**VOCATIONAL SCHOOL OF HIGHER EDUCATION
BUSINESS ADMINISTRATION PROGRAM**

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| --- |
| **FIRST SEMESTER** |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| İY-101 | General Administration | M | 2 | 1 | 3 | 5 |
| İY-103 | Basic Law | M | 3 | 0 | 3 | 5 |
| İY-105 | General Accounting-I | M | 3 | 1 | 4 | 5 |
|   |   |   |   |   |   |   |
| MAT101 | Mathematics-I | Z | 2 | 0 | 2 | 3 |
| TD101 | Turkish Language-I | Z | 2 | 0 | 2 | 2 |
| YD101 | Foreign Language-I | Z | 2 | 0 | 2 | 2 |
| ATA101 | Atatürk’s Principles and History of Turkish Revolution-I | Z | 2 | 0 | 2 | 2 |
| BIL101 | Computer-I | Z | 1 | 1 | 2 | 3 |
|   | **TOTAL** |  | **17** | **3** | **20** | **27** |
|  |  |  |  |  |  |  |
| **OPTIONAL COURSES (\*)** |   |   |   |   |   |   |
| İY-107 | University and Career Success | S | 2 | 0 | 2 | 3 |
| İY-109 | Physical Education | S | 2 | 0 | 2 | 3 |
| SS-101 | Communication | S | 2 | 0 | 2 | 3 |
| SS-103 | Occupational Health and Safety | S | 2 | 0 | 2 | 3 |
| SS-105 | Life Skills and Social Activity | S | 2 | 0 | 2 | 3 |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   | **FINAL TOTAL** |  | **19** | **3** | **22** | **30** |

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| **SECOND SEMESTER** |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| İY-102 | Introduction to Economics | M | 3 | 1 | 4 | 6 |
| İY-104 | General Accounting-II | M | 3 | 1 | 4 | 5 |
| İY-106 | Administration Skills Group Work  | M | 2 | 0 | 2 | 4 |
|   |   |   |   |   |   |   |
| MAT102 | Mathematics-II | Z | 2 | 0 | 2 | 3 |
| TD102 | Turkish Language-II | Z | 2 | 0 | 2 | 2 |
| YD102 | Foreign Language-II | Z | 2 | 0 | 2 | 2 |
| ATA102 | Atatürk’s Principles and History of Turkish Revolution-II | Z | 2 | 0 | 2 | 2 |
| BIL102 | Computer-II | Z | 1 | 1 | 2 | 3 |
|   | **TOTAL** |  | **17** | **3** | **20** | **27** |
|  |  |  |  |  |  |  |
| **OPTIONAL COURSES (\*)** |  |  |  |  |  |  |
| İY-108 | Business Administration | MS | 2 | 0 | 2 | 3 |
| İY-110 | Terminal Accounting Transactions  | MS | 2 | 0 | 2 | 3 |
| İY-112 | Basic Statistics  | MS | 2 | 0 | 2 | 3 |
| SS-102 | Entrepreneurship | S | 2 | 0 | 2 | 3 |
| SS-104 | Quality Assurance and Standards  | S | 2 | 0 | 2 | 3 |
| SS-106 | Business Ethics  | S | 2 | 0 | 2 | 3 |
|   |   |   |   |   |   |   |
|   | **FINAL TOTAL** |  | **19** | **3** | **22** | **30** |

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| **THIRD SEMESTER** |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| İY-201 | Labour and Social Security Law | M | 4 | 0 | 4 | 6 |
| İY-203 | Financial Management | M | 3 | 1 | 4 | 6 |
| İY-205 | Cost Accounting | M | 3 | 0 | 3 | 5 |
| İY-207 | Administration and Organization | M | 3 | 0 | 3 | 5 |
| İY-209 | Public Relations | M | 2 | 0 | 2 | 4 |
|   |   |   |   |   |   |   |
|   | **TOTAL** |   | **15** | **1** | **16** | **26** |
|   |  |   |  |  |  |  |
| **OPTIONAL COURSES (\*)** |  |  |  |  |  |  |
| İY-211 | Electronic Commerce | MS | 2 | 0 | 2 | 4 |
| İY-213 | Law of Obligations | MS | 2 | 0 | 2 | 4 |
| İY-215 | Research Methods and Techniques | MS | 2 | 0 | 2 | 4 |
| İY-217 | Art Techniques | MS | 2 | 0 | 2 | 4 |
|   |   |   |   |   |   |   |
|   | **FINAL TOTAL** |   | **17** | **1** | **18** | **30** |

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| **FOURTH SEMESTER** |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| İY-202 | Turkish Economy | M | 4 | 0 | 4 | 6 |
| İY-204 | Human Resources | M | 3 | 0 | 3 | 6 |
| İY-206 | Computerized Accounting Package Program | M | 3 | 1 | 4 | 6 |
| İY-208 | Foreign Trade Operations Accounting | M | 2 | 1 | 3 | 5 |
| İY-210 | European Union and Turkish Relations | M | 2 | 0 | 2 | 3 |
|   |   |   |   |   |   |   |
|   | **TOTAL** |  | **14** | **2** | **16** | **26** |
|   |  |  |  |  |  |  |
| **OPTIONAL COURSES (\*)** |  |  |  |  |  |  |
| İY-212 | Office Management | MS | 2 | 0 | 2 | 4 |
| İY-214 | Environmental Protection | S | 2 | 0 | 2 | 4 |
| İY-216 | Sales Management | MS | 2 | 0 | 2 | 4 |
| İY-218 | Commercial Law | MS | 2 | 0 | 2 | 4 |
|   |   |   |   |   |   |   |
|   | **FINAL TOTAL** |  | **14** | **2** | **18** | **30** |

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-101 | **General Administration** | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 | 1 | 3 |
| **Course Content** | The basic concepts about Business Administration, the reason for existence of business, the foundation workings of administrations, and administration functions will be mainly analysed in administration course.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-103 | **Basic Law** | **First Semester** | **Theoretical** | **Practice**  | **Credit** |
| 3 | 0 | 3 |
| **Course Content** | Course content consists of the topics such as law, law systems, Turkish law system, the branches of law, Turkish judicial system, acts of law, relations, processes and rights, personality concept and licence, legal heirs, proprietary rights and its types, obligation concept contract types.  |
| **Course Code** | **Course Name**  | **Semester** | **Weekly Hour of Lecture**  |
| İY-103 | **General Accounting-I** | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 | 1 | 4 |
| **Course Content** | Basic Concepts About Accounting: The definition of accounting, the groups about accounting, accepted accounting principles and the basic concepts that guide practice, accounting recording toolsAccounts About Accounting: The account concept and grouping in accounting, the account area and the operation of accounts, Accounting Record: Working assets, fixed assets, short- and long-term liabilities, and accounting applications about equities.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture**  |
| İY-103 | **Mathematics- I** | **First Semester** | **Theoretical** | **Practice**  | **Credit** |
| 2 |  | 2 |
| **Course Content** | Business mathematics, fractions, ratio and proportion, interest and discount, investment assessment, profit accounts.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture**  |
| TD101 | **Turkish Language-I** | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The written and oral expression of the structure and functioning properties of native language in terms of language-thought relation, to be able to use Turkish in a correct and effective way.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture**  |
| YD101 | **Foreign Language-I** | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | Grammar, vocabulary, grammar achievement with listening and reading methods.  |

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| **ATA101** | **Atatürk’s Principles and History of Turkish Revolution -I** | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | A general outlook on the issue of the collapse of Ottoman Empire, the way to Turkish Republic establishment, the movements of thought in the last period of Ottoman Empire, the situation of the country after Armistice of Montrose and Atatürk’s Samsun trip, the first step of National Struggle, national power and National Pact, the establishment of TBMM, obtaining the conduct of war, and the wars at western front, the Great Offensive, and victory. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| **BIL101** | **Computer- I** | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **1** | **1** | **2** |
| **Course Content** | The historical development of computer, the development of innovations in computer technology, the understanding of the computer’s operating system, the analysis of software and hardware structures, opening a file in Microsoft Word, text formatting, custom icons, borders, word finding, tables, copying, page setup, correction, adding an object, plotting, using toolbars. |

**First Semester Optional Courses:**

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-107 | University and Career Success | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** |  |
| **Course Code**  | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-109 | Physical Education | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** |  |

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| --- | --- | --- | --- |
| **Course Code** | **Course Name**  | **Semester** | **Weekly Hour of Lecture** |
| SS-101 | Communication | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The analysis of description of public relations from several sources, watching movies about public relations, knowing short world history in order to know the starting point of public relations, and the analysis of World War I and II, and 1929 economic crisis.  |
| **Course Code** | **Course Name**  | **Semester** | **Weekly Hour of Lecture** |
| SS-103 | Occupational Health and Safety | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The courses in Occupational Health and Safety program are mainly about worker health and work safety. Besides the basic courses, there are courses like first aid, environmental protection, occupational health and safety management systems, total quality integrated management, chemicals and their hazards, fire protection methods, work safety legislation, work safety education methods, occupational accidents-occupational diseases, ergonomics, statistics, basic law, labour and social security law.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| SS-105 | Life Skills and Social Activity | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | Self-realization, self-knowledge, communication, the factors that avoid communication, social skills, saying no, solving problems, self-assertion, anger, stress, excitement, coping with emotions like anxiety and fear, healthy decision making, public speaking, self-concept, career and career planning, preparing cv, studying efficiently, being entrepreneur, emotional intelligence.  |

**SECOND SEMESTER**

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| **Course Code**  | **Course Name**  | **Semester** | **Weekly Hour of Lecture** |
| İY-102 | Introduction to Economics | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **3** | **1** | **4** |
| **Course Content** | Students have the knowledge of the roles of consumers, businesses, public and private sector in economic life. In the second section of the course, price theory within the frame of macroeconomics, theory of money, national income, supply and demand function and relation, price formation, and inflation, devaluation, and revaluation topics are discussed.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture**  |
| İY-104 | General Accounting-II | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **3** | **1** | **4** |
| **Course Content** | The definition of accounting, the basic concepts of accounting, basic financial statements, balance sheet and income statement, accounting account, asset accounts, liability accounts, income and expenditure account balance, uniform accounting plan, bookkeeping practices in accounting, accounting records, off-balance sheet items, recognition of current term transactions in businesses based on “Uniform Accounting Policies”, the regulation of income table, and general trial balance.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-106 | Administration Skills Group Work | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** | **0** | **2** |
| **Course Content** | Busines administration, the administration of conflicts and problem solving in businesses, meeting management with individual and organizational communication, human relations in organizations, the discipline and groups in organizations, work ethics and social responsibility, motivation in business life, self-development with performance and organizational development, self-management, time management, stress management, oratory, the success in job applications, job interviews, and business life. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| MAT102 | Mathematics-II | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | **Business Mathematics, fractions, ratio and proportion, interest and discount, investment assessment, profitability accounting.** |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture**  |
| TD102 | Turkish Language-II | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The written and oral expression of the structure and functioning properties of native language in terms of language-thought relation, to be able to use Turkish in a correct and effective way. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| **YD101** | **Foreign Language-II** | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | Grammar, vocabulary, grammar achievement with listening and reading methods.  |
| **Course Code** | **Course** **Name** | **Semester** | **Weekly Hour of Lecture** |
| **ATA102** | **Atatürk’s Principles and History of Turkish Revolution -II** | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | National Struggle in education, culture, social and economic areas, Atatürk’s life, the strategy of Turk reform, the reforms in political, social, cultural and law areas and the process of formation of those reforms, internal and external political events in Atatürk period, Atatürk’s efforts for world peace, to warn the youth for the threats to Atatürk’s principles and internal and external threats, and to give information about Turkey’s geopolitical position.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| **BIL102** | **Computer- II** | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **1** | **1** | **2** |
| **Course Content** | The historical development of computer, the development of innovations in computer technology, the understanding of the computer’s operating system, the analysis of software and hardware structures, opening a file in Microsoft Word, text formatting, custom icons, borders, word finding, tables, copying, page setup, correction, adding an object, plotting, using toolbars. |

**Second Semester Optional Courses:**

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-108 | Business Administration | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The concept of Entrepreneurship and its occurrence, small business types, its formation, its administration, creativity and entrepreneurship the properties of entrepreneur, the types of entrepreneur, work plan. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture**  |
| İY-110 | Terminal Accounting Transactions | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | To regulate financial statements by inventory and valuation operations at the end of an operating cycle of a business. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-112 | Basic Statistics | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The concept of statistics and its historical development, basic concepts, measurement and scales, statistical data collection, the regulation of statistical data and its summary with tables, measures of central tendency (arithmetic mean, geometric mean, harmonic mean, quadratic mean, weighted mean, mode, median), ratios and percentages, change measures (ranj, mean deviation, standard deviation, variation, variation coefficient, coefficient of skewness, and coefficient of kurtosis), moments, the regulation of statistical data with two variables and its demonstration with tables, correlation coefficients, Pearson multiplication moment correlation, partial correlation, coefficient of contingency, pi coefficient, Spearman’s rank correlation coefficient, Cramer’s correlation coefficient, simple linear regression, some important probability distributions (binomial Poisson, normal) and their properties, standard scores.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| SS-102 | Entrepreneurship | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The focus of this course is the entrepreneur. For this reason, the nature of the place that the entrepreneur works, and the trademarks of an entrepreneur manager are discussed in this course. In addition, how entrepreneurs think about a new business formation and their approach to this issue will be discussed. Students will learn to determine the necessary sources for an enterprise, and they will learn how to obtain these sources. The course will provide awareness for students about the various working environments that the entrepreneurs work in, and it will make the students question themselves about the role of the entrepreneurship in their career.  |

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| SS-104 | Quality Assurance and Standards | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The description of quality, standard and standardization, the importance of standard in production and service sector, management quality and its standards, environment standards, quality management system models  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| SS-106 | Environment Protection | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | To provide knowledge and skills about the rules of protection of environment and human health, environment regulations information, risk analysis, personal protection precautions. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| SS-108 | Business Ethics  | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | To examine the concepts of ethics and morals, to examine ethics systems, to examine the factors that have a role in the formation of morals, to examine the business ethics.  |

**THIRD SEMESTER**

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| --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-201 | Labour and Social Security Law | **Third Semester** | **Theoretical** | **Practice**  | **Credit** |
| 4 |  | 4 |
| **Course Content** | The topic of business law, the basic principles and thoughts in business law, the basic concepts of business law ( employee, employer, workplace), the scope of labour law, labour contract (making the labour contract, ending the judgments), the regulation of the labour, paid holidays and paid annual leave, collective labour law (trade-unions, collective agreement, strike lockout).  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-202 | Financial Management  | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 | 1 | 4 |
| **Course Content** |  Company’s investment policy, the management of fixed assets, the methods of capital budgeting: average performance, payback period, net present value, internal rate of return methods and profitability index. Medium and long-term sources of finance, the evaluation of risky investments projects.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-205 | Cost Accounting | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | Cost accounting conceptual framework, the classifying of expenditures, raw materials and supplies expenditures-stock tracking, labour costs, job order cost system, process costing system, cost volume-profit analysis, business budgeting, responsibility accounting and transfer pricing, current approaches.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-209 | Public Relations and Communication | **Third Semester** | **Theoretical** | **Practice**  | **Credit** |
| 2 |  | 2 |
| **Course content** | The history of public relations, public relations in Turkey and in the world, the description of public relations, its aims and social responsibilities, public relations and advertisement, public relations and propaganda, public relations and marketing, public relations and introduction, public relations and communication, the organizational structure of public relations, public relations expert’s qualities, the target audience for public relations. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-207 | Management and Organization  | **Third Semester** | **Theoretical**  | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | The course consists of management functions, classical management theories, modern management theories, management process, the manager’s and leader’s characteristics, the manager’s new roles, modern organization structures and applications.  |

**THIRD SEMESTER OPTIONAL COURSES**

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-211 | Electronic Commerce | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The introduction of basic concepts of electronic commerce, the technical, legal, and financial substructure of electronic commerce, the supply chain management of information and communication technology, marketing, customer relationship management, human resources management  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-213 | Law of Obligations  | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The general principles that creates law of obligations, especially contracts, the formation of contracts, offer and acceptance, contract authorization, essential and insubstantial mistake, cheat, threat, lesion, contractual obligations, freedom of contract, the limitation of this freedom in the face of public order and imperative provisions, the concept of obligation, perfect and imperfect obligation, assignee and assumption of obligation, impracticability situations, the termination of the contract as arbitrary and bilateral, dissolution and termination are the first part of the course.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-215 | Research Method and Techniques | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | Choosing the research topics, the evaluation of research results, reporting research results, preparing for the presentation.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-217 | Art Techniques | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | To give general information about basic art principles and techniques and still life, portrait, figure, landscape, abstraction, and practice.  |

**FOURTH SEMESTER**

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-202 | Turkish Economy | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 4 |  | 4 |
| **Course Content** | The definition of Turkish economy and its scope. 1923-1960 period Turkish Economy: economic development and production structure, savings, internal terms of trade and taxation, developments in employment, developments in foreign trade. 1960-1994 period Turkish Economy: economic development, production, efficiency, intersectoral relations, financing, employment, foreign trade. The developments after 1995: basic economical problems and solutions.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-204 | Human Resources | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** |

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| The definition of human resources management, its scope, its importance in organizational structure, personnel management, the functions underlying human resources management, labour analysis and labour design, human resources planning, human resources provision process, performance assessment system, the concept of price, price systems, labour grading, work safety and worker health, manager’s properties, working principles, organizational culture, and new formations in human resources.  |

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-206 | Computerized Accounting Package Program | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 | 1 | 4 |
| **Course Content** | The review of current term transactions and adjusting process in accounting, introduction to computerized accounting, the introduction of LMS and LKS. Establishing a company in a computerized environment and forming basic information. Current term transactions in computer: stock records, dispatch list and tickets, billing, current accounts, check and deed transactions, bank and cash transactions. Adjusting Process in computer: accounting integration, accounting records and preparation of financial statements.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-208 | Foreign Trade Operations Accounting | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 | 1 | 3 |
| **Course Content** | Recognition of foreign exchange transactions, recognition of imports and exports transactions, KDV application for imports and exports and its recognition, state supports in foreign trade and the recognition of promotion.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-210 | European Union and Turkish Relations | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | EU Historical Development, EU Principle Organs and Governing Structure, new public administration model and localness principle, local administrations in EU legal acquis, the place of localness concept in EU regulations and relevant regulations, local administrations in Turkey, Turkey-EU relations, the comparison of local administrations regulations of Turkey and EU, local administrations in England, local administrations in France, local administrations in German, local administrations in Switzerland, local administrations in Bulgaria, Turkey’s adaptation workings to EU politics within the frame of localization policy. |

**FOURTH SEMESTER OPTIONAL COURSES**

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-212 | Office Management | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | Effective arrangements of jobs, employees, equipment, and supplies within the office management process, the accustoming of individuals to the job within the frame of their personality and behaviours, filing and archive services, groups and organizational behaviour theory.  |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-214 | Environmental Protection | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | To provide information and skills about environment and human health protection. Environment regulation information, risk analysis, personal protective precautions. |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-216 | Sales Management | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** |

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| Introduction to sales management, sales career, sales process and buying process, sales forecast |

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** |
| İY-218 | Commercial Law  | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | In the heading of the general provisions of the Turkish Commercial Code, traders, commercial enterprises, commercial provisions, commercial enterprise pledge and affiliated, independent merchant assistants are subjects to be covered within the frame of commercial business course. The other subjects for this course are executing negotiable instruments with the basic principles of law of commercial papers, transfer of liability non-payment results, and also the concept of company, types of companies, the general provisions of trading companies in company law.  |