



**T.C.**  
**GAZIANTEP UNIVERSITY**  
**Vocational School of Social Sciences**  
**Department of Finance-Banking and Insurance**  
**Banking and Insurance (Distance Education) Program**  
**Course Content**

**1 1st Year Autumn Term (1Semester) Compulsory Courses**

**TURK101 Turkish Language-I**

**(2-0) 2 ECTS 2**

Languages on Earth, Language families, the place of Turkish among world languages, areas of spread of Turkish, Punctuation Marks, Software Rules, Petition, sound features of Turkish, sound events in Turkish, Written expression, Memoir type.

**YDBİ101 English-I**

**(2-0) 2 ECTS 2**

The main aim of this course is to provide English education at A-1 level, the language levels specified in the Common European Framework of Reference for Languages and (CEFR), the European Language Portfolio. It aims to ensure that every young person who has completed their higher education can properly understand English as a foreign language in its basic structure and functioning features, gain the ability to use it as a means of written and oral expression in terms of language-thought connection, and raise young people with foreign language awareness.

**SBBS101 Accounting-I**

**(3-0) 3 ECTS 5**

Accounting concept, principles, types; Basic accounting equation and balance sheet; Basic concepts related to accounting; Information about the Uniform Chart of Accounts; Securities-commercial receivables and other receivables; Examination of stocks; Methods used in monitoring trade goods movements; Continuous-Range inventory method and sample solutions; Accounting for transactions with fixed assets; Examining balance sheet passive accounts; Income Statement and sample solutions; Sample solutions and application.

**SBOZ103 Economy-I**

**(3-0) 3 ECTS 4**

To get to know the basic concepts of economics. To recognize economic analysis methods and economic systems. Analyzing the factors determining demand and demand elasticity Analyzing consumer equilibrium formation Analyzing the factors determining supply and supply elasticity. Analyzing the formation of producer balance To recognize the basic concepts of production costs To understand the formation of market balance To analyze the effects of factors affecting demand on market balance To analyze the effects of factors affecting supply on market balance To learn market types, To learn market balance and profitability situations according to market types.

**SBOZ105 Business Management-I**

**(3-0) 3 ECTS 5**

Tracking Microeconomic Data. Analyzing Macroeconomic Indicators. Detecting Gaps in the Market. Evaluating Investment Alternatives and Choosing the Most Suitable One. Conducting Feasibility Studies. Knowing the Environment of the Business. Conducting Demand Analysis and Forecasting. Determining the Place of Establishment of the Business. Determining the Legal Structure of the Business. Determining the Capacity of the Workplace. Ensuring Financing by Determining the Total Investment Cost. Calculating Estimated Income-Expense. Making a Workplace and Production Plan. Carrying out Investment Installation Procedures. Creating the appropriate structure and opening the workplace.



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**SBOZ107 Mathematics**

**(2-0) 2 ECTS 2**

To carry out practices in the profession related to clusters. Practicing numbers in one's profession. To apply decimal fractions in one's profession, to apply the basic operations of complex numbers related to the complex plane in one's profession. To make applications in the profession regarding the polar coordinates of complex numbers. Application in the profession related to basic function operations. To carry out practices in the profession regarding function types.

**SBOZ109 Basic Law**

**(3-0) 3 ECTS 4**

Social order rules, difference of law from others, meaning of the concept of law, sanctions of law, sources of positive law, parts of positive law; Branches of public law (Constitutional Law, Administrative Law, Criminal Law, Tax Law, General Public Law, Trial Law), Private law branches (Civil Law, Commercial Law, Intellectual Property Law), Mixed Law branches (Civil Procedure Law, Enforcement and Bankruptcy Law, Labor Law).

**SBOZ111 Behavioral Sciences**

**(2-0) 2 ECTS 2**

Groups in the organization; Balance of the trio of individuals, institutions and society; Relations between members for efficient teamwork; Power struggles within the organization; Authority and influence.

**SBBS131 Introduction to Banking**

**(3-0) 3 ECTS 4**

Basic concepts and principles in banking; Historical development of the bank in Turkey and the world and the factors affecting it; Types and organizations of banks; Branch and organizational structures in banking; Public and private banks and the structures of the Central Bank.

**I. CLASS SPRING SEMESTER**

**TURK102 Turkish Language-II**

**(2-0) 2 ECTS 2**

Word stress in Turkish. Group and sentence emphasis in Turkish. Root in the word, additional concepts, inflectional suffixes, stem concept, derivational suffixes. Sentence elements. Sentence Types. Correct sentence. Expression forms and techniques. Expression disorders: meaning-based expression disorders, structure-based expression disorders. Criticism and Self-criticism. Interview, Essay and other types of writing. Writing work.

**YDBİ102 English-II**

**(2-0) 2 ECTS 2**

The main aim of this course is to provide English education at A-1/A-2 level within the framework of the Common European Framework of Reference for Languages and (CEFR), the language levels specified in the European Language Portfolio. It aims to enable every young person who has completed their higher education to properly understand the basic structure and functioning features of English as a foreign language. It aims to gain the ability to use it as a means of written and oral expression in terms of language-thought connection and to raise young people with foreign language awareness.



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**GME100 General and Professional Ethics**

**(2-0) 2 ECTS 2**

To students; concepts of general and professional ethics, morality and social responsibility; similarities and differences between these concepts; factors that play a role in the formation of ethics and morality; To define unethical behavior in professional life.

**SBBS102 Accounting-II**

**(3-0) 3 ECTS 5**

Inventory-valuation definition, types, reasons. Inventory and valuation in rotating assets, inventory and valuation in fixed assets, inventory and valuation in short and long-term foreign sources, examination of income statement accounts, closure of income-expense accounts, determination of period net profit, cost calculations - 7/A and 7/B options examination, general application.

**SBOZ104 Economy-II**

**(3-0) 3 ECTS 4**

Definition and scope of macroeconomics. Measurement of national income and its problems. Employment and unemployment. Simple Keynesian system: Analysis of consumption, savings and investment functions, determination of national income balance level, multiplier mechanism, public sector and national income. National income in an open economy. Long-term consumption functions. Investment models and accelerating mechanism, balance in simple classical system. Money supply and demand. Neo-Classical Keynesian synthesis (IS-LM analysis). Monetarist, New Classical and New Keynesian movements. New developments in total supply theory. Conjuncture models. Inflation analysis. Macroeconomic policies. Economic growth.

**SBOZ110 Commercial Law**

**(3-0) 3 ECTS 4**

The basic principles of commercial law, the concept of merchant, commercial enterprise, trade name, protection of trade title, trademark, commercial transactions, importance of commercial books, their function and the opportunity to present them as evidence, unfair competition, current account, ordinary profit and total profit constitute the subject of this course. In addition, negotiable instruments such as promissory notes, checks, policies and bonds are also examined in the course. Valuable documents also include issues such as formal conditions, payment time, refusal to accept and non-payment protests.

**SBOZ112 Law of Obligations and Enforcement and Bankruptcy**

**(3-0) 3 ECTS 4**

General principles of the law of obligations, in particular contracts, establishment of the contract, offer and acceptance, capacity to make a contract, fundamental and non-essential error, fraud, threat, blame, contractual obligations, freedom of contracting, limitation of this freedom in the face of public order and mandatory provisions, concept of debt, full debt and incomplete debt, assignment of the right to debt and transfer of debt, impossibility situations, unilateral or bilateral termination of the contract, termination and cancellation, Sources of enforcement law, sources of enforcement law, enforcement without judgment, general lien method, start of enforcement proceedings, follow-up request, payment order and finalization, objection to the payment order, cancellation of the objection case and removal of the objection, seizure phase, conversion into cash, distribution of money, follow-up through foreclosure specific to bills of exchange, special provisions on rents, enforcement by registered enforcement and conversion of the pledge into cash. follow-up.



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**SBBS132 Introduction to Insurance**

**(3-0) 3 ECTS 4**

Basic concepts and basic principles in insurance; Historical development of insurance in Turkey and the world and the factors affecting it; Insurance process; Insurance offer.

**SBBS106 Entrepreneurship**

**(2-0) 2 ECTS 3**

Concept and emergence of entrepreneurship; Ways of becoming an entrepreneur in Turkey, Venture capital and application area in Turkey, Small business types, contributions to the economy and social system, Establishment process of small businesses (place of establishment, area, capacity determination and legal structure), Business Analysis process and Business analysis applications, sample applications.

**KRY100 Career Planning**

**(0-2)1 ECTS 1**

What is a Career Planning course, What is a Career Center, Topics that will benefit from the Career Center, How to benefit from the Career Center, Career connection of intelligence and personality, intelligence and personality, Information skills, talent and competence concepts and the connection of these concepts with the career, What are fine skills and technical skills, Why do students need these skills. Concepts related to career and career, Explaining the activities that students can do to contribute to their careers throughout their university lives, Explaining international exchange programs, National non-governmental organizations activities and volunteer work opportunities, Advice from non-governmental organization employees to students on how to spend university life, Public sector information from employees about career stories and advice to students on how to spend university life, Informing private sector employees about their career stories and advising students on how to spend university life, Informing academics about their career stories and advising students on how to spend university life, Informing entrepreneurs about their career stories and advising students on how to spend university life, What is a talent gate, what is its benefit for students, How is the talent gate used, How should the CV be, In this course, students will evaluate the course with the evaluation form prepared by the Presidential Human Resources Office.

**2. CLASS FALL SEMESTER**

**AIİT201 Atatürk's Principles and History of Revolution-I**

**(2-0) 2 ECTS 2**

Concepts and Ottoman Renewal. European Developments. Industrial Revolution and French Revolution. New Ottomans. Constitutional Monarchy and Union and Progress. Constitutional Monarchy period, Tripoli and the Balkan War. Causes of the First World War. World War I. Sharing of the Ottoman Empire. War of Independence Preparation Period. Congresses. The Last Ottoman Parliament and the National Pact. GNAT Period and Establishment of Fronts. Treaty of Lausanne. Foreign policy.

**SBBS211 Bank Transactions-I**

**(3-0) 3 ECTS 3**

Legislation regarding banks in Turkey; Opening of definition, concept, obligations and deposit accounts regarding deposits; Deposit certificates; Withdrawal transactions, promissory notes, discount and participation; Money transfer and EFT transactions Transactions related to safe deposit boxes; Stock buying and selling, Treasury bills, investment funds; Credit cards; ATM Machines, telephone banking, automatic payment.



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**SBBS221 Insurance Transactions-I**

**(3-0) 3 ECTS 3**

Accident insurance; Fire insurance; Transportation insurance; Engineering insurance; Policy applications according to insurance types.

**SBBS231 Insurance Law**

**(2-0) 2 ECTS 2**

Basic information; Types of insurance, insurance contract and subject of insurance; Debts and obligations of the parties; Transfer of contract; Succession; Statute of limitations and other issues related to termination of contract.

**SBBS251 Bank Accounting**

**(2-0) 2 ECTS 2**

Basic concepts and establishment procedures related to the bank; Funding and accounting transactions of banks; Loan transactions made in the bank; foreign exchange transactions made in the bank; Service transactions made in the bank.

**SBBS261 Financial Management**

**(3-0) 3 ECTS 3**

Basic concepts and financial analysis tools (Rates) related to finance; Working capital management; Investment (Capital) budgeting and investment decisions; Resource cost.

**2. CLASS SPRING SEMESTER**

**AİİT202 Atatürk's Principles and History of Revolution II**

**(2-0) 2 ECTS 2**

Political Revolutions: Abolition of the Sultanate, Proclamation of the Republic, Abolition of the Caliphate. Political Jokes and Political Events Established During the Atatürk Period and Represented in the Turkish Grand National Assembly. Republican Era Legal Revolution and New Legal Order. Revolutions in the field of education. Revolution Movements Held in the Cultural and Social Field. Revolutions in the Economic Field. Turkish Foreign Policy of the Ataturk Era-I (1923-1930). Turkish Foreign Policy of the Ataturk Era-II (1930-1938). Ataturk's Principles: Basic and Integrative Principles. Post-ataturk Türkiye.

**SBBS212 Bank Transactions-II**

**(3-0) 3 ECTS 3**

Basic credit information; Loan types; import, export loans; Foreign currency loans; Evaluation and allocation of Mredi requests; Issuance of a letter of guarantee; Foreign currency transactions; foreign currency accounts; Clearing transactions; Insurance transactions.

**SBBS222 Insurance Transactions-II**

**(3-0) 3 ECTS 3**

Life insurance; Private pension insurance; Private health insurance; Death-related insurance; Policy filling practices according to insurance types.



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**SBBS232 Money Bank**

**(2-0) 2 ECTS 2**

Structure of the financial system; Information about financial markets, institutions and instruments; Properties of money functions; Formation of interest rate; Relationships between the bond market and the money market. Formation and calculations of the interest rate; Analysis of commercial bank behavior; The Central Bank's monetary policy implementation process; Analysis of the registration deposit process of commercial banks; Money demand theories.

**SBBS242 Damage Procedures**

**(2-0) 2 ECTS 2**

Damage notice in insurance types; Damage expertise determination and procedures according to the conditions of the relevant branches; Procedures that the insured must take in case of damage; Payment of damage compensation and applications.

**SBBS252 Insurance Accounting**

**(2-0) 2 ECTS 3**

Subject and features of insurance accounting. Purposes and operations of accounting in insurance businesses. The only order in insurance companies is the calculation plan and the active and passive accounts in this account plan and the way Income and Expense accounts work.

**SBBS290 Industry Based Training (Internship)**

**20 Working Days ECTS 5**

It covers the evaluation of the 20-day Internship Books, Internship Reports and Workplace Reports prepared by the students studying in this program at the end of their internship training in both private and public institutions and organizations in order to apply the theoretical courses they have taken on site.

**ELECTIVE COURSES**

**SBBS271 Electronic Banking**

**(2-0) 2 ECTS 3**

Risks in electronic money, electronic commerce, electronic banking, electronic banking and electronic money activities.

**SBBS273 Foreign Trade Finance**

**(2-0) 2 ECTS 3**

Bank-based loans used in financing foreign trade, foreign-sourced loans; Loans provided by people residing in Turkey as debtors; Import letters of credit; Export letter of credit confirmation loan; Letters of guarantee issued based on the Count guarantee.

**SBBS275 Lending Techniques and Process**

**(2-0) 2 ECTS 3**

Description of the loan process; Credit risk analysis, structuring of lending, lending on a project basis, Credit risk management, problematic loans, pricing of loans.





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**SBBS277 Professional Foreign Language-I**

**(2-0) 2 ECTS 3**

Ability to benefit from a foreign language in the professional field, to understand correctly what is intended to be explained in writing or words in a foreign language, to write clearly with the appropriate writing technique and to express what is intended to be explained with words in an understandable way.

**SBBS279 Marketing Principles**

**(2-0) 2 ECTS 3**

Basic concepts, Consumer markets and industrial markets; Market segmentation and target Market selection; Product; Distribution Channels and physical distribution; Retention; marketing research; Marketing method and international market.

**SBBS281 Foreign Trade Transactions Management**

**(2-0) 2 ECTS 3**

Concepts related to foreign trade, customs, foreign exchange market and foreign exchange regimes; Foreign trade theories; Documents used in foreign trade transactions; Payment methods in foreign trade; Customs Clearance; Foreign exchange legislation.

**SBBS283 Public Relations**

**(2-0) 2 ECTS 3**

Definition of public and relationship concepts, General and special purposes of public relations, Historical development of public relations, Historical development of public relations, Application areas of public relations, Relations with other branches of science, Relations with other branches of public relations, Public relations models, Relations campaign, Public relations and crisis management, Public relations within the organization, Public relations, Public relations and ethics, Globalization and Public Relations.

**SBBS285 Turkish Tax System**

**(2-0) 2 ECTS 3**

Calculating business earnings. Calculating agricultural earnings. To issue a declaration of consent. To issue a VAT Declaration. Calculating Self-Employment earnings. Calculating real estate and securities capital revenues. Calculating other earnings and revenues. To prepare Annual Income, institutions and VAT declarations. To issue other taxes and returns.

**SBBS287 Financial Statement Analysis**

**(2-0) 2 ECTS 3**

Organizing a balance sheet, Organizing an income statement, Organizing the cost of sales table, organizing the Fund Current Table, editing the Cash Flow Table, editing the Profit Distribution table. Editing the equity change table. Conducting Horizontal and Vertical analysis. Conducting trend and ratio analysis. Organizing a balance sheet and income statement in an inflation environment.



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**SBOS201 Environmental Protection**

**(1-1) 2 ECTS 3**

Environmental protection concept, human-environment relations, natural processes, community concept, landscape and ecosystem concepts, legal development in nature and environmental protection, urbanization, wrong agricultural practices and environmental damage caused by forestry practices, types of water and air pollutants, global warming, climate change, soil pollution, problems caused by chemical pesticides, legal framework in waste management, nuclear power plants and environmental discussions, hydropower, wind power, alternative energy sources, nature protection.

**SBOS205 Occupational Health and Safety**

**(1-1) 2 ECTS 3**

Historical development of occupational health and safety, general information, concept of occupational safety, definition of occupational accidents, causes and prevention methods, importance of occupational safety studies in terms of workforce efficiency, economic importance of occupational safety studies, occurrence and classification of occupational accidents, types of hazards and hazards, methods and solutions in accident investigations, planning in the field of occupational health and safety, occupational accidents and incidents investigation methods, accident analysis methods, field inspections.

**SBBS270 Technical Analysis**

**(2-0) 2 ECTS 3**

Financial Markets, BIST and Operating Rules, Macroeconomic Analysis, Macroeconomic Analysis, Micro Analysis, Micro Analysis, Fundamental Analysis Problem Solution, Trend Concept, Effective Markets Hypothesis, Formations, Indicators, Being a Rational Investor

**SBBS274 Labor and Social Security Law**

**(2-0) 2 ECTS 3**

Organizing an employment contract, fulfilling the debts arising from the employment contract, terminating the employment relationship, terminating the employment relationship, carrying out transactions related to the Union, carrying out transactions related to the Union, issuing 4/1-a documents, issuing 4/1-b documents, 4/1-c issuing documents.

**SBBS276 Capital Market Transactions**

**(2-0) 2 ECTS 3**

Basic concepts; Historical development and functions of the stock market; Capital market legislation; Capital market institutions; Capital market activities; Capital market instruments (Securities); The functioning of the securities market; Investment in securities.

**SBBS278 Professional Foreign Language-II**

**(2-0) 2 ECTS 3**

Ability to benefit from a foreign language in the professional field, to understand correctly what is intended to be explained in writing or words in a foreign language, to write clearly with the appropriate writing technique and to express what is intended to be explained with words in an understandable way.





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**SBBS280 Financial Investment Instruments**

**(2-0 ) 2 ECTS 3**

Types and features of financial markets and financial investment instruments; Value in financial investment instruments; Valuation and investment decision; Management of the portfolio to be created from financial investment instruments.

**SBBS282 Reinsurance-Fire and Agricultural Insurance**

**(2-0) 2 ECTS 3**

General information about reinsurance, basic concepts, operation, reinsurance methods; Optional Reinsurance, Divided Automatic Reinsurance Agreements (Kotpar and Exedan), Reinsurance Premium, Reinsurance Commission, Profit Commission, Damage and Settlement Order, end methods of the reinsurance agreement and Arbitration, Excess Damage and Damage Rate Excess Reinsurance Methods (Excess of Lost and Stop Lost agreements), Basic rules and principles of fire insurance, Fire Insurance Agreement, Fire Insurance Agreement, Fire Financial Liability and Rent Loss Insurance, DASK and Compulsory Earthquake Insurance, Special shaped fire insurance (Fire Subscription, Construction Fire, Consensual Value Insurance, Inflation Indexed Policies, First Fire Insurance), Fire-Related Work Stoppage and Profit Loss Insurance, Turkey's agriculture, evaluation in terms of agricultural insurance. Significant risks affecting agricultural activity. TARSİM, Dolu, Greenhouse, Animal Life, Poultry and Fisheries insurance.

**SBBS284 International Economics**

**(2-0) 2 ECTS 3**

International Trade Theory; Reasons for international economics; Mercantilists and Physiocrats; Classical Trade Theories; Theory of absolute advantages; Comparative theory of advantages; Factor Equipment Theory, Other International Trade Theories; Asset theory; Channel theory; Technological open theory; Theory of life course of goods; Adult labor theory; Theory of similarity in income and preferences; Theory of economies of scale; Monopolial competition theory; Transport costs and international trade theory; Purposes and Means of Foreign Trade Policy; Views Advocating Protection; Customs Tariffs and Economic Effects; Off-Tariff Trade Policy Tools.

**SBBS286 Risk Management**

**(2-0) 2 ECTS 3**

Risk concept and management; Risk and management of non-return on investment; Risk of interest rate change; Risk of stock price change; Foreign exchange risks and management; Liquidity risks and management; Other market risks and management; Risk acceptance policies; Risk inspection; Reinsurance; Coinsurance; Conservation; Retrocession.

**SBBS288 Quality Assurance Standards**

**(2-0) 2 ECTS 3**

Concept of quality, Standard and standardization, Importance of the standard in the production and service sector, Management quality and standards, Environmental standards, Quality management system models, Strategic management, Strategic management, Participation in management, Process management system, Efqm excellence model.



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**SBOS202 First Aid**

**(1-1) 2 ECTS 3**

Basic practices of first aid, first and second evaluation, basic life support in adults, basic life support in children and infants, first aid when the respiratory tract is blocked, external and internal bleeding, wound and wound types, first aid in regional injuries, head and spine fractures, first aid in fractures, dislocations and sprains, first aid in diseases requiring emergency care, poisonings, heatstroke, burns and freezes, first aid in foreign object escapes, emergency transportation techniques, fast transportation techniques at short distances, carrying patients or injured people by creating a stretcher.

**SBOS204 Man and Society**

**(1-1) 2 ECTS 3**

Self-knowledge and individualization of the individual, human and social groups, characteristics of social groups, structure and functioning of social groups, types of social groups, effects of mass communication on the individual, mass communication and the relationship between society, migration, demographic structure and population, urbanization and socialization, modern nation state and citizenship, human-nature relations, environmental and social relations, causes and solutions to environmental problems in Turkey and the world.