
13	Case Study
14	Final Exam

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			X
2	Being able to use/apply business knowledge skills			X
3	Being able to analyze basic functions of business skills			X
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			X
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			X
8	Being able to use qualitative and quantitative methods			X
9	Being able to communicate effectively			X
10	Being able to develop interdisciplinary projects in business area.			X
11	Being able to understand industrial, social and universal effects of business subjects.			X
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.			X
15	Being able to use tools and methods used in business research to business life.			X
16	Being able to give business ethics and social responsibility that is needed in business life			X
17	Being able to give the skill of team work.		X	
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.			X
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.			X
23	Being able to make permanent economic gain possible.		X	
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.		X	
26	Being able to perform the job in English and help to improve foreign language.		X	
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Personal Finance				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		This course's aim is to provide students with the tools of finance that are needed to manage personal financial resources. Students will be able to apply basics and improve their personal financial situations and/or their competencies in work if they are in the financial services industry.					
Course Goals		<ul style="list-style-type: none"> • To understand basic concepts • To understand financial tools • To develop ability to apply financial tools • To be able to make decision making on personal financial choices. 					
Course Learning Outcomes and Proficiencies		<ol style="list-style-type: none"> 1. Identify the basic concepts of comprehensive financial planning. 2. Evaluate a personal financial plan. 3. Make reasonable decisions concerning the development, design, and implementation of a personal financial plan. 4. Recommend planning suggestions to a client. 5. Determine an appropriate insurance level for a client. 6. Project future retirement plan balances and needs for a client. 					
Course Basic and Auxiliary Contexts		<p>Shannon Plate, Degunking Your Personal Finances, 2005.</p> <p>Bernard J. Winger, and Raph R. Frasca, Personal Finance: an Integrated Approach, 1993.</p> <p>Financial Calculator (Texas Instruments BA II Plus)</p>					
Methods of Giving Lecture		Lectures, assignments and case studies.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Assignment I	X	10
	Assignment II	X	10
	Assignment III	X	10
	Mid-term Examination	X	30
	Final Examination	X	40

Semester Course Plan

Week	Subjects
1	Introduction to Financial Planning
2	Time Value of Money
3	Cash Management
4	Consumer Credit—Open Credit and Credit Cards
5	Personal Debt (Consumer Loans)
6	Personal Debt (Automobile Financing)
7	Personal Debt (Mortgages)
8	Risk Management and Health and Disability Insurance, Life Insurance, and Liability Insurance
9	Mid-term Exam
10	Securities Markets and Equity
11	Fixed Income
12	Mutual Funds
13	Retirement Planning and Management
14	Estate Planning

Relations with Course Department Advantages

Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills	×		
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		×	
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		×	
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı		×	
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research	×		
9	Etkin iletişim kurma becerisi Being able to communicate effectively		×	
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.	×		
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.		×	
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			×
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations			×
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.		×	
15	İşletmecilik araştırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarlama becerisi Being able to use tools and methods used in business research to business life.		×	

16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluşturma Being able to give business ethics and social responsibility that is needed in business life		×	
17	Takım (ekip-grup) çalışması becerisi kazandırma Being able to give the skill of team work.	×		
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.		×	
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.	×		
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.			×
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.		×	
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.			×
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.			×
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiği programları kullanabilme, bilgisayar donanımını tanımayı sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliştirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



**AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM**

Course Code and Name: Cost accounting				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	Compulsory
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		Teaching main concepts about cost. Teaching the structure of costs of a manufacturing business. Determining cost of products					
Course Goals		<ul style="list-style-type: none"> - Teaching the cost, expense and loss concepts. - Teaching cost items. - Overviewing costing of product. - Variable vs full costing. - Actual vs normal vs standard costing - Job vs process costing 					
Course Learning Outcomes and Proficiencies		<p>Understanding the factors influencing costs</p> <p>Increased capabilities of cost calculation</p> <p>Increased capabilities on cost related decision making</p>					
Course Basic and Auxiliary Contexts		<p>Robin Cooper, Robert S. Kaplan <u>The Design of Cost Management Systems: Text and Cases</u></p> <p>Robin Cooper, Robert S. Kaplan <u>The Design of Cost Management Systems: Text, Cases, and Readings</u></p> <p>William K. Carter <u>Cost Accounting</u></p>					
Methods of Giving Lecture		The relationship between cost accounts and balance sheet & income statement. Effects of costs and expenses on the balance sheet & income statement. The relationship between cost and expense. Cost flow for merchandising, service type and manufacturing businesses.					

Assessment Criteria	Cost and cost object. The classification of costs.	If Available, to Sign (x)	General Average Percentage (%) Rate
	Costs at Turkish Accounting System.	X	40
	Costs and cost allocation table. The first total of cost allocation table.		
	Second allocation methods of cost allocation table.		
	Cost system. Adjustments at year-end.		
	Full costing vs. variable costing Adjustments at year-end.		
	Midterm exam.		
	Job Costing. Main characteristics		
	Job Costing. Exercises	X	60

Semester Course Plan

Process

Week	
	Process Costing. Exercises.
1	Standard Costing.
2	The relationship between cost accounts and balance sheet & income statement. Effects of costs and expenses on the balance sheet & income statement. The relationship between cost and expense. Cost flow for merchandising, service type and manufacturing businesses.
3	Cost and cost object. The classification of costs.
4	Costs at Turkish Accounting System.
5	Costs and cost allocation table. The first total of cost allocation table.
6	Second allocation methods of cost allocation table.
7	Cost system. Adjustments at year-end.
8	Full costing vs. variable costing Adjustments at year-end.
9	Midterm exam.
10	Job Costing. Main characteristics
11	Job Costing. Exercises
12	Process Costing. Main characteristics.
13	Process Costing. Exercises.
14	Standard Costing.

Relations with Course Department Advantages

	Programme Advantages	Course Contribution		
		None	Partially	Full Contribution
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Entrepreneurship and Small Business Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor					Mail Web :		
Course Assistant					Mail : Web :		
Groups / Classes		One					
Course Aim		The aim of this course is to introduces all the aspects required to create a successful new business organization. It provides the students who have a strong desire to start a business with an understanding of the characteristics of the entrepreneur and the unique concepts of entrepreneurial process. Emphasis is placed on identifying and evaluating entrepreneurial opportunities. Students will benefit from case studies and practical entrepreneurial experiences including interaction with successful regional, national and international Entrepreneurs.					
Course Goals		It covers the entrepreneurial process from conception to operation of a new business ventures . It also concentrates on the personel and demografic characteristics of entrepreneurs and the process by which they turn ideas into new business. Students will also learn about the process of new business development in the small and midium sized organizations.					
Course Learning Outs and Proficiencies		<ul style="list-style-type: none">• Learn basics concepts for entrepreneurial process and operation of businesses• Define the role of the entrepreneur in business—in Turkey and across the world.• Describe the benefits and drawbacks of entrepreneurship• Outline characteristics of successful entrepreneurs• Outline the motives for starting a new business• Create and run a business venture• Identify factors that lead to the success of successful businesses• Describe the important role small businesses play in our nation’s economy• Identify business plan development for starting and financing a small business• Identify the common reasons for small business failure.• Outline the components of a successful business plan.• Create a marketing, productions and operations and management and organization plan as part of a business plan.					
Course Basic and Auxiliary Contexts		Core Readings, 5. Thomas W. Zimmerer and Norman M. Scorbrough, Essential of Entrepreneurship and Samall Business Management, Second editon, 6. Kuratko, Donald F. and Richard M. Hodgetts, Entrepreneurship: A Contemporary Approach, Fifth Edition, South-Western, 7. Robert D. Hisrich, R. D. Hisrich, M. P. Peters. Entrepreneurship, Boston Supplementary Readings, 5. Küçük İşletmeler: Kavramı, kuruluşu ve yönetimi, Oktay Alpugan 6. Türkiyede Girişimcilik, 2002 TÜSİAD					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Understanding Entrepreneurship: The Nature of Entrepreneurship
2	The Entrepreneurial Mindset in Individual: Understanding Entrepreneurs
3	Entrepreneurial Process: The Nature of Entrepreneurial Opportunities
4	Financing New Ventures: Venture Capital and Entrepreneurship:
5	Corporate Entrepreneurship
6	Midterm Exam
7	Creativity , Innovation and Entrepreneurship
8	Small Business: An Overview
9	Small Business, Entrepreneurship and Ownership
10	Small Business Management, Marketing and Finance
11	Developing Effective Business Plan
12	Starting A New Business
13	Managing, Growing, and Ending The New Venture
14	Managing, Growing, and Ending The New Venture

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			
2	Being able to use/apply business knowledge skills			
3	Being able to analyze basic functions of business skills			
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			
8	Being able to use qualitative and quantitative methods			
9	Being able to communicate effectively			
10	Being able to develop interdisciplinary projects in business area.			
11	Being able to understand industrial, social and universal effects of business subjects.			
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			
13	Being able to understand the dynamics of competitive business life and being ready to expectations			
14	Being able to provide life long learning in business area.			
15	Being able to use tools and methods used in business research to business life.			
16	Being able to give business ethics and social responsibility that is needed in business life			
17	Being able to give the skill of team work.			
18	Being able to give problem definition, problem solving process planning and problem solving skills.			
19	Being able to give modeling and analyze skills.			
20	Being able to analyze the data and make efficient decisions.			
21	Being able to use social and economic resources efficiently.			
22	Being able to provide active participation to economic and social life.			
23	Being able to make permanent economic gain possible.			
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			
25	Being able to provide acknowledge, use and deal with information technologies.			
26	Being able to perform the job in english and help to improve foreign language.			
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			
29	Being able to provide bring in legal structure directing Turkish financial life.			
30	Being able to understand, comprehend and analyze decisions taken by public administration.			



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: European Union and Turkey				Department / Department of : Business Administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
V	3	0	3	3	3	English	Elective
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant		Not available				Mail : Web :	
Groups / Classes		Third year students					
Course Aim		<p>The course main aim is to assist students to develop a detailed, critical and advanced knowledge of the European Union (EU) and Turkey's relations with it.</p> <p>In this connection, it aims to teach the students past and present states of both the EU and EU – Turkey relations so that they gain necessary background information, knowledge and skills to make assessment about the prospect of the two phenomena, which are expected to affect the business life drastically.</p> <p>It also seeks not to describe but to understand the intrinsic nature of both the EU and the EU – Turkey Relations, as well as the way these work.</p>					
Course Goals		<p>To provide an empirically informed understanding of the EU as an integration model,</p> <p>To contribute to the development of methodological and other transferable skills and tools for learning how to understand the present forms of the EU and the EU – Turkey relations,</p> <p>To give the students necessary information about the historical facts and factors regarding the emergence and development of the EU,</p> <p>To teach the students present state of the EU in organizational, legal, economical, commercial, political, and international terms,</p> <p>To reinforce student's understanding of the policy and decision -making processes within the EU,</p> <p>To equip the students with knowledge-based analyzing skills to assess the prospect of the EU and trends within it,</p> <p>To give the students necessary information about the historical facts and factors regarding the emergence and development of Turkey's relations with the EU,</p> <p>To teach the students present state of the EU – Turkey relations, focusing on the details of the membership process,</p> <p>To equip the students with knowledge-based analyzing skills to assess Turkey's membership prospect to the EU together with its advantages and disadvantages for both parties,</p> <p>To provide a foundation for further study in this field and for work in other related modules or courses</p>					

<p style="text-align: center;">Course Learning Outcomes and Proficiencies</p>	<p>Full familiarity with, and ability to comment critically on, the EU and the EU-Turkey relations,</p> <p>A very good level of knowledge on the past and present states of both the EU and the EU – Turkey relations from several aspects,</p> <p>Knowledge-based analyzing skills to assess the prospect of EU and trends within it, as well as that of Turkey’s relations with EU,</p> <p>Familiarity with the values and culture on which the EU depends, such as peace, cooperation, democracy, human rights, rule of law, non-discrimination, diversity, tolerance etc.,</p> <p>Increased awareness on EU rules, norms and standards in the business-related fields and level of Turkey’s compliance with them at present,</p> <p>Specific knowledge about the opportunities and funds provided by EU for business as well as for students,</p> <p>Possibility to develop more realistic, objective, and balanced view on Turkey’s full membership to EU, understanding its possible advantages and disadvantages for both parties,</p> <p>Proficiency in understanding and interpreting the developments, daily events and news regarding EU affairs as well as EU – Turkey relations,</p> <p>Ability to identify, locate, annotate and assess the major sources for the study of the EU and the EU – Turkey relations, both conventional and electronic, in this course and in other related courses, and even in possible dissertation work in the future.</p>
<p style="text-align: center;">Course Basic and Auxiliary Contexts</p>	<p>Historical and Philosophical Roots of the EU; Emergence and Development of the EU after II. W.W.; Contemporary Consequences of the EU; Distinctive Features of the EU (Supranational Nature, System of Collective Governance, Wide Scope of Tasks and Competences, Strengthening Internal Identity, Noticeable External Identity, Deep Economic and Monetary Integration, and Releasing a Strong Attraction); Institutional Structure (Common Features, European Commission, and European Parliament, Council of the EU, Court of Justice, Secondary Organs);</p> <p>Comparative Analysis of Main Socio - Economic Indicators, Facts and Figures in the EU and Turkey; Mechanism of the Membership Process to the EU and Membership Criteria; Progress and Problems in Turkey’s Membership Process to the EU; Prospect of Turkey’s Full Membership to the EU; and the Meaning of Turkey’s Full Membership to the EU for Both Parties.</p>
<p style="text-align: center;">Course Materials and Text Books</p>	<p>M. Fişne, <u>Political Conditions for Being A European State</u>, Afyon Kocatepe University Publications, 2003., (Main text book)</p> <p>K. Muhsin and A. Harun, <u>Avrupa Birliği Ortak Politikaları ve Türkiye</u>, Beta 2003., (Recommended reading)</p> <p>S. R. Karluk, <u>Avrupa Birliği ve Türkiye</u>, Beta 2002. (Recommended reading)</p> <p>Slides are available for each course subject. Students may get printed version of slides.</p>
<p style="text-align: center;">Methods of Giving Lecture</p>	<p>Lecturing supported by slides and other audio-visual materials,</p> <p>Interactive discussion</p>

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	50
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	50

Semester Course Plan

Week	Subjects
1	Introduction to the Course
2	Historical and Philosophical Roots of the EU
3	Emergence and Development of the EU after II. W.W.
4	Contemporary Consequences of the EU
5	Distinctive Features of the EU I (Supranational Nature, System of Collective Governance, Wide Scope of Tasks and Competences, and Strengthening Internal Identity)
6	Distinctive Features of the EU II (Noticeable External Identity, Deep Economic and Monetary Integration, and Releasing a Strong Attraction)
7	Visa Exam
8	Institutional Structure I (Common Features, European Commission, and European Parliament)
9	Institutional Structure II (Council of the EU, Court of Justice, Secondary Organs)
10	Comparative Analysis of Main Socio - Economic Indicators, Facts and Figures in the EU and Turkey,
11	Mechanism of the Membership Process to the EU and Membership Criteria
12	Progress and Problems in Turkey's Membership Process to the EU
13	Prospect of Turkey's Full Membership to the EU
14	Review and Free Discussion on the Meaning of Turkey's Full Membership to the EU for Both Parties

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level	X		
2	Being able to use/apply business knowledge skills	X		
3	Being able to analyze basic functions of business skills	X		
4	Being able to integrate theory and practice in Business (accounting, finance, management, marketing, production management)	X		
5	Being able to analyze and interpret business functions (accounting, finance, management, marketing, production management)	X		
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (accounting, finance, Management, marketing, production management)	X		
8	Being able to use qualitative and quantitative methods		X	
9	Being able to communicate effectively		X	
10	Being able to develop interdisciplinary projects in business area.			X
11	Being able to understand industrial, social and universal effects of business subjects.			X
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		X	
13	Being able to understand the dynamics of competitive business life and being ready to expectations		X	
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.	X		
16	Being able to give business ethics and social responsibility that is needed in business life		X	
17	Being able to give the skill of team work.	X		
18	Being able to give problem definition, problem solving process planning and problem solving skills.	X		
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.	X		
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.	X		
23	Being able to make permanent economic gain possible.	X		
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in English and help to improve foreign language.		X	
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.		X	
29	Being able to provide bring in legal structure directing Turkish financial life.		X	
30	Being able to understand, comprehend and analyze decisions taken by public administration.		X	



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Financial Management I				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant		-				Mail : Web :	
Groups / Classes		One					
Course Aim		The main objective of this course is to explain the tasks, goals and the tools of financial management in an organization. Students will learn the basic concepts of financial management and how to use tools when the organization faces financial opportunities and constraints .					
Course Goals		<ul style="list-style-type: none"> • To understand the basic concepts • To understand the basic finance theories • To develop the ability to apply finance theories • To interpret the finance information • To develop the ability of problem solving 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Discuss the role and purpose of the financial management function • Assess and discuss the impact of the economic environment on financial management • Discuss and apply working capital management techniques • Carry out effective investment appraisal • Identify and evaluate alternative sources of business finance • Explain and calculate the cost of capital and the factors which affect it • Discuss and apply principles of business and asset valuations • Explain and apply risk management techniques in business. 					
Course Basic and Auxiliary Contexts		<p>James C. Van Horne and John M. Wachowicz, Jr, “Fundamentals of Financial Management” Eleventh Edition.</p> <p>Eugene F. Brigham, E. F. Brigham and J. F. Houston, ‘Fundamentals of Financial Management” Ninth Edition.</p> <p>Financial calculator (Texas Instruments BA II Plus)</p>					
Methods of Giving Lecture		Lecture, problem analysis, and assignments.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Assignment I	X	5
	Assignment II	X	5
	Assignment III	X	5
	Assignment IV	X	5
	Assignment V	X	5
	Mid-term Examination	X	35
	Practice Examination (Laboratory, Project etc.)	-	-
	Final Examination	X	40

Semester Course Plan

Week	Subjects
1	Goals & current issues of the financial manager
2	Financial Ethics & Corporate Social Responsibility
3	Financial Statements
4	Financial Statement analysis: financial ratios
5	Financial Statement analysis: financial ratios
6	Financial Statement analysis: DuPont system, measuring company performance.
7	Operating and Financial Leverage: Analyzing tradeoffs & determining optimal balance
8	Financial planning: developing pro formas (forecasts)
9	Mid-term exam
10	Working Capital Management: Financing working capital & optimal plan, term structure of interest rates, float.
11	Working Capital Management: Inventory mgmt & EOQ, collection policy & discounts, sources of ST financing. Security Valuation & Rates of Return
12	Time Value of Money
13	Security Valuation & Rates of Return
14	Security Valuation & Rates of Return

Contributions to Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills		×	
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			×
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		×	
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı	×		
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research		×	
9	Etkin iletişim kurma becerisi Being able to communicate effectively		×	
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.	×		
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.		×	
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			×
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		×	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.	×		
15	İşletmecilik araştırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarılma becerisi Being able to use tools and methods used in business research to business life.			×
16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluşturma		×	

	Being able to give business ethics and social responsibility that is needed in business life			
17	Takım (ekip-grup) çalışması becerisi kazandırma Being able to give the skill of team work.		×	
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.			×
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.	×		
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.			×
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.			×
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.		×	
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.		×	
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiği programları kullanabilme, bilgisayar donanımını tanımayı sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliştirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukukî yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



**AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM**

Course Code and Name: international trade				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		Basic principal and subjects in international financial management. International monetary system, foreign exchange markets (spot, forward, swap, and futures markets), international parity conditions, foreign exchange options, foreign exchange risk management (hedging), global cost of capital, sourcing equity and debt globally. Effects of foreign exchange risk on the value of the firm. Case studies related above topics.					
Course Goals		The objective of this course is that students demonstrate knowledge of fundamental principles and issues in international financial management. Students should be able to state the relationships between theory and practice. Much of the emphasis will be placed on the application of the theory, concepts and financial management techniques in managing today's corporation operating in an international economic environment					
Course Learning Outcomes and Proficiencies		<p>Increased knowledge on international trade rules and regulations</p> <p>Increased abilities on assessing and reducing the risks related to international trade</p>					
Course Basic and Auxiliary Contexts		Robert V. Weeks International Trade Issues					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	
1	Introduction, International Monetary System
2	The Foreign Exchange Market, International Parity Conditions
3	Foreign Currency Options, Transaction Exposure
4	Operating Exposure, Translation Exposure
5	Interest Rate Exposure
6	Sınav
7	Multiquimica do Brasil 1999
8	TCAS, Inc.
9	Lufthansa
10	Croswell International
11	Zapa Chemical and BuBa
12	The Far East Trading Company
13	The Far East Trading Company
14	Cross Listing: Why Do Companies List Abroad? (Journal Article)

Relations with Course Department Advantages

	Programme Advantages	Course Contribution		
		None	Partially	Full Contribution
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



AFYON KOCATEPE UNIVERSITY
THE FACULTY of ECONOMICS and
ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Public Finance				Department / Department of : Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
V	3	-	3	3	3	english	elective
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant		None				Mail :- Web :-	
Groups / Classes		3rd year					
Course Aim		The study of public finance can be divided into two main categories. First, there are questions about what types of goods the government tends to produce and what types of goods the government should produce. The second main category in public finance is the study of the way in which the government raises revenues to finance its expenditures. The government can raise revenues through taxation, borrowing, and money creation.					
Course Goals		There are two main goals of the course: One is to teach public spending concepts, second is to teach public revenue concepts.					
Course Learning Outs and Proficiencies		One goal of this course is to explain how the government allocates resources. This involves analyzing both the government's expenditures and the way in which government raises revenues to pay for those expenditures. Another goal is to establish a framework for analyzing what activities the government should undertake and how it should pay for those activities.					
Course Basic and Auxiliary Contexts		Rosen, Harvey (2007) Public Finance					
Methods of Give a Lecture		lecture					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	x	40
	2. Quiz		
	3. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	x	60

Semester Course Plan

Week	Subjects
1	Tools Of Positive And Normative Analysis
2	Public Goods
3	Mixed And Merit Goods
4	Externalities
5	Public Expenditures - Basic Concepts
6	Public Expenditure Growth
7	Political Economy
8	Cost Benefit Analysis
9	Tax: definition
10	Other public revenues: charges, betterment taxes etc.
11	Taxation and efficiency
12	Taxation and income distribution
13	Commodity taxation
14	Income taxation

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in public finance knowledge level			x
2	Being able to use/apply public finance knowledge skills			x
3	Being able to analyze public economics events			x
4	Being able to integrate theory and practice in Public Finance (Tax Law, Public Debt, Budget and Public Economics)			x
5	Being able to analyze and interpret public economics events			x
6	Evaluation of economic and social problems with public finance perspective and contribution to forming perspective.			x
7	Being able to use methods and tools for public finance practices		x	
8	Being able to use qualitative and quantitative methods in public finance research		x	
9	Being able to communicate effectively	x		
10	Being able to develop interdisciplinary projects in public finance area.		x	
11	Being able to understand industrial, social and international effects of public finance subjects.		x	
12	Being able to understand the dynamics of public finance and meet the expectations of them by case study, good solutions and practices.	x		
13	Being able to understand the dynamics of competitive life and being ready to expectations from the perspective of public finance		x	
14	Being able to provide life long learning in public finance area.		x	
15	Being able to use tools and methods used in public finance research		x	
16	Being able to give public ethics and social responsibility that is needed in public finance area		x	
17	Being able to give the skill of team work.			
18	Being able to give problem definition, problem solving process planning and problem solving skills.			x
19	Being able to give modeling and analyze skills.			x
20	Being able to analyze the data and make efficient decisions.			x
21	Being able to use social and economic resources efficiently.			x
22	Being able to provide active participation to economic and social life.			x
23	Being able to make permanent economic gain possible.			x
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			x
25	Being able to provide acknowledge, use and deal with information technologies.		X	
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			X
28	Being able to provide comprehend Turkish law system with general lines.	x		
29	Being able to provide bring in legal structure directing Turkish financial life.	x		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	x		



EK-4

AFYON KOCATEPE ÜNİVERSİTESİ
İKTİSADİ VE İDARİ BİLİMLER FAKÜLTESİ
DERS TANITIM FORMU

Dersin Kodu ve Adı: PUF 132 Research Methods in Social Sciences				Bölüm / Anabilim Dalı :MALİYE/MALİYE TEORİSİ			
Yarıyıl	Teorik Saati	Uygulama Saati	Toplam Saati	Kredisi	ECTS	Öğretim Dili	Türü: Zorunlu/ Seçmeli
V.	3		3	3	4	İngilizce	Zorunlu
Ön Koşul(lar)		Yok					
Öğretim Elemanı						Mail : Web :	
Ders Yardımcısı		Yok				Mail : Web :	
Gruplar / Sınıflar		Yok					
Dersin Amacı		The aim of the course is to provide knowledge on the research methods in social science and to introduce students to the theories and practical implications of research methods.					
Dersin Hedefleri		To provide the students to research with paying attention the rules of theoretic and practical implications of social research methods					
Dersin Öğrenme Çıktıları ve Yeterlilikleri		Research with using scientific criterion and write the results by applying the written rules					
Dersin Temel ve Yardımcı Kaynakları		C.M.JUDD, E.R. SMİTH, L. H. KİDDER; Research Methods in Social Relations, Sixth Edition					
Dersin İşleniş Yöntemi		Ders verme					

Değerlendirme Ölçütleri		Varsa (x) Olarak İşaretleyiniz	Genel Ortalamaya Yüzde (%) Katkı
	1. Ara Sınavı	X	%40
	2. Ara Sınavı		
	3. Ara Sınavı		
	4. Ara Sınavı		
	5. Ara Sınavı		
	Sözlü Sınavı		
	Uygulama Sınavı (Laboratuar, Proje vb.)		
	Yarıyıl Sonu Sınavı	X	%60

Yarıyıl Ders Planı	
Hafta	Konuları
1	Talking About What is Research, Positivism & Post-Positivism, Steps in Empirical Research
2	Various ways of knowing, Components of research as a belief system, Key Considerations to Design Your Research Approach
3	Empirical research, Criticisms of empirical research, Steps in Empirical Research
4	Basic concepts in research methods, Kinds of Personnel Research
5	The Literature Review
6	Research Design and Methodology , Sampling, Data Collection and Ethical Considerations
7	First exam
8	Data Analysis , <u>Data Preparation</u> , <u>Descriptive Statistics</u> , <u>Inferential Statistics</u>
9	Variables and Hypotheses
10	Operational Defintions and Measurement
11	Measurement, Relability and Valdity , Levels of Measurement, Methods Of Measuring Reliability, Kinds Of Research Validities
12	Written Questionnaires Advantages-Disadvantages
13	Personal Interviews Advantages-Disadvantages, Telephone Interviews Advantages -Disadvantages
14	Final exam

Dersin Bölüm Çıktıları İle İlişkisi

Program Kazanımları		Dersin Katkısı		
		None	Partially	Full Contribution
1	Maliye Bilgilerinin kazandırılmasındaki etkisi	X		
2	Maliye Bilgilerinin uygulanmasındaki katkısı	X		
3	Mali olayları analiz etme becerisi		X	
4	Maliye alanındaki kamu maliyesi – mali hukuk- bütçe ve mali iktisattaki teori ve uygulamaları bütünleştirme	X		
5	Mali olayların analiz ve yorumlanması		X	
6	Ekonomik ve sosyal sorunları maliye bakış açısı ile değerlendirme ve bakış açısı oluşturmaya katkı		X	
7	Mali uygulamalar için yöntem ve araçları kullanabilme becerisi			X
8	Maliye araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi			X
9	Etkin iletişim kurma becerisi			X
10	Maliye alanında disiplinler arası proje geliştirme becerisi			X
11	Maliye konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi		X	
12	Örnek olay, örnek çözümleri ve uygulamalar becerileri kazandırma			X
13	İş yaşamında teşvik politikalarının uygulanmasına katkısı	X		

14	Maliye alanındaki yaşam boyu öğrenmeyi sağlama		X	
15	Maliye arařtırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarlama becerisi		X	
16	Maliye uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluřturma	X		
17	Takım (ekip-grup) çalıřması becerisi kazandırma		X	
18	Problem tanımlama ve çözme becerisi kazandırma		X	
19	Model kurma ve analiz edebilme becerisi kazandırma			X
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı			X
21	Toplumsal ve ekonomik kaynakları verimli kullanma		X	
22	İktisadi ve sosyal hayata aktif katılımı sağlama	X		
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma	X		
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama	X		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalıřabilmeyi sağlama			X
26	Yabancı dil gelişimine katkı sağlama			X
27	Bilgi teknolojilerinin gerektirdiđi programları kullanabilme, bilgisayar donanımını tanımayı sağlama			X
28	Türk hukuk sisteminin genel hatları ile kavranmasını sağlama	X		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama	X		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama		X	



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: ISL 318 PRODUCTION MANAGEMENT				Department / Department of : Business Administration			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
V.	3	0	3	3	5	Turkish	Compulsory
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes							
Course Aim		Describing all processes from suppliers to consumers in production companies and teaching production functions and processing according to the business administration formation.					
Course Goals		<ol style="list-style-type: none"> 1. Being able to gain the strategic importance of production and process management for business administrations. 2. Being able to classify and learn the basic features and functions of production companies from the beginning to the end. 3. Being able to learn strategies of companies and the relationship between the strategies and production management. 4. Being able to learn the relationship between production management and competition. 5. Being able to learn applying numerical, statistical, financial decisions methods for the problems which occur during the production period. 6. Being able to gain the knowledge about choosing technology, using the technology, and caring the technology. 7. Being able to learn production planning and control methods. 					
Course Learning Outs and Proficiencies		<ol style="list-style-type: none"> 1. Describe the strategic aims of production companies. 2. Describe the total supplying processes of production companies from suppliers to consumers. 3. Make plans of choosing establishment place and localization in factory. 4. Use estimate of demand methods. 5. Make capacity plans. 6. Make stock plans. 7. Make production plans with master production plans and production charts. 					
Course Basic and Auxiliary Contexts		Course books: <ol style="list-style-type: none"> 1. Robert B. FETTER, "Production And Operation Management" 					
Methods of Giving Lecture		Theoretical lecturing, problem solving, questioning & answering.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Basic concepts, descriptions and classification.
2	Aims of production companies, main circumstances of competition, competition strategies by customer satisfaction , relation of production and management.
3	Choosing establishment place, grades and methods with samples.
4	Planning the inside places of factory, stabilizing mounting lines.
5	Quality management: Concept of quality, methods of quality management, cost of quality.
6	Capacity planning: Capacity varieties, inequality of capacity and demands, capacity of machine and labor force, theoretic, practical, and actual capacity, inactive capacity, flexible capacity.
7	Mid-Term.
8	Methods of technology and project management on companies.
9	Estimate of demand: Theory, methods and applying.
10	Problem solving of samples.
11	Planning stocks: Theory, methods and problem solving.
12	Problem solving of samples.
13	Master production planning, production graphing.
14	Problem solving of samples.

Relations with Course Department Advantages				
Program Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			X
2	Being able to use/apply business knowledge skills			X
3	Being able to analyze basic functions of business skills			X
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			X
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods			X
9	Being able to communicate effectively		X	
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.			X
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.			X
15	Being able to use tools and methods used in business research to business life.		X	
16	Being able to give business ethics and social responsibility that is needed in business life		X	

17	Being able to give the skill of team work.			X
18	Being able to give problem definition, problem solving process planning and problem solving skills.			X
19	Being able to give modeling and analyze skills.			X
20	Being able to analyze the data and make efficient decisions.			X
21	Being able to use social and economic resources efficiently.			X
22	Being able to provide active participation to economic and social life.			X
23	Being able to make permanent economic gain possible.			X
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			X
25	Being able to provide acknowledge, use and deal with information technologies.			X
26	Being able to perform the job in English and help to improve foreign language.			X
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			X
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			X
29	Being able to provide bring in legal structure directing Turkish financial life.			X
30	Being able to understand, comprehend and analyze decisions taken by public administration.			X



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Financial Management II				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The main objective of this course is to explain the tasks, goals and the tools of financial management in an organization. Students will learn the basic concepts of financial management and how to use tools when the organization faces financial opportunities and constraints .					
Course Goals		<ul style="list-style-type: none"> • To understand the basic concepts • To understand the basic finance theories • To develop the ability to apply finance theories • To interpret the finance information • To develop the ability of problem solving 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Cost of Capital/WACC • Capital Budgeting, Methods of Selecting Capital Projects, Impact of Risk on Capital Budgeting • Capital Markets: exchanges, market efficiency, investment banking, underwriting • Bonds Markets: markets, yields, prices, interest rates • Stock Markets: types of securities, rights of common stockholders, rights offerings • Risk Management • Investment Banking • Mergers&Acquisitions • Corporate Failure 					
Course Basic and Auxiliary Contexts		James C. Van Horne and John M. Wachowicz, Jr, “Fundamentals of Financial Management” Eleventh Edition. Eugene F. Brigham, E. F. Brigham and J. F. Houston, ‘Fundamentals of Financial Management” Ninth Edition. Ross S.A., Westerfield, R.W., and Jordan, B.D. Fundamentals of Corporate Finance, fourth Edition. Financial calculator (Texas Instruments BA II Plus).					
Methods of Giving Lecture		Lectures, problem solving, and assignments					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Assignment I	X	5
	Assignment II	X	5
	Assignment III	X	5
	Assignment IV	X	5
	Assignment V	X	5
	Mid-term Examination	X	35
	Final Examination	X	40

Semester Course Plan

Week	Subjects
1	Cost of Capital/WACC
2	Problem Solving
3	Capital Budgeting Techniques
4	Risk & Capital Budgeting
5	Problem Solving
6	Capital Markets
7	Investment Banking
8	General Review
9	Mid-term exam
10	Debt Financing
11	Equity Financing
12	Risk Management
13	Mergers&Acquisitions
14	Corporate Failure

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills		×	
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			×
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		×	
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı	×		
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research			×
9	Etkin iletişim kurma becerisi Being able to communicate effectively		×	
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.	×		
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.	×		
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			×
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		×	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.		×	

15	İşletmecilik arařtırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarlama becerisi Being able to use tools and methods used in business research to business life.			×
16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluřturma Being able to give business ethics and social responsibility that is needed in business life		×	
17	Takım (ekip-grup) çalıřması becerisi kazandırma Being able to give the skill of team work.		×	
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.			×
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.	×		
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.			×
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.			×
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.		×	
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.		×	
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiđi programları kullanabilme, bilgisayar donanımını tanımayı sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliřtirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldıđı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Financial Markets and Institutions				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant		-				Mail : Web :	
Groups / Classes		One					
Course Aim		Main objectives of this course are to introduce main features of financial markets and institutions and to evaluate specific financial markets and institutions.					
Course Goals		<ul style="list-style-type: none"> • To understand the basic finance theories • To develop the ability to apply finance theories • To interpret the finance information • To develop the ability of problem solving 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Understanding capital flow in the economy. • Understanding the term structure and risk structure of interest rates. • Understanding the role of intermediaries in financial markets. • Learning all major financial markets (i.e. equities, debt, foreign exchange, derivatives, etc.) and their respective financial instruments, institutions, and regulation. • Developing the necessary quantitative toolset for decision making in the global economy. 					
Course Basic and Auxiliary Contexts		<p>Mishkin and Eakins, "Financial Markets and Institutions," Fourth Edition.</p> <p>Madura, J. "Financial Markets and Institutions, Second Edition.</p> <p>Financial calculator (Texas Instruments BA II Plus).</p>					
Methods of Giving Lecture		Lectures, problem analysis, and quizzes.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Quiz I	X	5
	Quiz II	X	5
	Quiz III	X	5
	Quiz IV	X	5
	Quiz V	X	5
	Mid-term Examination	X	35
	Final Examination	X	40

Semester Course Plan

Week	Subjects
1	Introduction to Financial Markets and Institutions Course
2	Overview of Financial Markets and Institutions
3	Introduction to Interest Rates
4	Behavior of Interest Rates
5	Risk and Term Structure of Interest Rates
6	Structure of Central Banks and FED
7	Monetary Policy Conduct
8	Money Markets
9	Mid-term exam
10	Capital Markets
11	Stock Market
12	Foreign Exchange Market
13	Regulation and Deregulation
14	Financial Crises

Contributions to Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills	×		
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			×
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		×	
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı		×	
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research		×	
9	Etkin iletişim kurma becerisi Being able to communicate effectively		×	
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.	×		
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.			×
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		×	
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		×	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.	×		
15	İşletmecilik araştırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarılma becerisi Being able to use tools and methods used in business research to business life.		×	
16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluşturma	×		

	Being able to give business ethics and social responsibility that is needed in business life			
17	Takım (ekip-grup) çalışması becerisi kazandırma Being able to give the skill of team work.		×	
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.			×
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.	×		
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.		×	
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.		×	
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.		×	
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.		×	
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiği programları kullanabilme, bilgisayar donanımını tanımayı sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliştirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



AFYON KOCATEPE UNIVERSITY
FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Labor Law				Department / Department of : Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
4	3	-	3	3	4	English	Elective
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		Classes					
Course Aim		The aims of the course are for students to develop a deep understanding of the context and application of labor law. Students are given academic support to achieve a sound appreciation of the substantive legal principles in international labor law .					
Course Goals		The goals of this course is to teach basic understanding of legal terminology and concepts, legal thinking and logic of labor law to those students majoring in non-law areas who are not familiar with law.					
Course Learning Outcomes and Proficiencies		The skills and knowledge offered in this course are particularly useful for the student who wishes to work in the law, trade unions, public associations and private sectors.					
Course Basic and Auxiliary Contexts		<p>S. Deakin and G. Morris (2005). Labour Law, Hard Publ. England</p> <p>B. Creighton and A. Stewart, (2005),Labour Law,The Federation Press, Australia.</p> <p>A. C. L. Davies (2004). Perspectives on Labour Law (Law in Context, Cambridge University Pres</p>					
Methods of Give a Lecture							

Assessment Criterias		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	50	

Semester Course Plan

Week	Subjects
1	Introduction, method, definition and content
2	Labour Law concept, history of Labour Law and characteristics
3	Associations of labour life and origin of Labour Law
4	Application of Labour Law for people
5	Labour Contract: Definition, form and characteristics
6	Invalidity of Labour Contract
7	Kinds of Labour Contract
8	Institutions of Labor law and work life
9	Midterm Exam
10	Obligations of employee
11	Obligations of employer
12	End of Labour Contract except annulment
13	End of Labour Contract except annulment
14	Samples from work life

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in public finance knowledge level		X	
2	Being able to use/apply public finance knowledge skills		X	
3	Being able to analyze public economics events			X
4	Being able to integrate theory and practice in Public Finance (Tax Law, Public Debt, Budget and Public Economics)			X
5	Being able to analyze and interpret public economics events		X	
6	Evaluation of economic and social problems with public finance perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for public finance practices		X	
8	Being able to use qualitative and quantitative methods in public finance research		X	
9	Being able to communicate effectively			X
10	Being able to develop interdisciplinary projects in public finance area.		X	
11	Being able to understand industrial, social and international effects of public finance subjects.		X	
12	Being able to understand the dynamics of public finance and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive life and being ready to expectations from the perspective of public finance		X	
14	Being able to provide life long learning in public finance area.			X

15	Being able to use tools and methods used in public finance research		X	
16	Being able to give public ethics and social responsibility that is needed in public finance area			X
17	Being able to give the skill of team work.		X	
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.			X
21	Being able to use social and economic resources efficiently.			X
22	Being able to provide active participation to economic and social life.		X	
23	Being able to make permanent economic gain possible.			X
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			X
25	Being able to provide acknowledge, use and deal with information technologies.		X	
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines.			X
29	Being able to provide bring in legal structure directing Turkish financial life.			X
30	Being able to understand, comprehend and analyze decisions taken by public administration.			X



**AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM**

Course Code and Name: Managerial accounting				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
2	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		Teaching the basics of managerial accounting system and managerial decision process.					
Course Goals		<ul style="list-style-type: none"> - Teaching the basics of managerial accounting. - Teaching using managerial accounting information in costing. - Teaching using managerial accounting information for planning. - Teaching using managerial accounting information for controlling. 					
Course Learning Out and Proficiencies		Increased managerial accounting abilities: processing and decision making process					
Course Basic and Auxiliary Contexts		A.A. Atkinson, R.S. Kaplan, S.M. Young, Wim M van der Vooren <u>Management accounting</u> Ray Proctor, Nigel Burton, Adrian Pierce <u>Managerial Accounting for Business Decisions</u> Ronald W Hilton <u>Managerial Accounting: Creating Value in a Dynamic Business Environment</u>					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Relationship of, management, financial and cost accounting.
2	Management accounting in a dynamic environment.
3	Cost terminology and cost flows.
4	Including overhead in product and service costs.
5	Activity-based management.
6	Standard costing.
7	Variable costing and cost-volume relationship.
8	Cost-volume-profit analysis.
9	Midterm exam.
10	Relevant costs.
11	Budgeting
12	Controlling noninventory costs.
13	Controlling inventory costs.
14	Responsibility accounting and transfer pricing.

Relations with Course Department Advantages

Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1				
2				
3				
4				
5				
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7				
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9				
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12				
13				
14				
15				



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Operations Research				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Comp
VI	3		3	3	4	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The course aims to give the student the basic theoretical and practical knowledge to develop computer aided operations research models and apply these models to the main areas of business such as production, finance and marketing. A student who successfully finishes the course is expected to have acquired the competency to develop operations research models and to apply them to the business environment using computer aided tools.					
Course Goals		- To be aware of the pitfalls encountered in building mathematical models and to be able to build the most appropriate model possible from the available data					
Course Learning Outcomes and Proficiencies		-To be cognizant of the solution techniques available to solve the models -To be able to use computerized model solvers -To be able to analyze and effectively present results to the appropriate decision maker.					
Course Basic and Auxiliary Contexts		Winston, W.L Operations Research : Applications and Algorithms , fourth edition (2004) 4th ed. Thomson / Brooks-Cole., ISBN 0-534-42362-0. Ragsdale, C.T., Spreadsheet Modeling and Decision Analysis (2004) 4th ed. Thomson / South-Western., ISBN 0-324-20305-5.					
Methods of Giving Lecture		Lectures, problem solving, and assignments					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Assignment I		
	Assignment II		
	Assignment III		
	Assignment IV		
	Assignment V		
	Mid-term Examination	X	40
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Introduction
2	Inventory Models
3	EOQ Models
4	Probabilistic Inventory Models
5	Supply Chain Models
6	Queueing Models
7	Queueing Applications
8	Introduction Simulation
9	Midterm
10	Financial Applications of Simulation Models
11	Marketing Applications of Simulation Models
12	Production Applications of Simulation Models
13	Group Presentations
14	Group Presentations

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level		X	
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills		X	
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills		X	
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı		X	
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			X
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research			X
9	Etkin iletişim kurma becerisi Being able to communicate effectively			
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.		X	
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.		X	
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		X	
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		X	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.		X	
15	İşletmecilik araştırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarlama becerisi Being able to use tools and methods used in business research to business life.		X	
16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluşturma Being able to give business ethics and social responsibility that is needed in		X	

	business life			
17	Takım (ekip-grup) çalışması becerisi kazandırma Being able to give the skill of team work.		X	
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.		X	
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.		X	
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.			
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.	X		
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.	X		
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	X		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.	X		
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.	X		
27	Bilgi teknolojilerinin gerektirdiği programları kullanabilme, bilgisayar donanımını tanımaya sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliştirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	X		



EK-4

AFYON KOCATEPE UNIVERSITY
ECONOMICS AND ADMINISTRATIVE SCIENCES FACULTY
COURSE IDENTIFICATION FORM

Course Code and Name: Turkish Tax System				Department / Department of : Business Administration			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Education Language	Type: Compulsory/ Elective
6	3	-	3	3	3	English	Compulsory
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		Classes					
Course Aim		The general aim of this course is to introduce the main subject of income tax applied in Turkey. At the end of the course students are expect to have basic knowledge of income tax in Turkey.					
Course Goals		1- This course offers a comprehensive study of income tax. 2- The general objective of this course is to introduce the main subjects of income tax in a intermediate level.					
Course Learning Outs and Proficiencies		Course learning outs are below: 1- Students' ability of answering the questions related with this course in the exams after graduation and 2- Students' getting sufficient information about income tax they are to face in social and commercial life Course proficiencies are; 1- It is aimed that students are able to answer the questions related with this course in the exams 2- Useful information that the students are going to benefit in this field in their daily life is explained					
Course Basic and Auxiliary Contexts		FUNDAMENTAL RESOURCES 1- Doğan ŞENYÜZ; Türk Vergi Sistemi, Yaklaşım Yayınları, Ankara, 2008 2- Doğan ŞENYÜZ; Türk Vergi Sistemi Dersleri, Ekin Yayınevi, Bursa, 2008					
Methods of Give a Lecture		Teory					

Assessment Criterias		If Aavailable, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Some Theoretical Explanation About Income Tax
2	Characteristics of Taxable Income
3	The Subject of Income Tax
4	Tax Liabilities in Income Tax
5	Business Profit
6	Agricultural Income
7	Income From Independent Personal Services
8	Salaries and Wages
9	Income from Immovable Property
10	Income From Movable Capital investment
11	Other Income and Earning
12	Determination of Net Income and Payment
13	Declaration and Kind of Declaration
14	Temporary Tax

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			X
2	Being able to use/apply business knowledge skills			X
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with business administration perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods		X	
9	Being able to communicate effectively	X		
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.		X	

Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
16	Being able to give business ethics and social responsibility that is needed in business life			X
17	Being able to give the skill of team work.	X		
18	Being able to give problem definition, problem solving process planning and problem solving skills.			X
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.		X	
21	Being able to use social and economic resources efficiently.			X
22	Being able to provide active participation to economic and social life.			X
23	Being able to make permanent economic gain possible.		X	
24	Being able to provide understand and appropriate Ataturk's principles and revolutions		X	
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			X
29	Being able to provide bring in legal structure directing Turkish financial life.		X	
30	Being able to understand, comprehend and analyze decisions taken by public administration.			X



AFYON KOCATEPE UNIVERSITY
 FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
 COURSE IDENTIFICATION FORM

Course Code and Name: Human Resources Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VI	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes		One					
Course Aim		This course is designed as a conceptual description of one of modern organization function. The course will cover the evolution of the process from personal management to human resource management, the functions of human resource management, its importance in the organization from a conceptual viewpoint. Course plan will include basic human resource management practices related to main functions staffing, training, developing, compensating employees.					
Course Goals		The objective of this course is to try to understand the role and importance of human resource management in today's businesses from a conceptual and analytical perspective. This course will also provide an understanding on practical dimension of HRM and shape your thoughts. It will help you to place the jobs about HRM in your career plan.					
Course Learning Outcomes and Proficiencies		After Completing this course students should be able to -Describe primary functions of HRM Explain the methods used to determine the qualifications of employees Define Job analysis and its outcomes Explain sources of employees Be able to use techniques to select employees Be able to use managerial and non managerial training and development programs Explain and use several appraisal methods used to rate employees within organizations Define the compensation types that organizations directly pay to employees.					
Course Basic and Auxiliary Contexts							
Course Materials and Text Books		Lloyd L. Byars and Leslie W. Rue, Human Resource Management, Irwin Inc., 1997.					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Human Resource Management Present and Future
2	Job Design and Job Analysis
3	Human Resource Planning
4	Recruiting Employees
5	Selecting Employees
6	Orientation and Employee Training
7	Midterm
8	Performance Appraisal System
9	Organizational Reward System
10	Base Wage and Salary System
11	Employee Benefits
12	Employee Safety and Health
13	Union Organizing Campaigns and Collective Bargaining
14	Communication and Information Systems

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods		X	
9	Being able to communicate effectively		X	
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		X	
13	Being able to understand the dynamics of competitive business life and being ready to expectations		X	
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.			

16	Being able to give business ethics and social responsibility that is needed in business life	X		
17	Being able to give the skill of team work.		X	
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.			
21	Being able to use social and economic resources efficiently.			X
22	Being able to provide active participation to economic and social life.			X
23	Being able to make permanent economic gain possible.		X	
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Organizational Behavior				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VI	3		3	3	5	English	E
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		<p>The objective of this course is to teach attitudes, motivation, job satisfaction, group dynamics, managerial participation, leadership, conflict management, work-family attraction, stress management, time management, NLP (Neuro Linguistic Programming), psychological testing, organisational citizenship, power and politics in organisations.</p> <p>To provide students with conceptual processes and tools so that they can understand the human and group behavior in organizational settings and to develop job-relevant skills that have critical importance.</p>					
Course Goals							
Course Learning Outcomes and Proficiencies							
Course Basic and Auxiliary Contexts		Organizational Behavior, Stephen Robbins, Prentice Hall, New Jersey, 2003.,					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Course Introduction, Statement of Objectives
2	Ch.1 (What is organizational Behavior?) & Ch. 2 (Foundations of Individual Behavior)
3	Ch. 3 (Values, Attitudes and Job Satisfaction) & Ch. 4 (Personality and Emotions)
4	Ch.5 (Perception and Individual Decision Making)
5	Ch.6 (Basic Motivation Concepts) and case discussion
6	Ch.7 (Motivation: From Concepts to Application)
7	Ch.8 (Foundations of Group Behavior) & Ch.9 (Understanding Work Teams) & case discussion
8	Mid-term Exam
9	Ch. 10 (Communication) & case discussion
10	Ch.11 (Basic Approaches to Leadership) & case discussion
11	Ch.12 (Contemporary Issues in Leadership) & case discussion
12	Ch.13 (Power and Politics) & case discussion
13	Ch.14 (Conflict and Negotiations) & case discussion
14	Ch.18 (Organizational Culture) & case discussion

Relations with Course Department Advantages

Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
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AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Strategic Management I				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The objective of this course is an introduction of the main topics in strategic management and corporate policy.					
Course Goals		This course; <ul style="list-style-type: none"> • Focuses on how to secure the long-term future of the organisation, • Emphasizes the concern with reconciling the need for organisational stability and continuity in a turbulent, commercial and public sector world, • Provides methods to analyse an organisation in terms of its' present range and state of activities, and also in terms of past history and traditions, and future expectations and aspirations, • Focuses on different levels, corporate strategy (what businesses to be in?) and business strategy (how to compete in each business?), • Introduces Strategic Management as a tool for an organisation in; setting its direction, focusing its efforts, defining organisation, and providing consistency. 					
Course Learning Outcomes and Proficiencies		After Completing this course, students should; <ul style="list-style-type: none"> • Understand how to create competitive advantages within today's complex and constantly changing markets, • Design and implement an effective "Strategic Logic" for defining and achieving an organisation's goals. • Effectively manage an organisation's resources and build its capabilities. • Lead sustainable processes for value creation and value distribution. 					
Course Basic and Auxiliary Contexts		Textbook Strategic Management and Business Policy , by Thomas L. Wheelen, J. David Hunger, Prentice Hall. References 1. The Strategy Process Concepts, Contexts and Cases, by Henry Mintzberg, Joseph Lampel, James brain Quinn, Sumantra Ghoshal, Prentice Hall. 2. Strategy Safari, Henry Mintzberg, Bruce Ahlstrand, Joseph Lampel, Prentice Hall 3. Contemporary Strategic Management, by Richard Pettinger, PALGRAVE MACMILLAN					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Ch1 Basic Concepts in Strategic Management: Introduction to Strategy, Strategic Management and Decision Making.
2	Ch 2 Corporate Governance and Ethics and Social Responsibility in Strategic Management: Role and responsibilities of top management and board of directors. Stakeholder expectations, ethical decision making.
3	Ch 3 Environmental Scanning and Industry: Identifying external environmental variables, opportunities and threats. Industry analysis and determining the forces of competition.
4	Ch 4 Internal Scanning: Organizational Analysis: Determining the strengths and weaknesses and core competencies of an organization. Understanding an organizations business model. Corporate value chain analysis.
5	Ch 5 Strategy Formulation: Situation Analysis : SWOT analysis and strategy formulation. Strategic factors analysis. Generating alternative strategies and TOWS matrix. Competitive strategy formation.
6	Ch 6 Strategy Formulation: Corporate Strategy: Understanding the directional, portfolio, and parenting strategies of a corporation.
7	Midterm Exam
8	Ch 7 Strategy Formulation: Functional Strategy and Strategic Choice: Identifying functional strategies that can be used to achieve organizational goals. Construct corporate scenarios. Develop policies to implement corporate, business, and functional strategies.
9	Ch 8 Strategy Implementation: Organizing for Action: Developing programs, budgets and procedures to implement strategic change. Constructing matrix and network structures. Carrying a strategic plan into day to day operations.
10	Ch 9 Strategy Implementation: Staffing and Directing: Understanding the link between strategy and staffing. Managing corporate culture.
11	Ch 10 Evaluation and Control: Understanding the basic control process. How to measure performance. Developing appropriate control systems to support strategies.
12	Ch 11 Strategic Issues in Managing Technology and Innovation: Assessing the importance of product and process innovation. Developing structures and culture to support innovation in an organization.
13	Ch 13 Strategic Issues in Entrepreneurial Ventures and Small Businesses: Differentiating between an entrepreneurial venture and a small business. Identifying sources of innovative concepts.
14	Ch 14 Strategic Issues in Not-For-Profit Organizations: Identifying types of not-for-profit organizations. Comparing the strategic management of profit-making and not-for-profit organizations.

Relations with Course Department Advantages

	Programme Advantages	Course Contribution		
		None	Partially	Full Contribution
1				
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AFYON KOCATEPE UNIVERSITY
FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Services Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VII	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The aim of this course is to develop student's understanding of the nature of service businesses and their ability of discussing service business related issues.					
Course Goals		The main goals o of this course are to teach students why services are important in an economy, how the nature of services are different than other businesses, and the techniques that they can use to open and manage service businesses.					
Course Learning Outcomes and Proficiencies		After completing this course students should be able to ; -Describe the central role of services in an economy, -Understand and describe the nature of the services and how service businesses are different than industrial businesses -Describe and illustrate the dimensions of service quality -Discuss the competitive environment of services and understand how a service competes using the generic service strategies. -Discuss the new service development process -Describe the critical design features of a service supporting facility					
Course Basic and Auxiliary Contexts							
Course Materials and Text Books		Fitzsimmons A.J and Fitzsimmons M.J., Service Management, McGraw Hill,Inc. 2000					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Understanding Services: CH1: The role of services in an economy
2	Understanding Services: CH2: The Nature of services
3	Understanding Services: CH3: Service Quality
4	Understanding Services: CH4: Service Strategy
5	Designing the Service Enterprise: CH5: New Service development and Process Design
6	Designing the Service Enterprise: CH6: The supporting Facility
7	Designing the Service Enterprise: CH7: Service facility location
8	Mid-Term Exam
9	Designing the Service Enterprise: CH8: The service encounter CH9: Internet Service
10	Managing Service Operations: CH10: Forecasting Demand for Services
11	Managing Service Operations: CH11: Managing waiting lines
12	Managing Service Operations: CH15: Service supply chain management
13	Managing Service Operations: CH18: Productivity and Quality Improvement
14	Managing Service Operations: CH19: Growth and Expansion

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods	X		
9	Being able to communicate effectively	X		
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.	X		

16	Being able to give business ethics and social responsibility that is needed in business life	X		
17	Being able to give the skill of team work.	X		
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.		X	
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.	X		
23	Being able to make permanent economic gain possible.	X		
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
MANAGEMENT FACULTY
COURSE IDENTIFICATION FORM

EK-4

Course Code and Name: MANAGEMENT INFORMATION SYSTEMS				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
	3		3			English	
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :www.yonetimilimi.org	
Groups / Classes		One					
Course Aim		The objective of MIS is to increase the student's understanding of the role of IT in business so that he/she can be prepared for an active role in designing, using, and managing information systems.					
Course Goals		<ul style="list-style-type: none"> • Understand how organizations use information systems. • Be familiar with the basic theories, concepts, methods, and terminology used in information systems. • Be acquainted with the kinds of information systems used in organizations. 					
Course Learning Outcomes and Proficiencies		<p>Upon completion of this course students should be able to:</p> <ul style="list-style-type: none"> • distinguish between different types of information systems. • describe how information systems are used strategically and tactically in business. • describe the typical hardware, software, data, and telecommunications used in information systems. • comprehend and construct entity-relationship diagrams and data flow diagrams. • explain how to IT and KM create advantages 					
Course Basic and Auxiliary Contexts							
Course Materials and Text Books		Text: Management Information Systems: A Managerial End User Perspective, by James A. O'Brien - 7th Edition					
Methods of Giving Lecture		<ul style="list-style-type: none"> • Typical meetings will be 3 hours long, with two short breaks or a long break. Student participation is encouraged and required. 					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	30
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)	X	30
Final Examination	X	40	

Semester Course Plan

Week	Subjects
1	Course Overview and Introduction: IT in Business and Society.
2	IT-enabled business transformation and Introduction to Information Systems
3	Fundamentals of Information Systems
4	Management Information Systems : Basic Components
5	Decision making and MIS
6	Strategic Use of Information Technology
7	MIDTERM EXAM
8	Organizing & analyzing data – Database Mgt Systems, Data warehouse, & Data mining
9	Knowledge Management
10	Developing KM/ IT Strategies
11	Project Presentations.
12	Project Presentations.
13	Project Presentations.
14	FINAL EXAM

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			X
2	Being able to use/apply business knowledge skills			X
3	Being able to analyze basic functions of business skills			X
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			X
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			X
8	Being able to use qualitative and quantitative methods	X		
9	Being able to communicate effectively	X		
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		X	
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.	X		

16	Being able to give business ethics and social responsibility that is needed in business life	X		
17	Being able to give the skill of team work.		X	
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.	X		
20	Being able to analyze the data and make efficient decisions.	X		
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.	X		
23	Being able to make permanent economic gain possible.		X	
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.			X
26	Being able to perform the job in english and help to improve foreign language.		X	
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			X
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: International Business Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VII	3		3	3	5	English	E
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The aim of this course is to develop students's understanding of the nature of international business and their ağabeylity of discussing related issues.					
Course Goals		International business is important and necessary because economic isolationism has become impossible. Failure to become a part of the global market assures a nation of declining economic influence and deteriorating standards of living for its citizens. International business, therefore, presents more opportunities for expansion, growth, and income than do domestic business alone. This course will cover the major aspects of international business environment and operations with the emphasis on its impact on the local businesses. On other words, in this course, you will learn why international business differs from domestic business, economic theories on international trade, and how managers deal with the uncontrollable forces of international environment.					
Course Learning Outs and Proficiencies		After completing this course students should be able to <ol style="list-style-type: none"> 1. Understand the differences businesses face when operating in an international versus a domestic environment. 2. Examine the various international institutions and practices that impact international business. 3. Develop insight into how the environments in other countries or regions significantly impact international operations. 4. Understand the impact of international operations on the local businesses in your state. 5. Appreciate how cultural differences impact individuals and how those differences must be considered by international businesses. 6. Understand how to research and enter international markets. 					
Course Basic and Auxiliary Contexts		International Business: Environments and Operations, by John D. Daniels, Lee H. Radebaugh, Daniel P. Sullivan, Prentice Hall, 11th ed., 2007.					
Methods of Giving Lecture		Lecture and Case Discussions					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Chapter 1: Globalization and International Business
2	Chapter 2: The Cultural Environments Facing Business
3	Chapter 3-4: The Legal, Political, and Economic Environments Facing Business
4	Chapter 5: Globalization and Society
5	Chapter 6: International Trade Theory
6	Chapter 7: Governmental Influence on Trade
7	Chapter 8: Cross-National Cooperation and Agreements
8	Mid-Term Exam
9	Chapter 9: Global Foreign Exchange and Capital Markets
10	Chapter 10: The Determination of Exchange Rates
11	Chapter 11: The Strategy of International Business
12	Chapter 12: Country Evaluation and Selection
13	Chapter 13: Export and Import Strategies
14	Chapter 16: Marketing Globally

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods		X	
9	Being able to communicate effectively		X	
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.		X	

16	Being able to give business ethics and social responsibility that is needed in business life			X
17	Being able to give the skill of team work.			X
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.		X	
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.		X	
23	Being able to make permanent economic gain possible.	X		
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.		X	



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Financial Risk Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant		-				Mail : Web :	
Groups / Classes		One					
Course Aim		The main objectives of this course are to help students understand financial risks and to provide them with effective tools to manage them.					
Course Goals		<ul style="list-style-type: none"> • To identify major financial risks • To understand the impact financial risks may have on an organization • To develop the ability to apply major risk management strategies 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Identify types of financial risks • Identify liabilities • Understand basics of derivative instruments • Understand derivative market • Understand and apply hedging strategies 					
Course Basic and Auxiliary Contexts		Brian A. Eales, "Financial Risk Management: A Spreadsheet Approach." 1995. Erik Bernrud, "Derivatives and Risk Management." 2005. Mark S. Dorfman, "Introduction to Risk Management and Insurance." Seventh Edition.					
Methods of Giving Lecture		Lecture, problem analysis, and assignments.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Assignment I	X	5
	Assignment II	X	5
	Assignment III	X	5
	Assignment IV	X	5
	Assignment V	X	5
	Mid-term Examination	X	35
	Practice Examination (Laboratory, Project etc.)	-	-
Final Examination	X	40	

Semester Course Plan

Week	Subjects
1	Introduction to Financial Risk Management
2	Identifying Major Financial Risks
3	Market Risk
4	Market Risk
5	Liquidity Risk
6	Non-financial Risks
7	Insurance
8	Liability issues
9	Mid-term exam
10	Introduction to Derivative Instruments
11	Forwards
12	Futures
13	Options
14	Hedging

Contributions to Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills		×	
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			×
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			×
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı		×	
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research			×
9	Etkin iletişim kurma becerisi Being able to communicate effectively		×	
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.	×		
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.	×		
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			×
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		×	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.		×	

15	İşletmecilik arařtırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarlama becerisi Being able to use tools and methods used in business research to business life.			×
16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluřturma Being able to give business ethics and social responsibility that is needed in business life		×	
17	Takım (ekip-grup) çalıřması becerisi kazandırma Being able to give the skill of team work.		×	
18	Problem tanımlama, problem çözümlerini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.			×
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.	×		
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.			×
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.			×
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.		×	
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.			×
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalıřabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiđi programları kullanabilme, bilgisayar donanımını tanımayı sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliřtirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldıđı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



EK-4

AFYON KOCATEPE UNIVERSITY
..... FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: E-commerce				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
						English	
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes							
Course Aim		To learn the basic concepts of Internet and e-commerce, and gain hands-on experience about Internet and e-commerce applications.					
Course Goals		Goals of this course are; <ul style="list-style-type: none">- to understand how New Economy knowledge is applied in the business world.- to understand the dynamics of internet.- to explore the internet and the landscape of e-commerce- to identify e-commerce opportunities,- to discover differences between e-commerce and traditional commerce.- to understand differences between e-commerce and e-business- to develop a perspective on the business applications of the changes being generated by the internet and IT,- to evaluate the variety of e-business models,					
Course Learning Outcomes and Proficiencies		After completing this course the student should be able to: <ol style="list-style-type: none">1. Identify the different elements of the e-marketplace.2. Define the meaning and scope of e-business and e-commerce.3. Evaluate changes in trading patterns and marketplace models enabled by e-commerce.4. Understand e-business infrastructure and e-business strategy.5. Evaluate online buyer behavior.6. Understand e-marketing.					
Course Basic and Auxiliary Contexts		Temel Kaynaklar: Hossein Bidgoli, <i>Electronic Commerce Principles and Practice</i> , (2002), Academic Press. Jeffrey F. Rayport ve Bernard J. Jaworski, (2003), <i>Introduction to E-Commerce</i> , Second Edition, Mc Graw Hill.					
Course Materials and Text Books		Akar Erkan ve Cantürk Kayahan (2007), <i>Elektronik Ticaret ve Elektronik İş Uygulamalar, Modeller, Stratejiler</i> , Nobel Yayın Dağıtım, Ankara. D. King, J. Lee, M. Warkentin, ve H. M. Chung (2002) <i>Electronic Commerce: a Managerial Perspective</i> , Prentice Hall. Rayport, Jeffrey F., and Bernard J. Jarowski. (2001). <i>Introduction to E-Commerce</i> . McGraw Hill, International Edition. Richard T. Watson , Pierre Berthon , Leyland F. Pitt, (2007), <i>Electronic Commerce: The Strategic Perspective</i> ,					

Methods of Giving Lecture	Methods of presentation, although determined by the individual instructor, traditionally include a combination of the following:1. Lecture2. Class discussion and group activitie		
Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Internet, Features and Business World
2	Introduction to E-business and E-commerce
3	E-commerce Myths and Realities
4	Economic and Social Impacts Of E-Commerce
5	E-business Infrastructure and Models
6	Electronic Commerce Supporting Activities
7	Mid-term Exam
8	Buildin an E-commerce Web Site
9	Marketing and Advertising on the Web
10	Consumer Behavior on Web Sites
11	B2B and B2C E-Commerce
12	Other E-commerce Applications
13	Case studies
14	Case studies

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			
2	Being able to use/apply business knowledge skills			x
3	Being able to analyze basic functions of business skills			
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			x
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			x
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			x
8	Being able to use qualitative and quantitative methods			
9	Being able to communicate effectively			
10	Being able to develop interdisciplinary projects in business area.			
11	Being able to understand industrial, social and universal effects of business subjects.			
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			
13	Being able to understand the dynamics of competitive business life and being ready to expectations			x

14	Being able to provide life long learning in business area.			
15	Being able to use tools and methods used in business research to business life.			
16	Being able to give business ethics and social responsibility that is needed in business life			
17	Being able to give the skill of team work.			
18	Being able to give problem definition, problem solving process planning and problem solving skills.			
19	Being able to give modeling and analyze skills.			
20	Being able to analyze the data and make efficient decisions.			
21	Being able to use social and economic resources efficiently.			
22	Being able to provide active participation to economic and social life.			
23	Being able to make permanent economic gain possible.			
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			
25	Being able to provide acknowledge, use and deal with information technologies.		x	
26	Being able to perform the job in english and help to improve foreign language.			
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			
29	Being able to provide bring in legal structure directing Turkish financial life.			
30	Being able to understand, comprehend and analyze decisions taken by public administration.			



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Capital Investment Analysis and Project Assessment				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	E
Prerequisite (s)		None					
Instructor					Mail Web :		
Course Assistant		-			Mail : Web :		
Groups / Classes		One					
Course Aim		The main objective of this course is to explain the tasks, goals and the tools of project evaluation. Students will learn basic concepts of project evaluation and how to use tools when the organization faces capital investment opportunities and constraints.					
Course Goals		<ul style="list-style-type: none"> • To understand the basic concepts • To understand basic capital investment theories • To develop the ability to apply capital investment theories • To interpret capital investment information • To develop the ability of problem solving 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Discuss the role and purpose of the project evaluation and capital investment; • Assess and discuss the impact of the economic and social environment on capital investment; • Discuss and carry out effective capital investment appraisal; • Make reasonable decisions concerning capital investments. 					
Course Basic and Auxiliary Contexts		Financial Calculator (Texas Instruments BA II Plus)					
Methods of Giving Lecture		Lecture, problem analysis, and assignments.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Assignment I	X	10
	Assignment II	X	10
	Assignment III	X	10
	Mid-term Examination	X	30
	Final Examination	X	40

Semester Course Plan

Week	Subjects
1	Introduction to Project Assessment and capital investment analysis
2	Factors Influencing Investment Decision: components of incremental free cash flows
3	Factors Influencing Investment Decision: calculating incremental free cash flows
4	Factors Influencing Investment Decision: calculating project's cost of capital
5	Factors Influencing Investment Decision: the role of working capital, depreciation, cost reductions, government subsidies, residual value and taxes.
6	Capital Investment Theories
7	Techniques of Capital Investment Analysis: payback period, discounted payback period, average accounting rate of return, net present value, internal rate of return
8	Techniques of Capital Investment Analysis: the method of the typical year, profitability index – definition, application, problems and solutions, using Excel in investment analysis
9	Mid-term exam
10	EVA and MVA: calculation, link to NPV
11	EVA and MVA: the distinction between costs and investments, the role of working capital and financing, accounting corrections, problems when remunerating managers using EVA
12	Investment decisions under uncertainty: sensitivity analysis, scenario analysis and decision tree analysis
13	Special Topics: mergers and acquisitions, joint ventures and strategic alliances
14	Special Topics: restructurings and foreign direct investment.

Contributions to Department Advantages

Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills			×
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			×
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			×
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı		×	
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research		×	
9	Etkin iletişim kurma becerisi Being able to communicate effectively		×	
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.			×
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.		×	
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			×
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		×	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.		×	
15	İşletmecilik araştırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarlama becerisi Being able to use tools and methods used in business research to business life.			×
16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluşturma Being able to give business ethics and social responsibility that is needed in business life		×	

17	Takım (ekip-grup) çalışması becerisi kazandırma Being able to give the skill of team work.		×	
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.			×
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.	×		
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.			×
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.			×
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.		×	
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.			×
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiği programları kullanabilme, bilgisayar donanımını tanımaya sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliştirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



EK-4

AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Business Ethics and Social Responsibility.				Department / Department of : Department of BusinessAdministration			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VII	3	0	3	3	3	English	Elective
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant		None				Mail : Web :	
Groups / Classes		One					
Course Aim		Aims and purposes of the course: Explaining good and bad behaviours and obligatory behaviours in businesses. Analysing environments that businesses are in charge of and responsibilities of businesses to these environments. Examining social responsibility, morals and ethics in modernist and post-modernist thought. Evaluating ethics in the managerial level.					
Course Goals		Evaluation and teaching social responsibility and business ethics in the conceptual framework. Analysing approaches on social responsibility and business ethics. Analysis of ethics principles in management job. Analysis of ethics and out of ethics behaviours in management. Analysis of how to form a culture based on ethics. Ethics and managerial decision making, teaching ethics issues in solving problems and conflicts. Students will learn social responsibility and business ethics norms and principles in the corporate level, they will have the ability of discussing and analysing benefits and results in business life and managerial level.					
Course Basic and Auxiliary Contexts		Basic Contexts Postmodern Etik, BAUMAN, Zygmunt. (Çev. Alev Türker), İstanbul : Ayrıntı Yayınları. 1998 Felsefeyi Yaşamak, Ahlak Düşüncesine Giriş, (Billington R.,) Çev. Abdullah Yılmaz, Ayrıntı Yay., İstanbul, 1997. Yönetmel Mesleki ve Örgütsel Etik (Pegem A yay.)					
Methods of Giving Lecture		Theoretical Exposition, Interactive Participation.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Conceptual evaluation of social responsibility and business ethics
2	Approaches towards business ethics.
3	Approaches towards business ethics.
4	Modernism and postmodernism ethics.
5	Managerial ethics as an applicable ethics area
6	Ethics as a managerial problem area
7	Mid Term Exam
8	Ethics principles in management job.
9	Forming management culture based on ethics.
10	Ethics and managerial decision making.
11	Ethics in disagreement and problem solving.
12	Psychological contract and ethics.
13	Ethics discussions in modern and post-modern management idea
14	Final Exam

Relations with Course Department Advantages				
Program Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			
2	Being able to use/apply business knowledge skills			
3	Being able to analyze basic functions of business skills			
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			
6	Evaluation of economic and social problems with manager ship perspective and contribution to forming perspective.			
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			
8	Being able to use qualitative and quantitative methods			
9	Being able to communicate effectively			
10	Being able to develop interdisciplinary projects in business area.			
11	Being able to understand industrial, social and universal effects of business subjects.			
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			
13	Being able to understand the dynamics of competitive business life and being ready to expectations			
14	Being able to provide life long learning in business area.			
15	Being able to use tools and methods used in business research to business life.			

16	Being able to give business ethics and social responsibility that is needed in business life			
17	Being able to give the skill of team work.			
18	Being able to give problem definition, problem solving process planning and problem solving skills.			
19	Being able to give modeling and analyze skills.			
20	Being able to analyze the data and make efficient decisions.			
21	Being able to use social and economic resources efficiently.			
22	Being able to provide active participation to economic and social life.			
23	Being able to make permanent economic gain possible.			
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			
25	Being able to provide acknowledge, use and deal with information technologies.			
26	Being able to perform the job in English and help to improve foreign language.			
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			
29	Being able to provide bring in legal structure directing Turkish financial life.			
30	Being able to understand, comprehend and analyze decisions taken by public administration.			



**AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM**

EK-4

Course Code and Name: Organizational Behavior				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		To teach basics of auditing and enhance the students' auditing abilities					
Course Goals		Teaching generally accepted auditing principles Teaching how to plan and conduct an audit Teaching corrective actions					
Course Learning Outcomes and Proficiencies		* audit planning and conduct * effectiveness in communicating audit outcomes * corrective and preventative action					
Course Basic and Auxiliary Contexts		Auditing theory and practices. Audit planning, controlling and professional conduct, computer systems in auditing					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Purpose of audit
2	Types of audit
3	Generally accepted auditing principles
4	Generally accepted auditing principles
5	Parties related to auditing
6	Audit criteria
7	Roles and responsibilities of auditors
8	Preparation for audit
9	Audit performance
10	Audit reporting
11	Audit criteria
12	
13	
14	

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1				
2				
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13				
14				
15				



AFYON KOCATEPE UNIVERSITY
FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Knowledge, Technology and Innovation Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VII	3		3	3	4	English	Elective
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes		One					
Course Aim		The objective of this course is to introduce basic concepts of knowledge management					
Course Goals		The main goals o of this course are to teach students why new technologies and innovations are important in an economy, how the nature of services are different than other businesses, and the techniques that they can use to open and manage service businesses.					
Course Learning Outcomes and Proficiencies		<p>After completing this course students should be able to ;</p> <ul style="list-style-type: none"> -Describe the central role of new technologies in an economy and the businesses, -Understand and describe innovation and why new technologies are important for especially manufacturing companies. -Describe and illustrate how knowledge created. 					
Course Basic and Auxiliary Contexts							
Course Materials and Text Books		<p>Strategic Management of Technology and Innovation, Robert A. BURGELMAN, Modesto A. MAIDIQUE and Steven C. WHEELWRIGHT</p> <p>And Lecture Notes</p>					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Basic concepts of Technology, Innovation and knowledge management
2	Design and Evolution of Technology and Strategy
3	Distinctive Technological Competences and Capabilities
4	Developing the firm's Innovative Capabilities
5	Organization and knowledge sharing culture
6	KM process and organizational memory
7	Midterm Exam
8	Knowledge production: learning, experiment, innovation
9	Knowledge production: learning, experiment, innovation
10	Organizational KM policies
11	Information and knowledge design techniques
12	Innovation Challenges in Established Firms
13	Knowledge markets and knowledge managers
14	Virtual business management

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods	X		
9	Being able to communicate effectively	X		
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X

14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.	X		
16	Being able to give business ethics and social responsibility that is needed in business life	X		
17	Being able to give the skill of team work.	X		
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.		X	
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.	X		
23	Being able to make permanent economic gain possible.	X		
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM

Course Code and Name: Organizational Behavior				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		To develop the students' ability to analyze and interpret the financial papers					
Course Goals		To develop the students' ability to analyze and interpret: Balance sheets profit loss account inventories ledger cash flow leverages etc.					
Course Learning Outcomes and Proficiencies		Developing the Ability to analyze and interpret the financial information of as an aid to financial decision-making. Accounting treatment of inventories, depreciation, long-term liabilities, capital expenditures, leases, cash flow statements, off-balance sheet items, construction of proforma financial statements, basic financial statement analysis tools such as ratio analysis, common size financial statements.					
Course Basic and Auxiliary Contexts		Balance sheets profit loss account inventories ledger etc.					

Methods of Giving Lecture			
Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Nature of financial reporting
2	The basics of financial statements
3	Analyzing balance sheets
4	Analyzing income statement
5	Analyzing cash flow
6	Analyzing profit
7	Analyzing expenses
8	Leverage
9	Reliability of paper and audit
10	Forecasting financial statements
11	Credit analyses
12	Equity analyses
13	
14	

Relations with Course Department Advantages

	Programme Advantages	Course Contribution		
		None	Partially	Full Contribution
1				
2				
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12				
13				
14				
15				



**AFYON KOCATEPE UNIVERSITY
BUSINESS SCHOOL
COURSE IDENTIFICATION FORM**

EK-4

Course Code and Name: international finance				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		To teach and explain how international financial markets works and basic rules and theories related to international markets such as PPP fisher effect theory etc.					
Course Goals		To teach basics of international financial markets To teach Evaluation model of foreign exchange rate and active markets, parity of interest rate, parity of open/unreturned interest rate, effect of the change in interest rate to the short and long rate of foreign Exchange etc.					
Course Learning Out and Proficiencies		Trial arbitrage, international unique price? What are over-valued money and its relationship with trade gap, under-valued money and its relationship with over-trade, parity of purchasing power European markets, and nominal value of outcome? What is the arbitrage in Euro markets?					
Course Basic and Auxiliary Contexts		Maurice D. Levi International Finance: The Markets and Financial Management of Multinational companies Keith Pilbeam International Finance					
Methods of Giving Lecture							

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Economics of International trade
2	Parity relations
3	International monetary system
4	Foreign exchange markets
5	International risk
6	Managing foreign exchange risk
7	Managing interest rate risk
8	Financing and investing in the international markets
9	Equity markets
10	Returns and acceptance criteria from cross border investment
11	Risk evolution of cross border investments
12	International mergers and acquisitions
13	
14	

Relations with Course Department Advantages

	Programme Advantages	Course Contribution		
		None	Partially	Full Contribution
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



AFYON KOCATEPE UNIVERSITY
FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Organizational Change Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VIII	3		3	3	5	English	E
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		The objective of this course is to teach why change must and will occur in organizations. Present an enlightened argument concerning the critical role that the management of change plays in the success or failure of organizations. Describe and explain the complex context within which all change occurs. Diagnose an organization in terms of required change. Distinguish between disruptive and planned change. Analyze resistance to change and organize a program for managing it. Diagnose organizational culture as the first step in the process of cultural					
Course Goals		The main goal of this course is to provide information about reasons for change, resistance to change and change management techniques in organizations					
Course Learning Outcomes and Proficiencies		<p style="text-align: center;">After completing this course students should be able to</p> <ul style="list-style-type: none"> -Explain why change must and will occur in organizations. -Present an enlightened argument concerning the critical role that the management of change plays in the success or failure of organizations. --Describe and explain the complex context within which all change occurs. - Diagnose an organization in terms of required change. -Distinguish between disruptive and planned change. -Analyze resistance to change and organize a program for managing it. -Assess the compatibility of different leadership approaches with various types of change situations. 					
Course Basic and Auxiliary Contexts		<p style="text-align: center;">"Organizational Change" 3e, 2006, Prentice Hall Barbara Senior</p>					
Methods of Giving Lecture		Lecture and Case Discussions					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Introduction & Overview
2	The Nature of Change
3	Diagnostic Models for Change
4	The Environment & Change Management
5	Strategy & Structure and Change Management
6	Technology & Change Management
7	Culture & Change Management
8	Mid-Term Exam
9	Leadership & Change Management
10	Politics & Change Management
11	Change Management and the Changing Future
12	Presentations
13	Presentations
14	Presentations/Review

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods		X	
9	Being able to communicate effectively		X	
10	Being able to develop interdisciplinary projects in business area.		X	
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		X	
13	Being able to understand the dynamics of competitive business life and being ready to expectations		X	
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.	X		

16	Being able to give business ethics and social responsibility that is needed in business life			X
17	Being able to give the skill of team work.			X
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.		X	
20	Being able to analyze the data and make efficient decisions.		X	
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.		X	
23	Being able to make permanent economic gain possible.	X		
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
 FACULTY / INSTITUTE
COURSE IDENTIFICATION FORM

Course Code and Name: Portfolio Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
I	3		3	3	5	English	E
Prerequisite (s)		None					
Instructor						Mail Web :	
Course Assistant		-				Mail : Web :	
Groups / Classes		One					
Course Aim		The main objective of this course is to explain the theoretical background of investment management and the application of financial theory to the issues and problems of investment management.					
Course Goals		<ul style="list-style-type: none"> • To understand the basic investment management theories. • To develop the ability to apply investment management theories • To interpret the investment management information • To develop the ability of problem solving. 					
Course Learning Outcomes and Proficiencies		<ul style="list-style-type: none"> • Discuss the role and purpose of the investment management function • Assess and discuss asset allocation matters • Discuss and apply Capital Asset Pricing Model • Discuss and apply Arbitrage Pricing Theory • Carry out effective investment appraisal • Discuss and apply performance evaluation basics 					
Course Basic and Auxiliary Contexts		<p>Robert A. Haugen, "Introductory Investment Theory," 1997</p> <p>K. F. Reilly and K. C. Brown, "Investment Analysis and Portfolio Management" 1997.</p> <p>Financial calculator (Texas Instruments BA II Plus) or a scientific calculator.</p>					
Methods of Giving Lecture		Lecture, problem analysis, and assignments.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	Assignment I	X	5
	Assignment II	X	5
	Assignment III	X	5
	Assignment IV	X	5
	Assignment V	X	5
	Mid-term Examination	X	35
	Practice Examination (Laboratory, Project etc.)	-	-
	Final Examination	X	40

Semester Course Plan

Week	Subjects
1	Introduction to Investment Management
2	Investment Objectives and Return Risk Measurement
3	Portfolio Optimization
4	Capital Asset Pricing Model
5	Capital Asset Pricing Model
6	Arbitrage Pricing Theory
7	Equity Valuation Models
8	General Review
9	Mid-term Exam
10	Security Selection Models
11	Derivatives in Portfolio Management
12	Performance Evaluation
13	Performance Evaluation
14	Hedge Funds

Contributions to Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	İşletmecilik bilgilerini kazandırma derecesi Being able to bring in business knowledge level			×
2	İşletmecilik bilgilerini uygulama becerisi Being able to use/apply business knowledge skills			×
3	İşletmenin temel fonksiyonlarını analiz etme becerisi Being able to analyze basic functions of business skills		×	
4	İşletmecilik alanındaki (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) teori ve uygulamaları bütünleştirme Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			×
5	İşletmecilik olgularının (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) analiz ve yorumlanması Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			×
6	Ekonomik ve sosyal sorunları işletmecilik bakış açısı ile değerlendirme ve perspektif oluşturmaya katkı		×	
7	İşletmecilik uygulamaları (muhasabe, finansman, yönetim-organizasyon, pazarlama, üretim yönetimi) için yöntem ve araçları kullanabilme becerisi Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			×
8	İşletmecilik araştırmalarında nitel ve nicel yöntemleri kullanabilme becerisi Being able to use qualitative and quantitative methods in business research			×
9	Etkin iletişim kurma becerisi Being able to communicate effectively		×	
10	İşletme alanında disiplinler arası proje geliştirme becerisi Being able to develop interdisciplinary projects in business area.	×		
11	İşletmecilik konularının endüstriyel, toplumsal ve evrensel etkilerini anlama becerisi Being able to understand industrial, social and universal effects of business subjects.	×		
12	Örnek olay, örnek çözümleri ve uygulamalar ile iş dünyasının gerçek dinamiklerini kavrama ve iş dünyasının beklentilerini karşılama düzeyi Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			×
13	İş yaşamının rekabetçi dinamiklerini kavrama, beklentilere hazır hale gelmesini sağlama Being able to understand the dynamics of competitive business life and being ready to expectations		×	
14	İşletmecilik alanındaki yaşam boyu öğrenmeyi sağlama Being able to provide life long learning in business area.		×	
15	İşletmecilik araştırmalarında kullanılan araç ve yöntemleri iş yaşamına uyarılma becerisi Being able to use tools and methods used in business research to business life.			×

16	İşletmecilik uygulamalarında ihtiyaç duyulan mesleki etik ve sorumluluk bilinci oluşturma Being able to give business ethics and social responsibility that is needed in business life	×		
17	Takım (ekip-grup) çalışması becerisi kazandırma Being able to give the skill of team work.		×	
18	Problem tanımlama, problem çözüm sürecini planlama, problem çözme becerisi kazandırma Being able to give problem definition, problem solving process planning and problem solving skills.			×
19	Model kurma ve analiz edebilme becerisi kazandırma Being able to give modeling and analyze skills.			×
20	Verileri analiz edebilme ve etkin karar verebilme becerisine katkı Being able to analyze the data and make efficient decisions.			×
21	Toplumsal ve ekonomik kaynakları verimli kullanma Being able to use social and economic resources efficiently.		×	
22	İktisadi ve sosyal hayata aktif katılımı sağlama Being able to provide active participation to economic and social life.		×	
23	Ekonomik kazancı sürekli elde etmeyi mümkün kılma Being able to make permanent economic gain possible.		×	
24	Atatürk ilke ve devrimlerini anlama ve benimsemeyi sağlama Being able to provide understand and appropriate Atatürk's principles and revolutions	×		
25	Bilgi teknolojilerini tanıma, anlama, kullanabilme ve üzerinde çalışabilmeyi sağlama Being able to provide acknowledge, use and deal with information technologies.		×	
26	İngilizce olarak mesleğini icra edebilme ve yabancı dil gelişimine katkı sağlama Being able to perform the job in english and help to improve foreign language.			×
27	Bilgi teknolojilerinin gerektirdiği programları kullanabilme, bilgisayar donanımını tanımayı sağlama Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		×	
28	Türk hukuk sisteminin genel hatları ile kavranması, ticari işlemlerin hukuki boyutlarının anlaşılması ve sorunlara çözüm geliştirebilmeyi sağlama Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	×		
29	Türk mali hayatına yön veren hukuki yapının kazandırılmasına katkı sağlama Being able to provide bring in legal structure directing Turkish financial life.	×		
30	Kamu yönetiminin aldığı kararları anlama, yorumlayabilme ve analiz edebilme yetisini sağlama Being able to understand, comprehend and analyze decisions taken by public administration.	×		



EK-4

AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: PROJECT MANAGEMENT				Department / Department of : Business Administration			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VIII	3	0	3	3	4	Turkish	Compulsory
Prerequisite (s)		To be succeeded from Production management ISL319 and Production Systems ISL329					
Instructor					Mail : Web :		
Course Assistant					Mail : Web :		
Groups / Classes		1 ST + 2 ND					
Course Aim		Gaining necessary knowledge and methods about the subjects of evaluation, planning, reporting of working periods and observing the applications about the project.					
Course Goals		<ol style="list-style-type: none">1. Giving the definition, concept and knowledge about the project.2. Giving the sufficient knowledge about the project team and project work.3. Learning the methods of project planning, observing and reporting.4. Preparing project draft on computer based environment and learning at least one valid software program for this reason.5. Knowing the importance of projects and learning the basic principles and rules during preparing and application periods of projects.					
Course Learning Outs and Proficiencies		<ol style="list-style-type: none">1. Have theoretical and practical knowledge about project.2. Have basic knowledge for working any projects.3. Learning at least one project planning software.4. Write a project draft from the beginning to the end and learn necessary methods about this subject.					
Course Basic and Auxiliary Contexts		Course books: <ol style="list-style-type: none">2. Burhan ALBAYRAK, "Proje Yönetimi", Nobel Yayınları,2006.3. Trevor L. YOUNG, Proje Yönetimi" : Çeviren : Ali ÇİMEN, Timaş Yayınları,1998.4. Ali ELEREN "Unpressed Project Management lesson notes "					
Methods of Giving Lecture		Theoretical lecturing, problem solving, questioning & answering.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan

Week	Subjects
1	Project description, concepts and type of projects.
2	Rise of the project idea.
3	Obtaining project leaders.
4	Obtaining project team.
5	Effective and successful team management.
6	Project draft and preparing.
7	Mid-Term
8	Project planning (working plan, budget plan, source plan)
9	Project planning methods (PERT, CPM, GANT Graph, preparing different tables)
10	Completing project draft, application, observation, reporting.
11	MS Project program (Describing it on a sample)
12	Homework or Application
13	Homework or Application
14	Homework or Application

Relations with Course Department Advantages				
Program Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills			X
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			X
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			X
8	Being able to use qualitative and quantitative methods			X
9	Being able to communicate effectively			X
10	Being able to develop interdisciplinary projects in business area.			X
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.		X	

16	Being able to give business ethics and social responsibility that is needed in business life		X	
17	Being able to give the skill of team work.			X
18	Being able to give problem definition, problem solving process planning and problem solving skills.			X
19	Being able to give modeling and analyze skills.			X
20	Being able to analyze the data and make efficient decisions.			X
21	Being able to use social and economic resources efficiently.			X
22	Being able to provide active participation to economic and social life.			X
23	Being able to make permanent economic gain possible.			X
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			X
25	Being able to provide acknowledge, use and deal with information technologies.			X
26	Being able to perform the job in english and help to improve foreign language.			X
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			X
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			X
29	Being able to provide bring in legal structure directing Turkish financial life.			X
30	Being able to understand, comprehend and analyze decisions taken by public administration.			x



AFYON KOCATEPE UNIVERSITY
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COURSE IDENTIFICATION FORM

Course Code and Name: Sales and sales management				Department / Department of :Business			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
Prerequisite (s)		Absent					
Instructor					Mail : Web :		
Course Assistant		Absent			Mail : Web :		
Groups / Classes		Absent					
Course Aim		To provide an education about personal selling and sales management to Economics and Business Administration faculty students who feel an interest in this topic or who want to take up a profession in this area.					
Course Goals		To students, 1. If they want to work in this field in the future, to provide a substructure 2. To introduce main descriptions about personal selling and sales management 3. To show that in personal selling and sales management not only take into consideration about sales person at the same time, taking into consideration consumers' wants and desires. 4. To provide an ability using of effective personal selling as a promotion tool.					
Course Learning Outcomes and Proficiencies		9. If they want to work in this field in the future, the course provides a substructure 10. Course introduces main descriptions about personal selling and sales management 11. Course shows show that in personal selling and sales management not only take into consideration about sales person at the same time, taking into consideration consumers' wants and desires. 12. Course provides an ability using of effective personal selling as a promotion tool					
Course Basic and Auxiliary Contexts		5. İslamoğlu, A.H., Altunışık,R., 2007, Satış ve Satış Yönetimi, Avcı Ofset,İstanbul. 2. Jachson, Rlaph W ve Robert D.Hisrich (1996), Sales and sales Manegement, Prentice Hall International Edition.					
Methods of Giving Lecture		Theoretical speech, ask and answer					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	x	%40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	x	%60	

Semester Course Plan

Week	Subjects
1	Marketing and selling
2	Selling and selling business
3	Consumption psychology and purchase motifs
4	Contact role in selling
5	Selling process
6	Intermediate examination
7	Selling management
8	Selling planning and budgeting
9	Specification and training of sales force
10	Motivation of sales force
11	Performance measuring of selling
12	Sale of retail
13	Case study
14	Final exam

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			X
2	Being able to use/apply business knowledge skills			X
3	Being able to analyze basic functions of business skills			X
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			X
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			X
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			X
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			X
8	Being able to use qualitative and quantitative methods		X	
9	Being able to communicate effectively			X
10	Being able to develop interdisciplinary projects in business area.	X		
11	Being able to understand industrial, social and universal effects of business subjects.		X	
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		X	
13	Being able to understand the dynamics of competitive business life and being ready to expectations		X	

14	Being able to provide life long learning in business area.		X	
15	Being able to use tools and methods used in business research to business life.		X	
16	Being able to give business ethics and social responsibility that is needed in business life			X
17	Being able to give the skill of team work.			X
18	Being able to give problem definition, problem solving process planning and problem solving skills.		X	
19	Being able to give modeling and analyze skills.	X		
20	Being able to analyze the data and make efficient decisions.		X	
21	Being able to use social and economic resources efficiently.		X	
22	Being able to provide active participation to economic and social life.		X	
23	Being able to make permanent economic gain possible.		X	
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		



AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Strategic Management II				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VIII	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail : Web :	
Course Assistant						Mail : Web :	
Groups / Classes		One					
Course Aim		<p>The objective of this course is an introduction of the main topics in strategic management and corporate policy. 1. To integrate the knowledge gained in earlier core courses in the business school curriculum, show the students how the various pieces of the business puzzle fit together, and demonstrate why the different parts of a business need to be managed in strategic harmony for the organization to operate in winning fashion.</p> <p>2. To build the students' skills in conducting strategic analysis in a variety of industries and competitive situations and, especially, to provide the student with a stronger understanding of the competitive challenges of a global market environment.</p> <p>3. To acquaint the student with the managerial tasks associated with implementing and executing company strategies, drill him/her in the range of actions managers can take to promote competent strategy execution, and give the student some confidence in being able to function effectively as part of a company's strategy-implementing team.</p> <p>4. To develop the students' capacity to think strategically about a company, its present business position, its long-term direction, its resources and competitive capabilities, the caliber of its strategy, and its opportunities for gaining sustainable competitive advantage.</p>					
Course Goals		<p>This course;</p> <ul style="list-style-type: none"> • Focuses on how to secure the long-term future of the organisation, • Emphasizes the concern with reconciling the need for organisational stability and continuity in a turbulent, commercial and public sector world, • Provides methods to analyse an organisation in terms of its' present range and state of activities, and also in terms of past history and traditions, and future expectations and aspirations, • Focuses on different levels, corporate strategy (what businesses to be in?) and business strategy (how to compete in each business?), • Introduces Strategic Management as a tool for an organisation in; setting its direction, focusing its efforts, defining organisation, and providing consistency. 					

<p style="text-align: center;">Course Learning Outs and Proficiencies</p>	<p>After Completing this course, students should;</p> <ul style="list-style-type: none"> • Understand how to create competitive advantages within today’s complex and constantly changing markets, • Design and implement an effective “Strategic Logic” for defining and achieving an organisation’s goals. • Effectively manage an organisation’s resources and build its capabilities. • Lead sustainable processes for value creation and value distribution. 		
<p style="text-align: center;">Course Basic and Auxiliary Contexts</p>	<p>Textbook Strategic Management and Business Policy, by Thomas L. Wheelen, J. David Hunger, Prentice Hall. References 1. The Strategy Process Concepts, Contexts and Cases, by Henry Mintzberg, Joseph Lampel, James brain Quinn, Sumantra Ghoshal, Prentice Hall. 2. Strategy Safari, Henry Mintzberg, Bruce Ahlstrand, Joseph Lampel, Prentice Hall 3. Contemporary Strategic Management, by Richard Pettinger, PALGRAVE MACMILLAN</p>		
<p style="text-align: center;">Methods of Giving Lecture</p>			
<p style="text-align: center;">Assessment Criteria</p>		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
	Final Examination	X	60

Semester Course Plan	
Week	Subjects
1	Introduction & Overview of Strategic Management The Nature of Strategic Management
2	The Business Mission
3	The External Assessment
4	The Internal Assessment
5	How to Analyze Business Case
6	Preparing written case analysis and Making Oral Presentations
7	Midterm Exam
8	Preparing written case analysis and Making Oral Presentations
9	Group Presentations
10	Group Presentations
11	Group Presentations
12	Group Presentations
13	Group Presentations
14	Wrap - Up

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods	X		
9	Being able to communicate effectively	X		
10	Being able to develop interdisciplinary projects in business area.	X		
11	Being able to understand industrial, social and universal effects of business subjects.			X
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			X
13	Being able to understand the dynamics of competitive business life and being ready to expectations			X
14	Being able to provide life long learning in business area.			X
15	Being able to use tools and methods used in business research to business life.	X		

16	Being able to give business ethics and social responsibility that is needed in business life	X		
17	Being able to give the skill of team work.	X		
18	Being able to give problem definition, problem solving process planning and problem solving skills.			X
19	Being able to give modeling and analyze skills.			X
20	Being able to analyze the data and make efficient decisions.			X
21	Being able to use social and economic resources efficiently.			X
22	Being able to provide active participation to economic and social life.			X
23	Being able to make permanent economic gain possible.		X	
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.		X	
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.	X		
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.			X



AFYON KOCATEPE UNIVERSITY
FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Course Code and Name: Supply Chain Management				Department / Department of : Business administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VIII	3		3	3	5	English	C
Prerequisite (s)		None					
Instructor						Mail :	
						Web :	
Course Assistant						Mail :	
						Web :	
Groups / Classes		One					
Course Aim		In this course we will view the supply chain from the point of view of a general manager. Logistics and supply chain management is all about managing the hand-offs in a supply chain – hand-offs of either information or product. The design of a logistics system is critically linked to the objectives of the supply chain					
Course Goals		.Our goal in this course is to understand how logistical decisions impact the performance of the firm as well as the entire supply chain. The key will be to understand the link between supply chain structures and logistical capabilities in a firm or the entire supply chain.					
Course Learning Outcomes and Proficiencies		Therefore, the objectives of this course are: 1. To develop an understanding of key drivers of supply chain performance and their inter-relationships with strategy and other functions of the company such as marketing, manufacturing and accounting. 2. To impart analytical and problem solving skills necessary to develop solutions for a variety of supply chain management and design problems and develop an understanding for use of information technology in supply chain optimization. 3. To understand the complexity of inter-firm and intra-firm coordination in implementing programs such as e-collaboration, quick response, jointly managed inventories and strategic alliances. 4. To develop the ability to design logistics systems and formulate integrated supply chain strategy, so that all components are not only internally synchronized but also tuned to fit corporate strategy, competitive realities and market needs. 5. To understand which information should be exchanged in a supply chain and how it should be used to benefit the entire supply chain. 6. To identify improvement opportunities that exist within supply chains in different industries and to quantify the improvements that various supply chain strategies offer. 7. To understand which barriers companies face during the implementation of new supply chain strategies.					
Course Basic and Auxiliary Contexts							

Course Materials and Text Books	Bozarth, C.C. and R. B. Handfield, <i>Introduction to Operations and Supply Chain Management</i> , Prentice-Hall, 2006		
Methods of Giving Lecture	Lecture		
Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz	X	40
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)		
Final Examination	X	60	

Semester Course Plan

Week	Subjects
1	Introduction to Supply Chain Management and Key Concepts
2	Supply Chain Strategies
3	Functions and Business Processes involved in Supply Chains
4	Functions and Business Processes involved in Supply Chains
5	Sourcing Decisions and the Purchasing Process
6	Logistics
7	Mid-Term Exam
8	Managing Inventory Throughout the Supply Chain
9	Managing Inventory Throughout the Supply Chain
10	Managing Information Technologies Across the Supply Chain
11	Managing Information Technologies Across the Supply Chain
12	The focus of this session is the understanding of the effects of demand forecasts and forecast errors on a tactical decision policy for a supply chain.
13	Case Discussion
14	Case discussion and Wrap Up

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level		X	
2	Being able to use/apply business knowledge skills		X	
3	Being able to analyze basic functions of business skills		X	
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)		X	
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)		X	
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.		X	
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)		X	
8	Being able to use qualitative and quantitative methods		X	
9	Being able to communicate effectively	X		
10	Being able to develop interdisciplinary projects in business area.	X		
11	Being able to understand industrial, social and universal effects of business subjects.	X		
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.		X	
13	Being able to understand the dynamics of competitive business life and being ready to expectations		X	
14	Being able to provide life long learning in business area.	X		
15	Being able to use tools and methods used in business research to business life.	X		

16	Being able to give business ethics and social responsibility that is needed in business life		X	
17	Being able to give the skill of team work.	X		
18	Being able to give problem definition, problem solving process planning and problem solving skills.			X
19	Being able to give modeling and analyze skills.	X		
20	Being able to analyze the data and make efficient decisions.		X	
21	Being able to use social and economic resources efficiently.	X		
22	Being able to provide active participation to economic and social life.	X		
23	Being able to make permanent economic gain possible.	X		
24	Being able to provide understand and appropriate Ataturk's principles and revolutions	X		
25	Being able to provide acknowledge, use and deal with information technologies.	X		
26	Being able to perform the job in english and help to improve foreign language.	X		
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.		X	
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.	X		
29	Being able to provide bring in legal structure directing Turkish financial life.	X		
30	Being able to understand, comprehend and analyze decisions taken by public administration.	X		

Syllabus for BA 410 Total Quality Management

Objectives

After completing this course, the students will be able to;

1. Understand TQM and its basic concepts
2. Explain the application of the TQM concepts, philosophies, and strategies
3. Understand Statistical Process Control (SPC), interpret control-charts and explain their importance in TQM

Textbook

Total Quality Management, 3/e, by D.Besterfield, C. Besterfield-Michna, G.H.Besterfield, M. Besterfield-Sacre, Prentice Hall Inc.

Grading

There will be one Midterm and one Final exam, covering the prior lecture and reading material. Midterm and Final Exams will comprise both essay-type and multiple-choice questions. Please bring a calculator to all Exams, as well as pen, pencil and eraser!!!

Evaluation system is as follows;

Two Quality Projects: each 5% Homeworks 15%
Midterm 30% Final Exam: 45%

Course Outline

Week	Topics/Activities	Explanation/Requirements
1	Chapter 1. Introduction	
2	Chapter 2. Leadership	
3	Chapter 3. Customer Satisfaction Chapter 4. Employee Involvement	
4	Chapter 5. Continuous Process Improvement	Submit First Q. Project
5	Chapter 6. Supplier Partnership, Chapter 7. Performance Measures	
6	Chapter 8. Benchmarking, Chapter 9. Information Technology	
7	Mid-term exam (1hr.) , Review exam. Continue Ch.10. Quality Mgt. Systems	
8	Chapter 10. Quality Management Systems	
9	Chapter 12. Quality Function Deployment, Chapter 13: Quality by Design	
10	Value Methods	
11	Chapter 14. FMEA.+ Critical Path Analysis	Submit Second Q. Project
12	Basic Tools OF TQM, Chapter 17: Management Tools	
13	Chapter 18. Statistical Process Control	
14	Process Capability	
15	Chapter 20: Taguchi Methods	

Assignments

Homeworks and Assignments, if not otherwise specified, shall be prepared electronically and handed in as hard copy. Type face: "Times New Roman", Size: 12 pt.

Overall Quality of the handed-in work will also be appraised.



EK-4

AFYON KOCATEPE UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE IDENTIFICATION FORM

Dersin Kodu ve Adı: MAL COMPUTER-AIDED ACCOUNTING				Bölüm / Anabilim Dalı : Business Administration (in English)			
Semester	Theoretic Hour	Practice Hour	Total Hour	Credits	ECTS	Language of Instruction	Type: Compulsory/ Elective
VIII.	3	0	3	3	3	English	OBLIGATO RY
Prerequisite (s)		HAVING TAKEN GENERAL ACCOUNTING AND INVENTORY-BALANCESHEET LESSONS.					
Instructor						Mail : Web :	
Course Assistant		Res. Ass.				Mail : Web :	
Groups / Classes		N.T. + S.T.					
Course Aim		Theoretical information about accounting with computer and introduction of various software programs, general information about these programs, company foundation, definitions, adjustments, buy-sales definition, cash, invoice, stock, production, current account, cheque and deed, bank, accounting, and giving different accounting applications.					
Course Goals		Being able to provide students keeping accounting records in computer environment, apprehending computer system, apprehending circle approach, get to comprehend how to make theoretical entries of different accounting business things with various package programs in computer.					
Course Learning Outs and Proficiencies		<ol style="list-style-type: none">1. Giving terminology of package programs in accounting.2. Perceiving benefits of using package programs in accounting3. Understanding importance and necessity of subject of computer and softwares.4. Learning how to register various business facts by accounting softwares.5. Bring students in the ability of registering monography application on computer by themselves.					
Course Basic and Auxiliary Contexts							
Methods of Giving Lecture		Theoretical Teaching, Case Studies, Question-answer.					

Assessment Criteria		If Available, to Sign (x)	General Average Percentage (%) Rate
	1. Quiz		
	2. Quiz		
	3. Quiz		
	4. Quiz		
	5. Quiz		
	Oral Examination		
	Practice Examination (Laboratory, Project etc.)	X	50
Final Examination	X	50	

Yarıyıl Ders Planı

Hafta	Subjects
1	Introduction to Course and giving general information about course materials and teaching style.
2	Bring into mind general accounting information and repeating related subjects in the framework of lesson.
3	Bring into mind general accounting information and repeating related subjects in the framework of lesson.
4	Giving basic information about using computer in accounting, explaining operation circles on computer and explaining important points on computer usage.
5	Giving basic information about using computer in accounting, explaining operation circles on computer and explaining important points on computer usage.
6	Being able to bring students in use programs which is taught during lesson and make applied teaching of various accounting softwares in laboratory environment.
7	MID TERM EXAM
8	MID TERM EXAM
9	Being able to bring students in use programs which is taught during lesson and make applied teaching of various accounting softwares in laboratory environment.
10	Being able to bring students in use programs which is taught during lesson and make applied teaching of various accounting softwares in laboratory environment.
11	Being able to bring students in use programs which is taught during lesson and make applied teaching of various accounting softwares in laboratory environment.
12	Being able to bring students in use programs which is taught during lesson and make applied teaching of various accounting softwares in laboratory environment.
13	Being able to bring students in use programs which is taught during lesson and make applied teaching of various accounting softwares in laboratory environment.
14	Making application exam and finishing course.

Relations with Course Department Advantages				
Programme Advantages		Course Contribution		
		None	Partially	Full Contribution
1	Being able to bring in business knowledge level			
2	Being able to use/apply business knowledge skills			
3	Being able to analyze basic functions of business skills			
4	Being able to integrate theory and practice in Business (Accounting, finance, Management, marketing, production management)			
5	Being able to analyze and interpret business functions (Accounting, finance, Management, marketing, production management)			
6	Evaluation of economic and social problems with managership perspective and contribution to forming perspective.			
7	Being able to use methods and tools for business practices (Accounting, finance, Management, marketing, production management)			
8	Being able to use qualitative and quantitative methods			
9	Being able to communicate effectively			
10	Being able to develop interdisciplinary projects in business area.			
11	Being able to understand industrial, social and universal effects of business subjects.			
12	Being able to understand the dynamics of business world and meet the expectations of them by case study, good solutions and practices.			
13	Being able to understand the dynamics of competitive business life and being ready to expectations			

14	Being able to provide life long learning in business area.			
15	Being able to use tools and methods used in business research to business life.			
16	Being able to give business ethics and social responsibility that is needed in business life			
17	Being able to give the skill of team work.			
18	Being able to give problem definition, problem solving process planning and problem solving skills.			
19	Being able to give modeling and analyze skills.			
20	Being able to analyze the data and make efficient decisions.			
21	Being able to use social and economic resources efficiently.			
22	Being able to provide active participation to economic and social life.			
23	Being able to make permanent economic gain possible.			
24	Being able to provide understand and appropriate Ataturk's principles and revolutions			
25	Being able to provide acknowledge, use and deal with information technologies.			
26	Being able to perform the job in english and help to improve foreign language.			
27	Being able to use programs required by information technologies, and provide acknowledge about computer hardware.			
28	Being able to provide comprehend Turkish law system with general lines, understand legal dimensions of commercial transactions, and provide solutions to problems.			
29	Being able to provide bring in legal structure directing Turkish financial life.			
30	Being able to understand, comprehend and analyze decisions taken by public administration.			