



T.C.
GAZIANTEP UNIVERSITY
Vocational School of Social Sciences
Accounting and Tax Department
Accounting and Tax Applications Program
Course Content

1st Year Fall Semester (1 Semester) Compulsory Courses

SBOZ101 Accounting-I

(3-1) 4 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-trade receivables and other receivables; Examination of inventories; Methods used in monitoring trade goods movements; Continuous-Interval inventory method and sample solutions; Accounting of transactions with fixed assets; Examination of balance sheet liability accounts; Income Statement and sample solutions; Sample solutions and application.

SBOZ103 Economics-I

(3-0) 3 ECTS 4

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

SBOZ109 Basic Law

(3-0) 3 ECTS 3

Rules of social order, the difference of law from others, the meaning of the concept of law, sanctions of law, sources of positive law, sections of positive law; Public law branches (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 Procedural Law, Enforcement and Bankruptcy Law, Labor Law).

SBOZ117 General Business Administration

(2-0) 2 ECTS 2

Business definition, characteristics, functions, Internal Growth, External Growth, Ethical Management in Business, Investment Plans and Production in Business, Marketing and Sales in Business, Business Failures.

SBOZ119 Business Mathematics

(2-0) 2 ECTS 2

Ratio and proportion, Average, Percentage and thousandth accounts, Cost and sales accounts, Cost and sales accounts, Cost and sales accounts, Calculate the mixture, Interest accounts, Discount, Applications.

SBMV131 Public Finance

(3-0) 3 ECTS 4

The subject of public finance, its place in other branches of science, public economic activities, public expenditures, public revenues, government debt, State Budget, budget concept, functions, theories, budget systems, Turkish Budget System, types, process, application of the budget.

SBMV161 Foreign Trade Transactions Management

(2-0) 2 ECTS 4

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.



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TURK101 Turkish Language-I

(2-0) 2 ECTS 2

Languages on Earth, Language families, Turkish's place among the world languages, Spreading areas 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 the A-1 level of the language levels specified in the Common European Framework of Reference for Languages (CEFR) and the European Language Portfolio. It is aimed to enable every young person who has completed higher education to comprehend the basic structure and functioning features of English as a foreign language, 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.

TDP101 Social Sensitivity Project-I

(1-0) 1 ECTS 1

To strengthen the ties between the university and the society, to take courses and prepare projects to identify and solve the current problems of the society in order to educate students who are sensitive to social issues and have a sense of social responsibility.

GAUN Common Elective Courses

GOS119 Basic Sport Approaches

(1-0) 0 ECTS 1

The Relationship Between Games, Sports, Olympic Sports, The Benefits of Sports and Its Effect on the Quality of Life of Individuals; Mental, Physical, Mental and Physiological Benefits, Its Role in Society, Approaches on Turkish Physical Culture from Past to Present, Sports Organizations Subunits, Organization Application Examples, Thoughts on Mass Sports and Evaluation of Social Benefits.

GOS120 Lifelong Sports

(1-0) 0 ECTS 1

Benefits of Sports to Metabolism, Relationship between Active and Sedentary Life in terms of Weight Control, Effect of Exercise on Quality of Life in Individuals; Approaches suitable for Age, Gender and Special Situations in Children, Elderly and Women. Selection of Clothing Suitable for Exercise, Exercise Quality and Criteria to be Followed, Auxiliary Nutritional Supplementation, Injuries and Injuries that may occur due to exercise, Precautions to be taken against them and Evaluation of Simple Treatment Methods.

GOS121 Plastic Arts

(1-1) 0 ECTS 1

Practical teaching of charcoal, drawing, oil painting, sculpture, relief, bust and printing works in basic art education.

GOS122 Art History

(1-1) 0 ECTS 1

What is Art and Art History? Prehistoric Art; Chalcolithic and Bronze Age Art Iron Age Art; Mesopotamian Art and Egyptian Art; Eastern Art; Greek Art; Roman and Byzantine Art; Seljuk Art; Ottoman Art; European Art; Renaissance Period Art; Post-Renaissance European Art; Modern Art Movements.



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GOS123 Music

(1-1) 0 ECTS 1

The role and content of music in education, basic music knowledge, the nature and purpose of notation, introduction to instrument and voice training, ensemble playing and singing, musical hearing reading and writing exercises in developing creativity. Rhythm and movement exercises, keeping tempo, marching and directing, accompanying movement.

GOS124 Turkish Folk Dances

(1-1) 0 ECTS 1

General dance knowledge and definition and functions of Turkish folk dances, rhythm knowledge, basic steps, distribution of Turkish folk dances according to regions (Halay, Bar, Zeybek, Spoon-Greeting, Horon, Hora etc.) and giving examples of these dances. General definition of halay and application of tripod dance with music. Halay dance cluster; Application of Delilo dance with rhythm and music. Description of halay dance cluster, application of düzayak dance with rhythm and music. General description of Zeybek dance and its region; application of Harmandali dance with rhythm and music. General description of Seğmen dance and its region; application of Seğmen dance with rhythm and music. General definition of Horon dance and its region; Application of Flat Horon dance with rhythm and music. Application of horon formation order with music and rhythm from horon regions. General description of the Bar dance set and its region and the application of Atahan Dance with rhythm and music. General description of Spoon Welcome dances and the application of Yayla Yolları dance with melody and rhythm. Application of the Butcher's Air dance from the welcome dance set with melody and rhythm.

1st Grade Spring Semester (2nd Semester) Compulsory Lessons

SBOZ102 Accounting-II

(3-1) 4 ECTS 5

Inventory-valuation definition, types, reasons. Inventory and valuation of current assets, inventory and valuation of fixed assets, inventory and valuation of fixed assets, inventory and valuation of short and long-term liabilities, examination of income statement accounts, closing of income-expense accounts, determination of net profit for the period, cost accounts - Examination of 7 / A and 7 / B options, general practice.

SBOZ104 Economics-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, saving and investment functions, determination of national income equilibrium level, multiplier mechanism, public sector and national income. National income in an open economy. Long-run consumption functions. Investment models and accelerator mechanism, equilibrium 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 aggregate supply theory. Business cycle models. Inflation analysis. Macroeconomic policies. Economic growth.

SBOZ110 Commercial Law

(3-0) 3 ECTS 3

The basic principles of commercial law, the concept of merchant, commercial enterprise, trade name, protection of trade name, trademark, commercial transactions, the importance and function of commercial books and the possibility of presenting them as evidence, unfair competition, current account, ordinary profit and total profit are the subjects of this course. In addition, negotiable instruments such as promissory notes, checks, policies and bonds are also examined. Topics such as form conditions, time of payment, non-acceptance and non-payment protest are also included in negotiable instruments.



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SBOZ112 Law of Obligations and Enforcement and Bankruptcy

(3-0) 3 ECTS 3

General principles of the law of obligations, especially contracts, formation of contracts, offer and acceptance, capacity to contract, fundamental and non-fundamental error, fraud, threat, gabin, contractual obligations, freedom to contract, limitation of this freedom in the face of public order and mandatory provisions, the concept of debt, full debt and incomplete debt, assignment of the right to receive and transfer of debt, cases of impossibility, unilateral or bilateral termination of the contract, termination and cancellation, sources of enforcement law, execution without writ, general attachment, commencement of enforcement proceedings, request for enforcement, payment order and finalization, objection to payment order, cancellation of objection and removal of objection, foreclosure phase, foreclosure, foreclosure, distribution of money, foreclosure of bills of exchange, special provisions on rents, foreclosure and foreclosure of pledge.

SBMV132 Corporate Accounting

(2-0) 2 ECTS 2

Company definition, types, scope of company accounting, collective company establishment procedures. Capital increase-reduction in collective companies (capital changes), distribution of collective company operating results-liquidation transactions, collective company liquidation sample application studies, Ordinary Limited Company, establishment capital changes, Limited Company profit distribution, application studies, AŞ, definition-features, establishment procedures, organs, capital changes in AŞs, issuance of securities, profit distribution, liquidation procedures and accounting application studies in AŞs, Ltd. Company-definition-features, establishment procedures, management bodies, capital changes, profit distribution, liquidation procedures.

SBMV142 Financial Management

(3-0) 3 ECTS 3

Financial management functions and financial decisions, financial management and other disciplines, financial analysis function, financial planning function, financial management function; cash management in enterprises, receivables management, inventory management, funding function in enterprises, short-term, medium-term and long-term funding sources, risk management and hedging techniques in enterprises.

SBMV152 Human Resources Management

(2-0) 2 ECTS 3

Introduction to Human Resources Management; What is Human Resources? Development and elements of Human Resource Management; HRM roles, activities and responsibilities; HRM key issues in today's business environment; Line and staff functions of HRM. Strategic HRM Individual performance and motivation; Rethinking HR. Staffing in Organizations; Ethical Rules, Jobs: Recruitment and selection: Job descriptions: Recruitment process; Interviewing and personnel selection. Training Development: The nature of training, Identification of training needs and approaches, Evaluation of training. Development Needs Analysis; Approaches; Performance and Career Management; Career and career planning; Measurement of performance; Performance Management System Wages and Rewards; Total Compensation; Variable wages and incentives, Wage Management, Additional benefits provided to employees Labor Relations; Occupational health and safety; Employee rights; Collective Labor Relations To reveal the differences between international human resource management and local human resource management activities and to address the basic human resource functions from an international perspective.

TURK102 Turkish Language-II

(2-0) 2 ECTS 2

Word stress in Turkish. Group and sentence emphasis in Turkish. The root of the word, additional concepts, inflectional suffixes, stem concept, construction suffixes. Sentence elements. Sentence types. Correct sentence. Expression styles and techniques. Expression disorders: expression disorders based on meaning, expression disorders based on structure. Criticism and self-criticism. Interview, Essay and other types of writing. Writing practice.



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YDBİ102 English-II

(2-0) 2 ECTS 2

The main aim of this course is to provide English education at the A-1/A-2 level within the framework of the Common European Framework of Reference for Languages (CEFR) and the language levels specified in the European Language Portfolio. It aims to enable every young person who has completed higher education to comprehend the basic structure and functioning features of English as a foreign language, 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.

TDP102 Social Sensitivity Project-II

(1-2) 2 ECTS 2

To strengthen the ties between the university and the society; to do field work in projects prepared for the identification and solution of current problems of the society in order to educate students who are sensitive to social issues and have a sense of social responsibility; to transfer the knowledge gained in the course to experience and practice and to work on developing skills in project teams.

GME100 General and Professional Ethics

(2-0) 2 ECTS 2

The aim of this course is to define the concepts of general and professional ethics, morality and social responsibility; the similarities and differences between these concepts; the factors that play a role in the formation of ethics and morality; unethical behaviors in professional life.

KRY100 Career Planning

(0-2) 1 ECTS 1

What is Career Planning course, What is Career Center, What is Career Center, What is Career Center, How to benefit from Career Center, Intelligence and personality, Career connection of intelligence and personality, Knowledge, skill, ability and competence concepts and their connection with career, What are fine skills and technical skills, Why students need these skills. Career and career-related concepts, Explanation of the activities that students can do to contribute to their careers during their university life, Explanation of international exchange programs, Activities of national non-governmental organizations and volunteer work opportunities, Advice from non-governmental organization employees on how students should spend their university life, Information about career stories from public sector employees and advice to students on how they should spend their university life, Information about career stories of private sector employees and advice to students on how they should spend their university life, Information about career stories of academicians and advice to students on how they should spend their university life, Information about career stories of entrepreneurs and advice to students on how they should spend their university life, What is the talent gate, what is the benefit for students, How to use the talent gate, How the resume should be, In this course, students will evaluate the course with the evaluation form prepared by the Presidential Human Resources Office.



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2nd Year Fall Semester (3rd Semester) Compulsory Courses

SBMV221 Financial Statement Analysis

(1-1) 2 ECTS 2

To prepare balance sheet, to prepare income statement, to prepare cost of sales statement, to prepare fund flow statement, to prepare cash flow statement, to prepare profit distribution statement, to prepare statement of changes in equity, to make horizontal analysis, to make vertical analysis, to make trend analysis, to make ratio analysis, to make fund flow analysis

SBMV231 Cost Accounting

(2-1) 3 ECTS 3

To calculate the cost of raw materials and materials, to calculate the cost of labor, to calculate general production costs, to make the first distribution, to make the second distribution, to calculate the unit cost in the order cost method, to calculate the unit cost in the stage cost method, to calculate the unit cost in the standard cost method, to record according to the 7 / A option, to record according to the 7 / B option.

SBMV241 Turkish Tax System

(2-0) 2 ECTS 3

Income tax, Corporate tax, Real estate tax, Inheritance transfer tax, Motor vehicles tax, Value added tax, Special consumption tax.

SBMV251 Package Programs

(2-1) 3 ECTS 3

Setting up the package program, user identification, opening a company, changing company information, creating a sub-account in the package program, accounting receipt transactions, current account tracking, stock transactions, stock card opening, bulk stock entry, stock tracking, fixed asset card identification, fixed asset entry, fixed asset tracking, trial balance creation. Check-bill tracking in the package program, bank transactions, workplace identification, workplace identification, workplace personnel identification, removal of personnel basement, accounting of bodro, personnel exit transactions, period-end cost reflection transactions, transfer to period-end result accounts, balance sheet and income statement reporting transactions, journal, general ledger and subsidiary ledger preparation and breakdown, declaration preparation.

SBMV261 Accounting Auditing

(2-0) 2 ECTS 3

To establish the relationship between accounting and auditing, to distinguish auditing standards, to make internal control, to make audit tests and planning, to create sampling and collect evidence in the audit, to audit the balance sheet and income statement, to create an audit report.

AİİT201 Atatürk's Principles and Revolution History-I

(2-0) 2 ECTS 2

To provide accurate information about the Turkish War of Independence, Atatürkist Thought System, the History of the Republic of Turkey and the threats to Turkey and the practices of Atatürkist Thought System; to educate, strengthen and unite the Turkish youth around national goals in line with the Atatürkist Thought System in an indivisible integrity with its country, nation and state; to raise individuals who are rational, modern, honorable, hardworking, full of love for country and nation, tolerance and humanistic ideas.



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2nd Year Fall Semester (3rd Semester) Elective Courses

SBMV271 Construction Accounting (2-0) 2 ECTS 3

To make construction company establishment transactions, to create a construction company account plan, to determine the costs of contracting, to account for contracting transactions, to determine the costs of private (Yap-Sat) construction, to account for private (Yap-Sat) construction transactions.

SBMV275 Bank Accounting (2-0) 2 ECTS 3

Accounting of interest and commission transactions received and given from deposits, loans and banking services made by commercial banks and related legislation.

SBMV277 Professional Foreign Language-I (2-0) 2 ECTS 3

Repetition of general English knowledge that will form the basis of professional foreign language competencies, general accounting terminology and technical terms, terms related to sales transactions, invoices, prices, payments, cash and negotiable instruments, receivables, assets, equity and local resources.

SBMV279 Tax Accounting and Applications (2-0) 2 ECTS 3

Valuation methods arising from the tax procedure law and valuation of assets and liabilities registered in the enterprise and accounting transactions.

SBMV281 Electronic Commerce (2-0) 2 ECTS 3

Consumer rights and responsibilities in e-commerce, contract procedures and provisions in e-commerce, resolution of crimes and disputes that will occur through e-commerce, legal aspects of publications on the internet, legal aspects of electronic communication, legal aspects of electronic signature application, the concept and importance of trade, E-commerce tools, web presentation, web programs, web program installation, the place and importance of the web page in sales.

SBMV283 Statistics (2-0) 2 ECTS 3

Collecting data, converting data into series, calculating measures of variability of series, calculating probabilities, analyzing random variables, sampling, applying test types, analyzing the relationship between variables, index calculations.

SBMV285 Office Programs-I (2-0) 2 ECTS 3

To prepare and format documents, to use document control spellings, to add and edit documents, to edit pages, to make page editing, to review pages, to print the document, to create tables in the document, to make complex applications related to the document, to define keyboard quick access functions, to prepare a resume, to write petitions, to write official letters, to create tables and graphics, to make calculations in tables.



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SBMV287 Information Communication Technologies

(2-0) 2 ECTS 3

Internet and internet browser, electronic mail management, newsgroups / forums, web-based learning, preparing personal web site, electronic commerce, internet and career, graphics, spreadsheet, formulas, functions, presentation preparation.

SBMV289 Filing and Archiving

(2-0) 2 ECTS 3

Incoming documents, outgoing documents, filing systems, document exchange process, dealing with electronic documents, electronic document protection measures, digitization, electronic document update, storage and destruction, archive definition and types, recording system, file lending systems from the archive, sector definitions and classification.

SBMV291 Financial Investment Instruments

(2-0) 2 ECTS 3

Money market, capital market, money market investment instruments, capital market investment instruments, time deposits, mutual fund transactions, precious metal investments, stock transactions, bond transactions, futures markets, stock and bond valuation.

SBOS205 Occupational Health and Safety

(2-0) 2 ECTS 3

Historical Development of Occupational Health and Safety (Isig); General Information; The Concept of Occupational Safety; Definition of Occupational Accidents; Causes and Prevention Methods; The Importance of Occupational Safety Studies in terms of Labor Efficiency; The Economic Importance of Occupational Safety Studies; Formation and Classification of Occupational Accidents; Hazards and Hazard Types; Methods and Solutions in Accident Investigations; Planning in the Field of Isig; Occupational Accidents and Incidents Investigation; Accident Analysis Methods; Field Inspections.

SBOS207 Entrepreneurship-I

(2-0) 2 ECTS 3

Entrepreneurship Concept and Emergence; Entrepreneurial Forms in Turkey; Venture Capital and Application Area in Turkey; Small Business Types; Contributions to Economy and Social System; Establishment Process of Small Businesses (Establishment Place; Area; Capacity Determination and Legal Structure).

SBOS209 Entrepreneurship

(2-0) 2 ECTS 3

Concept of Entrepreneurship; Testing Entrepreneurial Characteristics; Business Idea Development and Creativity Exercises; Experience Sharing; Business Concept; Business Functions: Forms of Establishment; Business Functions: Types; Business Functions: Financial and Legal Responsibilities; Business Plan Concept; Market Research; Business Plan Concept and Elements; Marketing Plan; Business Plan Concept and Elements: Production; Management and Financial Plans; Workshops on Business Model and Business Plan; Business Plan Presentations.

SBOS211 Behavioral Sciences

(2-0) 2 ECTS 3

Basic concepts of behavioral sciences and psychology, principles of customer service and its importance, customer types, needs and conditions they will face in customer service, customer service personnel's efforts to meet and exceed customer expectations.



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SBOS213 Customer Relations

(2-0) 2 ECTS 3

Conceptual Framework in Customer Relationship Management, Customer Satisfaction, Customer Loyalty and Customer Value in Customer Relationship Management, Information Management Process in Customer Relationship Management, Communication in Customer Relationship Management, Planning and Implementation Process in Customer Relationship Management, Measurement of Customer Relationships.

SBOS215 Turkish Economy

(2-0) 2 ECTS 3

Economic structure after the Ottoman Empire, Economic Developments in the Industrialization Period, Turkish Economy after the Second World War, Turkish Economy in the 1950 -1960 Period, Turkish Economy in the 1960-1978 Period, 1978 -1979 Depression and January 24, 1980 Stability Decisions, 90 Years and April 5, 1994 Decisions, Developments in the Economy and Continuing Problems Entering the 21st Century, 2000 - 2002 Structure of the Economy, 2002 - 2004 Transition to Strong Economy Program, 2007 - 2009 Global Crisis, Turkish Economy after the Global Crisis.

2nd Year Spring Semester (4th Semester) Compulsory Courses

Courses to be taken by students if they go to practice

SBOS210 Vocational Education in Business

(5-30) 20 ECTS 22

It is essential that vocational training in the enterprise is carried out during education and training periods. Vocational training in the enterprise starts in the education and training periods determined in the academic calendar of the higher education institution and ends at the end of this period. To make the application of the subjects learned in the lessons, To adapt to working life, To learn the business processes related to the profession, To ensure work discipline, To be able to propose solutions to problems in business processes, To be able to use sectoral tools and equipment suitable for the field.

SBOS200 Internship

(0-2) 0 ECTS 8

Translation of theoretical knowledge into practice within 30 working days.

AIİT202 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 Organizations and Political Events Founded in the Atatürk Period and Represented in the Grand National Assembly of Turkey. Legal Reforms in the Republican Era and the New Legal Order. Revolutions in the field of education. Revolutionary Movements in Culture and Social Field. Revolutions in Economic Field. Atatürk Period Turkish Foreign Policy-I (1923-1930). Atatürk Period Turkish Foreign Policy-II (1930-1938). Atatürk's Principles: Basic and Complementary Principles. Turkey after Atatürk.



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Courses to be taken if students do not go to practice

SBMV212 Capital Market Transactions

(2-0) 2 ECTS 3

Will have a general knowledge about capital market transactions. The functioning of the stock exchange and equity markets, mutual funds, debt instruments, clearing and settlement and central registry functions, the use and purposes of derivative products, basic information about the transparency of capital markets, information about the role of banking in capital markets will comprehend the functioning of capital markets and its role in the financial market.

SBMV222 Accounting Standards

(2-0) 2 ECTS 3

Developments related to the implementation of "International Accounting Standards" and "International Financial Reporting Standards" in Turkey, possible and current effects of the standards on our accounting-finance system, communiqués and application examples related to the standards.

SBMV232 Tax Law

(2-0) 2 ECTS 3

Sub-branches of tax law, tax procedural law, taxpayer's rights, taxpayer's duties, ways of resolving tax disputes, tax crimes and penalties, factors that eliminate tax receivable, factors that eliminate tax penalty, forced collection of tax receivable.

SBMV242 Foreign Trade Transactions Accounting

(2-0) 2 ECTS 3

Chart of accounts in foreign trade, foreign exchange, foreign exchange, foreign currency, effective and exchange rate concepts, accounting of foreign exchange transactions, leasing, factoring, Eximbank credit, export payment forms and accounting records, VAT in foreign trade transactions, government aids and incentives in foreign trade, accounting of import transactions, VAT in import transactions.

SBMV252 Management Accounting

(2-0) 2 ECTS 3

It covers the fundamentals of managerial accounting, cost volume profit relationships, full and variable cost methods, contribution type income statement, operating budgets and standard cost as a planning and control tool.

AİİT202 Atatürk's Principles and Revolution History-II

(2-0) 2 ECTS 2

Political Revolutions: Abolition of the Sultanate, Proclamation of the Republic, Abolition of the Caliphate. Political Organizations and Political Events Founded in the Atatürk Period and Represented in the Grand National Assembly of Turkey. Legal Reforms in the Republican Era and the New Legal Order. Revolutions in the field of education. Revolutionary Movements in Culture and Social Field. Revolutions in Economic Field. Atatürk Period Turkish Foreign Policy-I (1923-1930). Atatürk Period Turkish Foreign Policy-II (1930-1938). Atatürk's Principles: Basic and Complementary Principles. Turkey after Atatürk.

MUP200 Professional Practice Project

(0-0) 0 ECTS 1

Under the supervision of an academic advisor, it aims to increase the student's knowledge and skills by gaining the ability to conduct research on a project related to the student's professional field.



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2nd Year Spring Semester (4th Semester) Elective Courses

SBMV272 Money and Banking

(2-0) 2 ECTS 3

Structure of the financial system; General information about financial markets, institutions and instruments; Properties and functions of money; Formation of interest rate; Relations between capital market and money market, Analysis of commercial bank behavior; Monetary policy implementation process of the Central Bank; Analysis of the process of money creation process of commercial banks; Money demand theories.

SBMV274 Commercial Documents

(2-0) 2 ECTS 3

Determination procedures of commercial income, first class merchant, second class merchant, tax exempt tradesmen, mandatory books to be kept, documents arising from VUK, documents arising from TTK, types of declaration, declaration regulation.

SBMV276 Communication

(2-0) 2 ECTS 3

To communicate verbally, to communicate in writing, to communicate non-verbally, to communicate formally, to communicate informally, to communicate outside the organization.

SBMV278 Professional Foreign Language-II

(2-0) 2 ECTS 3

Oral and written communication on professional issues, terms related to books, financial statements, balance sheet, income statement, fund purchase tables, rates, delivery methods, foreign exchange and exchange rate information.

SBMV280 Research Methods and Techniques

(2-0) 2 ECTS 3

Selecting research topics, conducting resource research, evaluating research results, converting research results into reports, preparing for presentation, making the presentation.

SBMV282 Use of Technology

(2-0) 2 ECTS 3

Establishing and using office technology, communication technology, computer technology, automation technology, internet usage, web services, various technological services.

SBMV284 Quality Assurance Standards

(2-0) 2 ECTS 3

Quality concept, standard and standardization, importance of standard in production and service sector, management quality and standards, environmental standards, quality management system models, strategic management, process management system, resource management system, quality control in production, inspection and sampling, total quality and control, control diagrams, statistical distributions.

SBMV286 Office Programs-II

(2-0) 2 ECTS 3

Preparing and formatting documents, using document control spellings, adding and editing documents, editing pages, editing pages, reviewing pages, printing the document, creating tables in the document, making complex applications related to the document, defining keyboard quick access functions, preparing resumes, writing petitions, writing official letters, creating tables and graphs, making calculations in tables.



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SBMV288 International Economics

(2-0) 2 ECTS 3

International Trade Theory; Reasons for international economics; Mercantilists and Physiocrats; Classical Trade Theories; Absolute advantages theory; Comparative advantages theory; Factor endowment theory; Other International Trade Theories; Asset theory; Canal theory; Technological gap theory; Life course of goods theory; Adult labor theory; Similarity theory of income and preferences; Economies of scale theory; Monopolistic competition theory; Transport costs and international trade theory; Objectives and instruments of foreign trade policy; Views advocating protectionism; Customs tariffs and their economic effects; Non-tariff trade policy instruments.

SBMV290 Crisis and Stress Management

(2-0) 2 ECTS 3

Defining the relationship between the organization and the environment, Crisis definition, characteristics, sources, types, internal and external factors of the crisis, methods to be used in avoiding the crisis, Crisis process, crisis warnings, crisis period, crisis period, dissolution and collapse period, Business management during the crisis, pre-crisis preparation and protection, Crisis period strategies, strategies to get out of the crisis, business strategies in crisis periods, controlling the crisis Stress concept and stress sources, Stress management and control, individual stress management techniques, organizational stress management techniques, Measurement of stress, Effects of stress, Defense mechanisms in stress management.

SBOS202 First Aid

(2-0) 2 ECTS 3

Basic Applications of First Aid; First and Second Assessment; Basic Life Support in Adults; Basic Life Support in Children and Infants; First Aid in Respiratory Obstruction; External and Internal Bleeding; Wounds and Wound Types; Regional Injuries; First Aid in Head and Spine Fractures; Fractures; First Aid in Dislocations and Sprains; First Aid in Diseases Requiring Emergency Care; Poisoning; Heat Stroke; Burns and Freezing; First Aid in Foreign Body Escape; Emergency Transportation Techniques; Fast Transportation Techniques in Short Distance; Transporting Patients or Injured by Creating Stretcher.

SBOS204 Human and Society

(2-0) 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; The Relationship Between Mass Communication and Society; Migration; Demographic Structure and Population; Urbanization and Socialization; Modern Nation State and Citizenship; Human-Nature Relations; Environment and Society Relationship; Causes and Solutions of Environmental Problems; Environmental Problems in Turkey and the World.

SBOS208 Entrepreneurship-II

(2-0) 2 ECTS 3

In entrepreneurship; Application of business functions (management, production, marketing, finance, etc.) Basic problems and solutions in small businesses, Organizations providing support for entrepreneurship, Institutions and documents related to entrepreneurship, Sample applications.

SBOS212 Labor and Social Security Law

(2-0) 2 ECTS 3

To issue an employment contract; To fulfill the obligations arising from the employment contract; To terminate the employment relationship; To carry out union-related procedures; To issue 4/1-A documents; Cautions; Occupational Health and Safety Regulation; International Health and Safety Cautions; International Health and Safety Cautions; International Health and Safety Cautions; International Health and Safety Cautions.