

**KİLİS 7 ARALIK UNIVERSITY**  
**VOCATIONAL SCHOOL OF SOCIAL SCIENCES**  
**JUSTICE**

**COMPULSORY COURSES**

**0102101 Atatürk's Principles and the History of his Reforms-I**

Weakening reasons of Ottoman Empire and Improvement attempts, Wars that caused collapse of Otoman Empire, Armistice Agreement of Mondros and occupations, Organisation of the Independence War and battles, Armistice Agreement and Treaty

**0101101 Turkish Language-I**

Language and Its Features, Culture (Language & Culture Relationship, Types of Culture), Its Dynamism (Dynamism of Language from Smallest to the Biggest Unit), World Languages and Place of Turkish among World Languages (Birth of Languages, Types of Languages, Classification of Languages, Historical Eras and Development of Turkish Language), Current Status and Expansion Areas of Turkish Language, Linguistics and Its Units (Phonetics, Morphology), Foreign Elements Borrowed by Turkey's Turkish, Spelling Rules and Applying of the Rules, Application regarding Punctuation

**0103101 English-I**

Basic English use, basic grammar of English, basic speaking, listening, reading and writing skills.

### **5201101 Basic Law**

Legal Systems of the Turkish Legal System, Law Departments and the Resources of the Turkish judicial system, Judicial System and Litigation Types, Legal Affairs, relationships and operations; Personality Concept; Persons Classification: Real and legal persons; Persons License: Rights license, the actual driver's license; Kinship , Residence; Heritage concept and the legal heirs; Rights and Special Rights Investigation; Rights Acquisition and Goodwill Rules: loss of rights, protection of rights and the burden of proof; Property Rights, Scope and Types Contract Concept and Types of Debt, Independent Accountants and Public Accounting Legislation .

### **5201103 Civil Law-I**

The content of this course is teaching the aim of Civil Law, sources of Civil law, rights, the source of rights at the general provisions and the meaning of Law of Persons, real persons and legal persons in the law of persons section. at law of family the scope of family law under engagement, marriage, guardianship, divorce and property regimes

### **5201105 Keyboard Usage-I**

Quickly and correctly, using the 10-finger F Keyboard without looking at the screen and the keyboard.

### **5201107 Constitutional Law**

The emergence and development of constitutionalism, fundamental rights and freedoms, sovereignty, comparative constitutional systems (parliament, presidential and traditional), Legislative, executive and judicial powers, political parties, elections, constitution and constitutional amendments, basic definitions and basic institutions of the Turkish

constitutional system recent developments related to development within the framework of the constitution and the basic concepts of the constitutional movement in Turkey.

### **5201109 Organization of the Judiciary**

State of Law and Judiciary, Independence of the Judiciary, Judges, Prosecutors, Judicial Organization, Administrative Judiciary Organization, Military Criminal Justice, Clerks, Administrative Bodies Related to the Judiciary Organization and Other Professions, Classification of Courts and Diagram of the Turkish Judicial Organization, Administrative Judiciary Organization, Judgment of Accounts, Court of Conflicts, High Council of Judges and Prosecutors, Organization of the Ministry of Justice constitute the course content.

### **0102102 Atatürk's Principles and the History of his Reforms-II**

Proclamation of Republic, Constitution activities, Important internal politic affairs, Reforms in law, politic, economic, educational, cultural and social issues, Foreign policy issues, Principles of Atatürk

### **0101102 Turkish Language-I**

Syntax, Word Groups, Sentence and Sentence Bring to the square of the Elements, Sentence Types, Sentence Analysis, Sentence Review Samples, Composition (in composition, Subject, Thought and Main Ideas, Themes, Dreams, Paragraph), Lecture Formats, Creative, Fictional Writings, Thoughts Knowledge Transfer and the Writings, Official (Formal) Entries (Record, Proceedings, Reports, Business Letters, CV), in the wrong language (spelling and punctuation of the wrong sign, Lecture Disorders, Voice-Based Fiction), Conference, Scientific Research.

### **0103102 English-II**

Basic English use, basic grammar of English, basic speaking, listening, reading and writing skills.

### **5201102 Law of Obligations**

The occurrence of debt, the exhaustion of debt, and special situations of debt Course Content

### **5201104 Civil Law-II**

Inheritance Law: Basic Concepts of Inheritance Law, Heirs, Legal Heirs, Group

System and Principles Dominating the Family System, Adoption and Inheritance of the Down Line, Right

Inheritance of Remaining Spouse, Appointed Heirs, Testamentary Dispositions. Property Law: Property

Subject of Law, Concept and Elements of Real Rights, Definition and Types of Goods, Real Rights

Principles Governing Rights, Possession, Land Registry, Ownership, Immovable Ownership,

Scope and Restrictions of Immovable Ownership, Flat Ownership, Movable Ownership, Easement

Rights, Immovable Cargo, Immovable Pledge, Movable Pledge

### **5201106 Keyboard Usage-II**

Quickly and correctly, using the 10-finger F Keyboard without looking at the screen and the keyboard.

### **5201108 Administrative Law**

Administration Concepts, Administrative and Related Constitutional Principles, Administrative Structure Overview, center and, Decentralization, deconcentration, and the Administration's Integrity Policy, Public tasking and Officer concept, the civil rights and duties, discipline Criminal and disciplinary investigation, dismissal, Officer of the Financial Responsibility , Officer of the Last Day, and Pensions, Public Goods, Administration of the goods acquisition, Public Service, Administrative Law enforcement, the Administration Process, Action, and the Administration Agreements, Administrative Responsibility, Administrative Law and the Facilities, Administrative Lawsuit Types, Laws Road

### **0112100 Digital Literacy**

web analysis, search network, social media, video content, internet Technologies

### **5201201 Commercial Law**

Commercial Business Law: Merchant, commercial business, commercial terms, and its commercial mortgage business, the independent merchant assistants, trademark, unfair competition, commercial books will be discussed within the scope of the current account of commercial business course

### **5201203 Enforcement Law**

The place of enforcement and bankruptcy law in the Turkish legal order, the purpose and sources of enforcement law, enforcement organization, enforcement proceedings in general, enforcement with judgment, execution without judgment through general attachment, initiation of enforcement proceedings, follow-up request, payment order and finalization, objection to payment order, objection Annulment lawsuit and removal of objection, negative

clearance and debt relief lawsuits, finalization of the follow-up, lien phase, conversion into money, distribution of money, follow-up through foreclosure specific to bills of exchange, special provisions on rents, follow-up by way of turning the pledge into money are the subjects that will be covered in this course. . The aim of the course is to enable students to be successful both in their professional life and in the Executive Directorate exams that they will take after graduation.

### **5201205 Civil Proceture Law**

Duties and powers of the Civil Courts, division of duties and labor between the courts, auxiliary organs and the court clerk, filing the case and reply, investigation phase, languages, secondary intervention, trial phase.

### **5201207 Administrative Law**

Control mechanisms to which the administration is subject and practical work on administrative proceedings, administrative jurisdictions, durations of filing lawsuits in administrative jurisdiction, classification of courts to be applied in administrative jurisdiction according to the nature of the administrative act, the duties and jurisdiction of these courts, types of cases in administrative jurisdiction, implementation of court decisions, principles of responsibility. ordinary and extraordinary legal remedies.

### **5201209**

General information on judicial pen, judicial pen legislation, court courts, judicial pen services, powers and duties of judicial pen staff and personnel, recording and filing of documents, file order of documents and documents created in the physical environment, file

order in civil and criminal cases, official correspondence, judicial correspondence, official correspondence

environments, procedures and rules to be followed in the official letter, the duties and powers of the civil courts of first instance, the parties in the civil courts of the civil jurisdiction, the filing of the case and the distribution proceedings, the records to be kept in the civil courts of the civil jurisdiction. Preparation of various petitions in civil, civil and criminal cases, drafting of court decisions and other correspondence samples and procedures

### **5201211 Criminal Law**

Criminal law function, departments, development process, relationship between other branches of law, the historical process of punishment law, the introduction of the basic principles of criminal law, the merits of the criminal liability, the sources of criminal law and interpretation, the principles of the application of criminal law, the return of criminals, the introduction of the general theory of crime and this in the context of the elements of the crime outside the elements, the elements of the crime; juridical element of the crime, the violation of the crime, the reasons of the crime of compliance with the crime, the element of imperfection types of caste and installment

### **5201213 Keyboard Usage-III**

Quickly and correctly, using the 10-finger F Keyboard without looking at the screen and the keyboard.

### **5201202 Notification Law**

Definition of Notification (Notification) - Notification Minute, Persons to which Notification can be made, Place to which Notification can be made, Notification Periods, Notification Documents and Expenses, Notification Procedure, Unlawful Notification, Notification by Announcement, Importance of Notification Law - Amendment of the Notification Law in the

Notification Law No. 7201 Major Issues and Suggestions for Solution, Direct Notification Cases, Enemy of the Notification Person and Penal Provisions, Notification Cases, Notification Offenses.

#### **5201204 Bankruptcy Law**

Within the scope of this course, the definition of bankruptcy, bankruptcy organs, who is subject to bankruptcy, bankruptcy proceedings, bankruptcy proceedings, direct bankruptcy cases, abolition of bankruptcy, legal consequences of bankruptcy, liquidation of bankruptcy and concordat are explained. The aim of the course is for the student to have the minimum necessary knowledge in his professional life and to be successful in the Executive Directorate exams that he will take after graduation.

#### **5201206 civil procedure law**

Within the scope of this course, decision making, control mechanism of decisions, legal remedies, appeal, decision correction, arbitral awards and implementation of arbitral awards.

#### **5201208 Administration of Penitentiary Institutions and Law of Execution**

Within the scope of the Law of Enforcement course, the basic concepts of the law of execution, the principles of the law of execution, the legal order of the law of execution and its place in international law, the execution of the sentence and the systems of execution, the concept of punishment, its qualities, types and execution, admission in the prison, the planning of the execution and the effect of the execution on the convict. , the rights and obligations of the convict, the regime to be applied in the penitentiary institutions, the order and security in the penitentiary institutions, the transfer of the convicts, the loosening of the execution, the preparation for release and post-execution, the organizational structure of the prisons, the administration and control of the penitentiary institutions, the execution personnel, the suspension and execution of the sentence At the end of the course, the students will be able to criticize the modern penal execution regime within the framework of different

penal policies, and also examine the positive and negative aspects of punishment types within the framework of the purpose of punishment and execution. It is aimed to raise students to be able to evaluate the prison environment, to determine the differences and relations between various types and methods of execution, to transform theoretical knowledge into practice in terms of execution law, to observe the prison environment and to comprehend the working style.

### **5201210 National Judicial Network Information System**

Within the scope of the course, students are aware of the structure of the courts in Turkey, the duties and authorities of those who will continue their professional life as clerk personnel, how the files and books kept in these courts are created and their contents and UYAP

It is aimed that they have a minimum level of knowledge about how the integration to the The history and general information of the UYAP system, the contents and usage of the menus in the UYAP system are covered in this course. Within the scope of this course, it is aimed to teach the use of UYAP by explaining the theory in detail, to learn the use of UYAP in practice through the Ministry of Justice system through audio, video and applied, and to assimilate what is taught through the applications made through the internship.

### **5201212 Law of Criminal Procedure**

The purpose of the execution law, execution institutions, penalties, suspension, repetition, conditional release, rights and obligations of convicts, disciplinary penalties, probation

## **ELECTIVE COURSES**

### **0104101 Physical Education-I**

Purpose of physical education and sports lesson; history, the place and importance of sports in society, types of sports, sports sociology and leisure education, preparation of the

organism for sports; warm-up athlete health, physical education and sport in different settings.

### **0105101 Music-I**

Definition of music, its importance in social life, formation and history of music, orchestra instruments, western music genres, western music composers and concerts, to sing sample songs from different types of music.

### **5201010 Speed Reading Techniques**

Within the scope of the course, evaluation of your current reading habits, goal setting, quick scope of reading techniques, reading brakes and ways to get rid of them, practical reading tips, 80/20 rule and quick comprehension, reading, eye and brain relationship, left brain/right brain relationship, speed reading eye exercises, block reading exercises, hardware development understanding exercises by preparing the mind for reading and by focusing reading with high motivation and concentration, assessment is included. To increase the speed of reading, comprehension and comprehension at the end of the lesson, By educating students with increased attention and concentration, both while studying and fast in daily life while reading a book or in the exams (DGS, KPSS) for entry to the profession. can save time with reading techniques, read more concentrated, effective and productive individuals who assimilate, evaluate, and retain better

intended to train.

### **5201011 Office Programs-I**

Microsoft Word and Powerpoint Programs with details and their effective use

## **5201012 Office Management and Public Relations**

With the office management and ergonomics course, the aims of office management and management knowledge are given to the student. its place in the system, the application of organizational principles to office management, physical and psycho-social structure of the organization, office costs, office budgeting, office reporting, ergonomics, definition and purpose, layout ergonomics, working conditions ergonomic factors, ergonomic elements in office automation, contemporary office designs. It is aimed to gain basic knowledge on the subject. What is public relations; with the public relations and its historical development, public relations and similar concepts, mixed with public relations

concepts, tools used in public relations, target audience and its importance in public relations, public relations effective communication techniques in relations, public relations practices in businesses and organizations, public Relationship management includes elements of exemplary public relations work.

## **5201013 Justice Professional Ethics**

To examine the concepts of ethics and morality, to examine ethical systems, to play a role in the formation of morality. examining the playing factors, examining professional ethics, professional corruption and profession To examine the consequences of unethical behaviors in his life, to examine the concept of social responsibility. to examine, to grasp the understanding of justice.

## **5201014 Legal Language**

In order to understand and correctly interpret legal sources, legal terms and expressions are explained.

### **0104102 Physical education-II**

Effects of physical education and sports on human organism, health of athletes; nutrition, first assistance and rehabilitation, health and training, training principles, sports law, sports philosophy, life-long sports and practices

### **0105102 Music II**

Western music genres, western music composers and their concerts, examples of music genres to sing songs.

### **5201020**

#### **Judicial**

#### **Law**

#### **Enforcement**

The concept of general security and law enforcement, types of law enforcement, the structure of the police organization and general administration teaching the legislation about the role and powers of the police, the role of the gendarmerie its structure and its place in the general administration.

### **5201021 Office Programs-II**

Microsoft Excel Program with details and its effective use

### **5201022 Human Rights and Public Freedoms**

Historical development of human rights law, basic classical texts, international resources, nationally established fundamental rights protection mechanisms and international Judicial or non-judicial protection mechanisms operating at the highest level, their functioning.

### **5201023 Sociology of Law**

Fundamentals of society, social inequalities, social institutions, social change issues

### **5201024 Effective Communication Techniques**

Opportunity to learn the practical principles of interpersonal communication and apply them to daily life offers. Provide students with communication in both their personal and professional lives. A wide variety of strategies and techniques are introduced to enable them to develop lesson, students to ensure that they are aware of the importance of order, clarity and details in their communications. will help them become aware of the pitfalls in verbal, non-verbal and written communication. offers activities. The course also includes different methods of business communication and various types of business communication. Provides practical information about tools.

### **5201030 Police and Private Security Law**

Law enforcement and police in general, law enforcement types and services, ranks in the police and hierarchical relations, law enforcement law, law enforcement structure and management system, police organization according to service area, organization of police according to service type, authority concept and the use of authority of the police, the duties of the police in general, the duty and authority of the police. Law, the police's duty and preventive duties and powers arising from the Law of Authority. powers, the constitution, the Turkish penal code, the code of criminal procedure, the law enforcement regulation, arrest, detention and expression regulation, forensic and prevention searches regulation, criminal goods, regulation, misdemeanors law, anti-terrorism law, firearms and knives law, child protection law and regulation, assembly and demonstration law, identification law, private security services law, security organization disciplinary statute, police discipline, on his role in ceremonies and communities, and on the organization of police stations and their duties. instruction, law enforcement ethical principles

### **5201031 Advocacy and Notary Law**

Definition of the profession of lawyer, Characteristics of the profession of lawyer, About the profession of lawyer general information, Lawyer's rights and powers, Lawyer's obligations, Lawyer's profession the importance of the rules of law, the professional rules of attorneyship, the definition, nature and place of the notary public, Notary public and professional organization, Notary public's transactions, Notary public's rights and obligations, Obligations arising from the activity of the notary public, Audit of the activity of the notary public, responsibilities.

### **5201032 Mediation and Arbitration**

The concept of arbitration and the legal nature and types of the institution, the place of arbitration and the procedure and principles. determination of applicable law, arbitration agreement, substitution of litigation in arbitration procedure and response to the case and its results, duration of arbitration, arbitral award and its types, arbitrator control and execution of decisions, the concept of mediation and the legal nature of the institution. Types of disputes suitable for mediation, arrangement of mediation agreement and legal results, negotiation techniques in mediation

### **5201033 Taxes and Fees**

Within the scope of the course, the Subject of Tax Law, Its Place in the Legal System, Resources, Sources of tax, Application of Tax Subject, Basic Concept of Tax Law and Institutions (Parties, Subject, Taxable Event, Exemption, Exception and Discounts, etc.), Withdrawal of Tax Claims, Periods, Tax Crimes and Penalties, Tax Judgment, Turkish General Principles Regarding Basic Taxes in the Tax System and Fees No. 4492 Law, fees, expenses, responsible for the fee, court fees, liability issues is processed.

### **5201034 Public Finance**

Definition, subject, development and financial events of public finance, importance of public expenditures, types and distinction, importance of public revenues, types and distinction, budget, Turkish budget system, government debt, fiscal policy.

### **5201035 Judicial Procedures and Practices**

Students' Civil Law-I, Civil Law-II, Law of Obligations and Civil Procedure-I, Case studies of the theoretical issues they have studied in the Civil Procedure Law-II courses forms the subject of the lesson. The aim of the course is to put the acquired theoretical knowledge into practice. providing reinforcement. Labor and Social Security Law Historical Development, Concepts, Sources and Application Area of Business Law, Individual Business Law, Collective Labor Law, Social Security Law and Turkish Social Security System Application.

### **5201040 Labor and Social Security Law**

Historical Development, Concepts, Sources and Application Area of Labor Law, Individual Business Law, Collective Labor Law, Social Security Law and Turkish Social Security System Application.

### **5201041 Probation Measures and Application**

Amendments to the Law on Aid and Assistance Centers and Protection Boards, in particular the Law on Probation Services Law No. 5402, Law No. 6291 on the Execution of Penalties and Security Measures, Law on Probation and Probation Services Regulation, within the scope of the probation course. In accordance with the other legislation in which probation is included, what probation is, in which cases, the matters to be considered in its implementation, who can undertake the probation duty, the rights and duties of probation officers are covered. and practical analysis of judicial decisions. Since probation is a concept that finds its own field, students will be taught criminal law, criminal law, procedural law and

enforcement law with a holistic perspective. It is aimed to have information about the evaluation of the law and the implementation of the aforementioned legal legislation.

### **5201042 Criminology**

Crime, criminal, delinquency, victim and social control bodies within the scope of criminology course, adult delinquency, juvenile delinquency and social deviance, negative social behaviors social problems such as drug and alcohol use, unemployment, homelessness, prostitution, and victims of crime. The place of the victimology subjects, which is a teaching, in criminology, the crime phenomenon in the country, detecting and creating methods of dealing with it.

### **5201043 Consumer Law**

Within the scope of the course; The concept of consumer transaction and elements of consumer transaction types of contracts regulated in the law on the protection of consumer organizations, consumer jurisdiction of the courts and consumer issues, arbitration committee issues are covered.

### **5201044 Negotiable Documents Law**

In the scope of the Negotiable Documents Law course, the following topics are explained: Negotiable documents concept, its basic qualities and its limitation in various aspects, to name, order and bearer characteristics of the securities issued; loss and cancellation of valuable papers; bills of exchange; policy, form conditions of the policy, acceptance of the policy, transfer, bill of sale, payment of the policy, statute of limitations; promissory note (promissory note), form conditions, policy provisions to be applied to the bill, promissory note promise of payment; check, form conditions, transfer, bill of exchange, payment, in case of avoidance of payment recourse rights, statute of limitations, forged and falsified checks;

Arranging Payments by Check and the principles of the Law on the Protection of the Check Holder, and especially on bad checks and provisions

### **5201045 Forensic Medicine**

Within the scope of Forensic Medicine course, the following topics are covered: Identification, signs of death and causes, injuries and firearms, the usual periods of obstruction, effective against persons acts, life threatening, fixed artifact on face, inhibition death, caution when writing report issues, abortion and killing of the aborted child, drugs, adult criminal capacity, guardianship, age determination, difference and appeal ability, hearing impaired criminal liability of children, rape and other derogatory acts, autopsy video.

**ADMINISTRATION AND ORGANIZATION DEPARTMENT - BUSINESS MANAGEMENT PROGRAM  
LESSON CONTENTS (2020-2021)**

**0102101 The Principles of Ataturk and History of Revolution-I (2-0)2**

Reading the course "History of Turkish Revolution and Kemalism" purpose and the concept of revolution, the collapse of the Ottoman Empire and Turkish your revolution prepared to reasons collective view, Ottoman of the State fragmentation, Mondros Truce Treaty, invasions against your country status and Mustafa Kemal Pasha's reaction, Mustafa Kemal Pasha's reaction Exit to Samsun, organization through congresses, Kuvayi National and Pact-I National. of the TGNA opening up and Independence of the war management hand to receive, Sakarya The War of Independence, the Battle of Sakarya and the Great War Offensive, National Struggle in education and culture, social and economic in the field National Struggle and from Mudanya to Lausanne.

**0103101 English-I (3-0)3**  
Speech, listening, understanding, writing, reading and understanding.

**5204101 General Accounting-I (3-1)5**  
Basis concepts and accounting system; balance accounts; income table accounts.

**5204103 General Law Information (2-0)3**  
Legal systems, Turkish legal system, branches of law and resources; Turkish judicial system, Judicial institutions and types of cases; Legal events, Relations and transactions; Personality concept, Classification of persons and their qualifications; Heritage concept and legal heirs; Property right, subject, scope and types; The concept of debt and contract types; Independent accounting and financial consultancy legislation.

**5204105 General Business (3-0)4**  
Basic concepts of business, its aims and relations with the environment; classification of enterprises; establishment studies, size and capacity of enterprises; business functions.

**5204107 Organizational Behavior (3-0)4**  
Organizational your behavior scientific foundations; organizational your behavior historical its development; research techniques; organization the individual and personality in it; attitudes and job satisfaction; individual your differences basics biographical characteristics abilities and learning; organizational culture, group and processes; techniques of working with groups in organizations and participatory administration; in organizations motivation process and theories; in organizations leadership and theories; in organizations conflict; stress and its management in organizations; organizational environment and technology; organizational changing, development, set studies; in organizations strength and policy; in organizations ethic behaviours, management and control.

**5204109 General Economy (2-0)3**  
Economy with relating to basis concepts and economic systems; price theory and price formation; consumption and production theories; market varieties and company balance analyses; factor prices and general equilibrium. national income and employment; monetary and monetary policies; foreign trade; economic growth, economic fluctuation and income distribution.

**0102102 The Principles of Ataturk and History of Revolution-II (2-0)2**  
New Turkish of the State foundation the one which reforms and date origin, Republic of your regime being seated studies, Mustafa Kemal Atatürk's domestic and

foreign policy in Turkey single party management age, lots party political to life transition attempt and results, geopolitics and Turkey's geopolitics status, university to your youth oriented psychological movement threat. Kemalism definition and importance, "Ataturkist Thought System" formation and basis properties, Ataturk and idea vital, Ataturk and economy, secularism and religion.

**0103102 English-II (3-0)3**  
Taught structures using true pronunciation and with intonation suitable in the environment able to speak, any a send understanding what you are listening to.

**5204102 General Accounting-II (3-1)5**  
Basic concepts related to inventory transactions; accounting female and accounting intra- inventory studies (balance and income table accounts); financial (financial) your tables arrangement.

**5204104 Commercial Mathematics (2-0)2**  
Percentage accounts; buying, cost, sales and snow accounts; proportional division and calculations on companies; mixture, compound and alloy problems; interest accounts; discount.

**5204106 Production Management (2-0)2**  
Your lesson content this at lesson, production concept over with emphasis on the production system and its environment. parallel to the flow in the "input-process-output" process and above said learning outputs students by giving the necessary information to be understood by techniques will be taught.

**5204108 Commercial Law (2-0)2**  
Commercial business law; corporate law; valuable paper law.

**0112100 Digital Literacy (2-0)3**  
Understanding the digital world, taking advantage of its opportunities, using technology effectively and efficiently, being aware of its risks, being protected from threats and dangers. Information literacy, digital education, effective use of mobile devices and internet (conscious approach to social media, useful applications, basic internet skills such as online information search and safe use), digital rights and responsibilities, information security and privacy in the digital world, protection of consumer rights in the digital environment, fight against fake news, health effects of digital technologies, social asociality.

**0101101 Turkish Language-I (2-0)2**  
Spelling rules, punctuation (use and examples) with general information about the composition (description, types, activity, plan and variants). Moment, attention in applying the definition matters to be considered; historical and literary value. Definition of language and types. Language information and sections. Turkish your tongue date development. Language groups in the world and Turkish place in between. Types of spoken language, types of written language. Sound events; chat, definition, in practice Caution will be features and examples.

**5204201 Packet Programs-I (3-1)5**  
Basic concepts and accounting system; Balance sheet and income table; Package program use of.

**5204203 Cost Accounting (3-1)5**  
Cost accounting with relating to basis concepts and classification of costs; cost elements; cost locations and methods of cost distribution; cost calculation systems.

**ADMINISTRATION AND ORGANIZATION DEPARTMENT - BUSINESS MANAGEMENT PROGRAM  
LESSON CONTENTS (2020-2021)**

**5204205 Marketing Management (3-0)3**  
Basis concepts; consumer markets and industrial markets; market partitioning and aim market selection; product; price; distribution channels and physically distribution; promotion; marketing research; marketing management and international marketing.

**5204207 Financial Management (3-1)4**  
With financing relating to basis concepts and financial analysis tools (rates); business capital management; investment (capital) budgeting and investment decisions; source cost.

**5204209 Corporate Accounting (2-0)2**  
Company concept, types and person companies, person characteristics of companies and their accounting records, capital companies, cooperatives and accounting records.

**0101102 Turkish Language-II (2-0)2**  
Stress and accent types in Turkish; selective emphasis, of course emphasis. Verbs (simple and compound tenses). Verb roots; additional verbs, correspondence, letters and their types. Petition, resume. Word, name and verb roots. appendices, production affixes and varieties; shooting attachments and types. to their structures, predicates, to their line-up and to their meaning by sentence varieties. Criticism.

**5204202 Packet Programs-II (3-1)5**  
Business account of the basis package in the program its implementation; employee follow-up and insurance transactions; card transactions.

**5204204 Financial Tables Analysis (3-1)5**  
Definition, scope and types of financial analysis; your financial statements varieties and regulation; financial analysis techniques.

**5204206 Strategic Management (3-0)4**  
Introduction to strategic management, external environment analysis: general environment, industry environment, interior environmental analysis, basic strategies and bottom group strategies, senior management strategies, portfolio analysis, work administration strategies: rivalry strategies, sectional strategies: functional strategies, sample event analyses presentation.

**5204208 Entrepreneurship (2-2)5**  
The concept of entrepreneurship and its emergence; small business varieties; small businesses establishment process; small in businesses administration, production marketing and financing; small businesses problems and solution ways.

**OPTIONAL LESSONS**

**0104101 Physical Education-I (1-1)2**  
The purpose of physical education and sports lesson, history of sport its place and importance in society, types of sports, sports sociology and null time education, of the organism to the sport preparation; warming up, athlete health, physical education in different environments and Sport.

**0105101 Music-I (1-1)2**  
Definition of music, social in life importance, your music formation and history, orchestra instruments, West music types, West music composers and of these concerts, music of the types sample songs to tell

**524010 Customer Relations Management (2-0)2**  
Customers with contact to create, customers to the classification helper to be, online consumer behaviours with relating to information interpret, traditional consumer behaviours with relating to information interpret, meeting to organise and to watch, customer to host, customer value create about contribution to ensure.

**524011 Knowledge Management (2-0)2**  
Information administration concept, information under the management approaches, information administration process, information administration techniques and strategies, corporate information management and processes.

**5224012 Enterprise Skills and Group Work (1-1)2**  
Business under the management problem solving; contact; human relationships and group work; self-development and self managing.

**524013 Statistics (2-0)2**  
Basic concepts; collecting and organizing data and submission; central disposition and distribution dimensions; indexes; possibility theory and random variables; regression, trend and correlation.

**524014 Office Programs (1-1)2**  
Word process program; study table preparation; Internet and electronic mail.

**0104102 Physical Education-II (1-1)2**  
Physical education and human organism of sport on you effects, athlete health; nutrition, first help and rehabilitation, health and training, training principles, sports law, sports philosophy, life-long sports. Applications.

**105102 Music-II (1-1)2**  
Definition of music, social in life importance, your music formation and history, orchestra instruments, West music types, West music composers and of these concerts, music of the types sample songs to tell

**5204020 Electronic Commerce (2-0)2**  
Electronic of trade date its development; Internet and electronic by trade relating to basis concepts; Internet over marketing and advertising; electronic trade applications.

**5204021 Public Finance (2-0)2**  
Public of the finances definition, subject, development and financial events, the importance, types and distinction of public expenditures, importance, types and distinction of public revenues, budget, Turkish budget system, state debts, finance policy.

**5204022 International Business (2-0)2**  
International business administration scope, historical development, international to business transition reasons, international business administration types, international business administration affecting factors, internationalization process, international markets entry methods, international environment, multinational companies, international administration, electronic trade and international to business effects.

**ADMINISTRATION AND ORGANIZATION DEPARTMENT - BUSINESS MANAGEMENT PROGRAM  
LESSON CONTENTS (2020-2021)**

**5204023 Management and Organization (2-0)2**  
with management relating to basis concepts; Management of theory its development; Management functions; of organizations establishment shape and Administration with its applications relating to various approach of the forms examination. Modern Administration currents; Administration thought and organization theory; to compare and evaluation; administration system; in management decision taking; authority and strength concepts; properties; authority migration; organization concept: properties, principles, organization process and planning process with to compare, partitioning, staffing; properties, staffing process; orientation: properties, orientation process; organization structures; classical from the approach to the present organization in their structures change; to compare; coordination; audit: properties, audit process.

**5204030 Foreign Trade Transactions (2-0)3**  
Turkish foreign trade regime and foreign exchange legislation; foreign trade chart of accounts in transactions; currency, securities and advances transactions accounting; imports and export transactions and accounting.

**5204031 Tax Law (2-0)3**  
Tax of the law basis principles, tax related basis concepts and taxation transactions; tax administration and duties; tax offenses and penalties; tax disputes solution ways.

**5204032 Sales Management (3-0)3**  
Sales power concept and sales power management, sales management and activities planning, sales of your strength organization, request measurement and sales calendar, sales their budgets; sales quotas and regulation of sales quotas, creation of sales territories; sales force representatives selection and education, of salespeople remuneration, sales motivation, demand measurement and forecasting; sales potential, firm potential, sales forecast and used methods, strategic sales planning, preparation, sales speech and phases, objections welcome, sale realization, follow-up and control.

**5204033 Professional Practices-I (2-1)3**  
In order to complete the missing aspects of the student's education, research in areas that he feels lacking and is curious about to do, report to prepare and presentation to do. Plan, preparation and explanation.

**5204034 Total Quality Management (2-0)2**  
The concept of quality, standard and standardization, standard and standardization, standardization in the production and service sector importance, management quality and standards, management quality and standards, environment standards, environment standards, quality management system models, quality management system models, strategic management, strategic management, management participation, process management system, resource management system, EQM excellence model.

**5204035 Public Relations (2-0)2**  
Public relations with relating to basis concepts and date its development; public relations basis principles, used vehicles and methods.

**5204040 International Marketing (3-0)3**  
International marketing and international trade; international definition and importance of marketing; to international marketing directing reasons; international marketing in his research will gather informations; international integrations; internationalization process; international marketing its surroundings; international marketing strategies; market segmentation and selection of target market; international export and insurance transactions in marketing; bank transactions; marketing mix: product decisions and strategies, brand selection, brand and strategies, packaging and labeling; pricing strategies; distribution strategies; promotion strategies; international marketing organization.

**5204041 Capital Market Transactions (3-0)3**  
Basis concepts, of the stock market date development and functions; capital market legislation; capital market institutions; capital market activities; capital market instruments (movable values); movable values of the marketfunctioning.

**5204042 Labour and Social Security Law (2-0)3**  
The historical development, concepts, sources and application area; individual work law; collective work law; social security law and the Turkish social security system application.

**5204043 Turkish Tax System (2-0)3**  
Income tax, corporate tax, property tax, inheritance and succession tax, motorized vehicles tax, additional value tax.

**5204044 Human Resources Management (3-0)3**  
Human sources to the management entrance, employee with human sources between differences, human sources planning, job analysis: job descriptions, job requirements, personnel finding and selection, human resources training and orientation, career development, performance evaluation, fee management, discipline, health and safety at work, human sources information system.

**5204045 Professional Practices-II (2-1)3**  
In order to complete the missing aspects of the student's education, research in areas that he feels lacking and is curious about to do, report to prepare and presentation to do. Plan, preparation and explanation.

**ADMINISTRATION AND ORGANIZATION DEPARTMENT - BUSINESS MANAGEMENT PROGRAM  
LESSON CONTENTS (2020-2021)**

**FOREIGN TRADE DEPARTMENT COURSE CONTENTS**  
**2021-2022 Education Period**

**0102101 Atatürk's Principles and History of Revolution-I (2+0)2**

The reform movements carried out within the framework of the search for solutions in the Ottoman state against the political, economic, cultural and sociopsychological problems that emerged as a result of the encounter of Western cultures and Turkish culture, and the establishment of the Republic of Turkey as a result of the National Struggle under the leadership of Mustafa Kemal Atatürk are discussed. Teaching the War of Independence, which was given under the leadership of Mustafa Kemal Pasha after the Ottoman Empire, to the younger generations. Geopolitics of Turkey and the Turkish World, French Revolution and Its Importance, General View of the Ottoman Empire, Reforms, Tanzimat and Islahat Fermans, First and Second Constitutional Monarchy, Intellectual Movements to Save the State, First World War, Developments in the National Struggle Period, Proclamation of the Republic.

**0103101 English-I (3+0)3**

It is an all-skills course for students studying English at the beginner level. It provides the efficient and cognitive abilities needed in the use of language in both oral and written formats. It aims to bring students from beginner to intermediate level. In order to increase vocabulary and reading comprehension skills, passages suitable for their level are read. Functional English is given at a level to be able to speak in an English-speaking environment. Listening and speaking skills are gained through simple dialogue exercises.

Singular, plural, prepositions of place, time, nouns, colors, sentence structures, question, negative, negative sentences countable and uncountable nouns. Present tense, present tense, past tense, future tense. Adjectives, pronouns, conjunctions, the concept of time, markers.

**5202101 Basic Law (2+0)4**

To give general information about law and to compare this science with other rules of social order. Law and social order, Source of law, Legal Rules and Hierarchy of Norms, Parts of Positive Law, Private Law, Public Law, Turkish Judicial System, Interpretation methods.

**5202103 Introduction to Economics-I (3+0)4**

The content of this course; Definition of basic economic concepts, explanation of production possibilities and concept of opportunity cost, concept of supply and demand quantity and explanation of variables determining supply and demand, formation of perfect competition market equilibrium, elasticity of supply and demand, theory of consumption, theory of production and explanation of perfect competition, monopoly, The issues of price formation in oligopoly markets are discussed.

**5202105 General Business (3+0)4**

Basic Concepts of Business and Management, Aims and Relations with Environment: Basic concepts, Objectives of business, Its place in economic structure,

Difference between manager and entrepreneur; Classification of Businesses: Size, Ownership, Legal structure etc. classification in terms of; Establishment Studies, Size and Capacity of Enterprises: Establishment stages, Site selection, Determination of size, Capacity; Business Functions: Management, Organization, Control, Planning; Functioning of Organization: Leadership and management, Strategic management, Change, Groups, Motivation.

**5202107 Mathematics (3+0)3**

In this course, the students are taught the importance of mathematics for social programs, the subjects that the student should know especially well for their own program are detailed and the subjects related to these subjects are covered.

**5202109 Foreign Trade Transactions-I (3+0)4**

Due to the importance of foreign trade transactions and the increase in institutions related to this subject; It aims to provide comprehensive theoretical and practical knowledge on legal, administrative and technical issues encountered in the field of international trade. export policy tools; import policy tools; Customs Legislation and Customs Transactions, Analysis of a Foreign Trade Agreement, Export and Import concepts and export types; Documents used in foreign trade; Commercial documents, official documents, transport documents, insurance documents, financing documents and Other Shipment Documents, Delivery Forms Used in Foreign Trade (Incoterms 2010).

**5202010 Tax Law (2+0)2**

Basic principles of tax law, basic concepts of taxation and taxation procedures, tax administration and its duties, tax crimes and penalties, solutions to tax disputes.

**5202011 Standardization in Foreign Trade (2+0)2**

Basic Concepts of Standardization, Purpose and Principles of Standardization, Benefits of Standardization, Types of Standardization, Types of Standardization, National Standardization Organizations, Certification Activities of TSE, Certification Activities of TSE, International Standardization Organizations, Standardization Practices in Export, Purpose and Principles of Standardization in Exports, Documents Used Regarding Standard Auditing in Exports, Legislation Regarding Standard Auditing in Exports, Standards in Exports, Legislation Regarding Auditing

**0104101 Physical Education-I (1+1)2**

Basic concepts in physical education and sports, the place, function, aims, philosophy of physical education and sports in education and training, its relationship with other sciences, the future of professional fields in physical education and sports, its place and function in Turkish Education and Sports institutions.

### **0105101 Music-I (1+1)2**

Definition of Music, Its Importance in Social Life, Formation and History of Music, Orchestral Instruments

### **5202012 Occupational Health and Safety-I (2+0)2**

General information, the concept of occupational safety, the definition of occupational accidents, their causes and prevention methods, the importance of occupational safety studies in terms of labor productivity, the economic importance of occupational safety studies, the method in occupational safety, the formation and classification of occupational accidents, hazards and hazard types, methods and methods in accident investigations. Answers.

### **55202013 Entrepreneurship (2+0)2**

Testing Entrepreneurship characteristics, which are important in terms of entrepreneurship education, business idea development and creativity exercises, Business plan comprehension and elements (market research, marketing plan, production plan, management plan, financial plan), Workshops for reinforcing business plan elements (market research, marketing plan, production plan, management plan, financial plan), business plan comprehension and elements (market research, marketing plan, production plan, management plan, financial plan), matters to be considered in the writing and presentation of the business plan, theoretically and practically. It is provided to learn other concepts related to entrepreneurship. Concepts Related to Entrepreneurship; Importance and Development of Entrepreneurship; Characteristics of Entrepreneurs; Domestic and Foreign Entrepreneurship; Motivation in Entrepreneurship; Creativity and Innovation in Entrepreneurship; Protection of Inventions, Brands and Designs; Business Ideas in Entrepreneurship; Business Plan Preparation and Documentation; Management, Marketing, Finance and Production Plans in a Business Plan; Entrepreneurship Stories; Case Studies in Entrepreneurship

### **502014 E-Commerce (2+0)2**

In this course, the introduction of the digital world and e-commerce, network and personal online use, web business models, customer support and online quality, new product development in the electronic environment, online business community, electronic pricing, e-commerce planning, internet organizations will be discussed.

### **5202015 Office Programs-I (1+1)2**

Creating a text file on the computer. Text file operations, preparing professional writing on the computer, creating mathematical and logical files on the computer.

### **0102102 Atatürk's Principles and History of Revolution-II (2+0)2**

To teach the foundation of the Republic of Turkey and the basic principles on which it is based, the Revolutions carried out under the leadership of Atatürk on the way to modernization, and the Kemalist thought to the younger generations. Evaluation of socio-cultural and socio-economic developments and changes in the society within the framework of Atatürk's Principles

and Revolutions, which were carried out in order to raise the Turkish society above the level of contemporary nations in parallel with the establishment of the Republic of Turkey. Revolutions made in the field of law, revolutions made in the field of education, reforms regulating social life, Atatürk's Principles, internal developments in the Atatürk period, external developments in the Atatürk period.

### **0103102 English-II**

**(3+0)3**

The first semester is the continuation of the 1st foreign language course. In addition to the previous grammar subjects, the level is increased and the grammar subjects are continued. It provides the efficient and cognitive abilities needed in the use of language in both oral and written formats. It aims to bring students from beginner to intermediate level. In order to increase vocabulary and reading comprehension skills, passages suitable for their level are read. Functional English is given at a level to be able to speak in an English-speaking environment. Listening and speaking skills are gained through simple dialogue exercises. General repetition of tenses (present tense, present tense, future tense, past tense), adjectives grading of adjectives, fashions (can, may, should, might, be able to, must, would rather, would like), conjunctions (so, because, then, but, after, before)

### **5202102 Introduction to Economics-II**

**(3+0)4**

To be able to understand the macroeconomic structure and the functioning of this structure. To learn the problems that may arise in the economy and the ways to deal with these problems. To be able to comprehend the effects of money and money on economic activities, functions and monetary policies. Learning macro concepts such as general macro balance and national income, employment and employment types, inflation, stagflation and devaluation. To be able to comprehend the issues of economic fluctuation and income distribution. Money, types of money, functions of money, the problem of the value of money, monetary policies and the effects of these policies on the economy. Concepts related to **general** macro balance and national income, calculation of national income and income distribution theories. Employment, types of employment, unemployment and policies to be followed in the fight against unemployment. Analysis of economic problems such as inflation, deflation, stagflation and the causes and consequences of these problems. Economic policies to be followed in the fight against economic problems.

### **5202104 Commercial Law**

**(2+0)2**

By teaching the basic concepts of commercial law in a practical way with examples, it is to enable the student to reach the level where he can do the necessary research on the issues he encounters with commercial law and reach a conclusion by conducting correct reasoning.

In the first part of the commercial law courses, commercial business law and negotiable papers law will be explained. Within the scope of commercial business law, the concepts of commercial business, commercial enterprise, merchant will be explained, trade registry, commercial books, current account, merchant assistants and intangible elements of commercial enterprise will be emphasized. In the negotiable instruments law, the definition, types, transfer, loss and cancellation of

negotiable instruments will be covered and policies, bills and checks will be examined in detail.

#### **5202106 Taxation in Foreign Trade (2-0)2**

An overview of the concept of tax, Taxes from Foreign Trade, Customs Duty, Value Added Tax, Special Consumption Tax, Compensatory Tax, Customs tax base, Value Added Tax and other taxes base, tax calculation and payment.

#### **5202108 Foreign Trade Transactions II (3+0)3**

The aim of this course is to enable students to have the ability to do the applications they may encounter in the banking sector and the private sector on their own after graduation. How to carry out customs and foreign exchange transactions related to import and export, and post-export transactions; how the documents used in foreign trade and foreign exchange transactions are arranged; accounting for import and export transactions; What are the provisions of the legislation related to customs and the calculation of customs taxes; how the funds will be received and how they will be implemented; how the customs value is determined and controlled; how to arrange commercial and official documents related to foreign trade, documents related to transportation, financing and insurance payment methods; Observation and reporting on how the relations with the institutions and organizations applied in export and import transactions will be. Payment Methods Used in Foreign Trade, General Characteristics of the Letter of Credit, Benefits of Its Use, Types of Letters of Credit Revocable, Irrevocable and Confirmed, Unconfirmed, Analysis of Letter of Credit as Negotiable Documents According to Their Use, Payments Accepted by Policy, Letters of Credit as a Financial Instrument, Analysis of an Example Foreign Trade Transaction from Opening to Closing.

#### **0112100 Digital Literacy (2+0)3**

Understanding the digital world, taking advantage of its opportunities, using technology effectively and efficiently, being aware of its risks, being protected from threats and dangers. Information literacy, digital education, effective use of mobile devices and internet (conscious approach to social media, useful applications, basic internet skills such as online information search and safe use), digital rights and responsibilities, information security and privacy in the digital world, protection of consumer rights in the digital environment, fight against fake news, health effects of digital technologies, social asociality.

#### **INTERNSHIP (0+0)5**

In order to graduate from the program, students must complete an industrial internship of 6 weeks (30 working days) in two semesters at the end of each year in an eligible business and the internship must be accepted by the program.

#### **5202020 Free Zones (2+0)2**

Definition of Free Zones, Types of Free Zones, Management of Free Zones, Foreign Trade Practices in Free Zones, Documents Used in Free Zones, Free Zones Legislation, Free Zones Accounting Practices, Free Zones Social Security Practices, Free Zones Tax Practices.

#### **5202021 International Economic Organizations (2+0)2**

The aim of this course is to examine the general information, historical developments, examples and legal bases of international economic organizations, to provide students with information about today's economic organizations and to understand the position of Turkey in these issues. General information about international economic organizations; Classification purposes of international economic organizations; the International Monetary Fund (IMF); World Bank Group; World Trade Organisation; Organizations Related to Development and Industrialization Problems of Underdeveloped Countries; United Nations; Organizations Related to Development and Industrialization Problems of Underdeveloped Countries; Organizations Related to Foreign Trade; Regional Cooperation Organizations; Economic Integrations; Organizations in Turkey; Globalization Process and Evaluations.

#### **0104102 Physical Education-II (1+1)2**

The Purpose of Physical Education and Sports Course History, The Place and Importance of Sports in Society Types of Sports, Sports Sociology and Leisure Education The Effects of Physical Education and Sports on Human Organism, Athlete Health, Nutrition First Aid and Rehabilitation Health and Training, Training Principles Applications.

#### **0105102 Music-II (1+1)2**

Western Music Genres, Western Music Composers and Their Concerts, Making Sample Songs From Music Types.

#### **5202022 Business Mathematics (2+0)2**

Basic information and concepts such as average calculation, rate-proportionation applications, percentage calculations, interest calculations, depreciation applications related to commercial transactions used. To explain concepts such as percentage calculations, purchase price, cost, selling price, profit and loss. Making profit and loss calculations over cost and selling price, Calculating profit and loss share in company accounts by proportional division method, Calculating simple and compound interest, Calculating internal and external discounts. Solving mixing problems, calculating carat and decimal settings, calculating ingot setting and raising.

#### **5202023 Office Programs-II (1+1)2**

Preparing and formatting documents, Using document control scripts, Adding and editing to the document, Editing the page, Reviewing the pages, Outputting the document from the printer, Creating a table in the document, Making complex applications related to the document, Defining keyboard quick access functions, Preparing a resume, Writing a petition, Writing formal texts, Posting official texts, Creating tables and graphs, Calculating in tables.

#### **5202024 Occupational Health and Safety-II (2+0)2**

Definition and scope of work environment surveillance, prevention and protection in the field of occupational health and safety, health surveillance of workers, controls to be made and documents to be issued in terms of occupational health and safety at workplaces, heavy and dangerous works and those working in these works, special risk groups and shift work and arrangements for night habituation.

**5202025 Basic Customs Concepts (2-0)2**

Definition of basic concepts related to customs, customs-approved transactions and usage, an overview of Customs Regimes, general information about Turkish Customs Tariff Chart, Customs Territory Concept, entry of goods and vehicles into Turkish Customs Territory.

**0101101 Turkish Language-I (2+0)2**

To enable them to easily express themselves and their knowledge in an understandable language. To ensure that they have knowledge of written and oral composition. To gain the ability to use Turkish correctly and beautifully. To raise young people with mother tongue consciousness. Expression and sentence disorders. Examining scientific writing samples. Reading and examining works related to the world of literature and thought. Oral composition types and application

**5202201 International Economics-I (3+0)4**

The aim of this course is to enable students to analyze the developments in the world economy. The course focuses on foreign trade, the international monetary system, foreign investments and the effects of each on the domestic and world economy.

Globalization in the World Economy; International Economic Integrations; Foreign Economic Policies; Foreign Exchange Market; Balance of Payments; International Monetary Systems: International monetary fund and its relations with Turkey, International credit markets.

**5202203 General Accounting (3+0)4**

Fundamental theory and structure of entry to accounting, addressing the processes of adjusting and closing accounts, Financial statements, cash flows, Receivables, inventories payable. Recurring transactions, special ledgers, working papers, cash and cash control, bank accounts reconciliation and pricing of commodities. Advanced topics in financial and managerial accounting, addressing applicable accounting practices in Turkey. Uniform chart of accounts, corporate accounting.

The process of journaling and recording current assets, fixed assets, short-term and long-term liabilities, equity accounts and their subordinate accounts in detail according to the uniform chart of accounts of the Ministry of Finance. Introduction of generally accepted accounting principles, accounting equation and balance sheet, accounts, double entry system, journal entry, posting to ledger accounts, trial balance, basic asset, resource, income statement and cost accounts.

**5202205 Customs Legislation-I (3-0)3**

The purpose of the Customs Law, the right of representation and

Conditions of being an Authorized Economic Operator, Customs Consultant and Assistant Customs Consultant, Customs tariff and origin of the goods, Customs value of the goods, presentation of the goods to the customs, Temporary storage of the goods, Customs declaration,

**5202207 Vocational Foreign Language-I (3+0)3**

To make students comprehend the professional foreign language that they can use in the field of foreign trade. For this purpose, to ensure that they read and understand the reading passages in which professional terms and

expressions are used. In addition, to do activities based on speaking in accordance with both the language of correspondence and their level. To teach correspondence by phone-e-mail. To make them comprehend the importance of grammatical issues such as conditional clauses, active and passive, which they frequently use while speaking and writing. Developing writing skills on different subjects such as CV writing, correspondence techniques such as fax, e-mail, letter, words and dialogs used in imports, exports, placing advertisements, requesting a catalogue, ordering products, canceling. Reading, writing, listening, speaking based on the ability to communicate in English at a simple level

studies

**5202209 Marketing Principles (3+0)3**

The aim of the course is to make students comprehend the concept, mission and strategies of modern marketing and to create a perspective in terms of marketing. Course content, Introduction to marketing, marketing environment, consumer behavior, marketing information systems, target market determination - market segmentation, product management, service and brand management, price and pricing strategies, public relations and promotion, direct marketing.

**5202211 World Economy (2+0)2**

The aim of this course is to analyze the world economy with the world system approach. In this framework, the world economy will be discussed in terms of international trade, international capital flows and international labor movements. Basic concepts/ General view of the world economy/ Globalization/ International goods and services movements/ International capital movements/ International labor movements

**5202030 Turkish Economy and EU (3+0)3**

Turkish Economy, Turkey's national income with economic information, income distribution, investment planning, analysis of agriculture and industry sectors, to have information about our current socio-economic structure. Natural and demographic structure of Turkey, economic system and policy, economic policies implemented in Turkey. historical development,

Planning in Turkey, national income, income distribution, investments and growth, Sectoral analysis, Agriculture sector, Industry sector, tourism and service sector, Turkey's Foreign Trade and policies, Foreign payments, export-import, foreign capital investments in Turkey , Turkey's foreign economic relations.

**5202031 International Finance (3+0)3**

Explanations of international financial markets and exchange rates, as well as Financial techniques: Leasing, Factoring, Forfeiting, Franchising. Financial derivatives: Future, Option, Hedging, Swap. Currency management. Euro-markets.

**5202032 Financial Management (3+0)3**

Financial definition, financial analysis, financial planning, receivables and stock management, working capital management.

**5202033 Statistics (2+0)2**

Ability to collect, organize, present data, calculate values characterizing data and explain the terms required for them. To be able to analyze data using Probability Theory. To be able to use techniques related to indexes used to measure both micro and macro changes.

#### **202034 Inward Processing Legislation (2-0)2**

Overview of the inward processing regime communiqué, inward processing measures, conditional exemption and reimbursement system, guarantee, document permit issuance, deadlines in the inward processing legislation, follow-up and evaluation, intermediary exporter, transactions to be made by the customs administration, payment of compensatory tax, closing of export commitment, failure to export, failure to comply with inward processing measures, abuse of rights provided in the inward processing regime, inspection.

#### **5202035 Package Programs in Foreign Trade (1+1)2**

Export Integrated Program, Export Order Tracking, Export Loading Tracking and Preparation of Export Documents, Preparation of Export Declaration, Tracking of Export Transactions, Import Integrated Program, Import Order Tracking, Preparation and Registration of Import Declaration, Counting Import Transactions into Inward Processing Permits, Reporting on Imports, Customs Accrual Calculation, G.T.I.P Tracking, Customs Documentation Applications

#### **0101102 Turkish Language-II (2+0)2**

To enable them to easily express themselves and their knowledge in an understandable language. To ensure that they have knowledge of written and oral composition. To gain the ability to use Turkish correctly and beautifully. To raise young people with mother tongue consciousness.

Expression and sentence disorders. Examining scientific writing samples. Reading and examining works related to the world of literature and thought. Oral composition types and application

#### **5202202 International Economics-II (3+0)4**

The aim of this course is to enable students to analyze the developments in the world economy. The course focuses on foreign trade, the international monetary system, foreign investments and the effects of each on the domestic and world economy. Globalization in the World Economy; International Economic Integrations, Foreign Economic Policies; Foreign Exchange Market; Balance of Payments; International Monetary Systems: International monetary fund and its relations with Turkey, international credit markets.

#### **5202204 Logistics (3+0)4**

Basic concepts of logistics, Transportation Methods, Arrangement of Transport Documents, Logistics Activities, Transport Operations, E and F Group Delivery Methods, C Group Delivery Methods, D Group Delivery Methods, Insurance transactions in logistics, Insurance applications in logistics

#### **5202206 Customs Legislation-II (3-0)4**

Free circulation regime, transit regime, customs warehousing regime, inward processing regime, processing

under customs control, temporary importation regime, outward processing regime, export regime, placing goods in free zones, goods leaving the Turkish customs territory, exemption from customs duties, returning goods, goods to be disposed of, assessment of customs duties, notification and payment of fines

#### **5202208 Professional Correspondence Techniques (3+0)3**

Current Words and Sentences, Parts of Business Letters in Expression and Form, Writing Business Letters, Writing Editing and Telephone Calls, Correspondence Techniques in English on the Internet, International Commercial Abbreviations, Abbreviations Regarding Delivery and Payment Methods, Abbreviations Regarding Foreign Trade Documents, Terms Used in Foreign Trade and Correspondence Methods, Banking Terms and Correspondence, Correspondence on payment with letter of credit, Correspondence on payment against documents, Correspondence on other forms of payment.

#### **5202210 Banking and Foreign Exchange Transactions (3+0)4**

The aim of this course is to prepare students for the profession by understanding the basic principles of foreign exchange information and Turkish exchange legislation and banking applications. This course focuses on teaching foreign exchange information and the application of Turkish Foreign Exchange legislation.

Basic exchange information; Effective, foreign exchange trading and purchase of foreign currency checks; General foreign exchange regulations, Parties and institutions related to foreign trade and foreign exchange transactions; Documents used in foreign trade and foreign exchange transactions; Foreign exchange transactions related to export, Foreign exchange transactions related to import; Foreign exchange transactions related to invisible items, Capital movements and foreign currency loans; Historical development of foreign exchange legislation application in Turkey, Foreign exchange legislation applications with case studies.

#### **5202042 Research Methods and Techniques (2+0)3**

Science, classifications of science, characteristics of science, stages of scientific method, types of scientific research, characteristics of a scientific research, criteria to be considered in the selection of problems and problems in scientific research. Purpose, importance, limitations, hypotheses in a scientific research, Methods in scientific research, Research models: Survey and trial model research, Population and sample, Data and data collection methods: Validity and reliability in data collection tools (tests). Studies on adaptation of foreign tests, Documentary Scanning (document review/content analysis), Questionnaire, Attitude and attitude scales (Likert Attitude Scale), Observation Interview, Ethical rules in scientific research, scientific research activities and universities in Turkey.

#### **5202043 Quality Assurance and Standards (2+0)3**

Demand analysis for service and production planning and control, scheduling of basic production, independent demand issues and stock systems, stock and capacity management, quality assurance, project scheduling and

control are covered. ISO Quality standardization classifications and detailed examination.

**KİLİS 7 ARALIK UNIVERSITY SBMYO 2020-2021 ACCOUNTING AND TAX DEPARTMENT  
COURSE CONTENTS**

<u>Course Code - Course Name</u>	<u>(T+U)</u>	<u>AKTS</u>	<u>Course Code - Course Name</u>	<u>(T+U)</u>	<u>AKTS</u>
<b>0102101- Ataturk's Principles and Revolution History- I</b>	<b>(2-0)</b>	<b>2</b>	<b>5203106- Business Mathematics</b>	<b>(2-0)</b>	<b>2</b>
The aim of reading the course "Turkish Revolution History and Kemalism" and the concept of revolution, an overview of the reasons that prepared the collapse of the Ottoman Empire and the Turkish revolution, the disintegration of the Ottoman Empire, the Armistice of Mudros, the situation of the country against the invasions and Mustafa Kemal Pasha's reaction, Mustafa Kemal Pasha's departure to Samsun, organization through congresses, establishment of the National Forces and National Pact, T.M.M. and his handling of the War of Independence, the National Struggle Antil the Battle of Sakarya, the Battle of Sakarya and the Great Ofansife.			Percentage calculations; purchase, cost, sales and profit accounts; calculations related to proportional division and companies, mixing, composition and alloy problems; interest accounts, discount.		
<b>0103101- English- I</b>	<b>(3-0)</b>	<b>3</b>	<b>5203108- Introduction to Economics-II</b>	<b>(2-0)</b>	<b>2</b>
Speaking, listening, comprehension, writing, reading comprehension			National income and employment, money and monetary policies; foreign trade; economic growth, economic fluctuation and income distribution.		
<b>5203101- General Accounting-I</b>	<b>(3-1)</b>	<b>6</b>	<b>0112100- Digital Literacy</b>	<b>(2-0)</b>	<b>3</b>
Basic concepts and accounting system; balance sheet accounts, income statement accounts			Understanding the digital world, taking advantage of its opportunities, using technology effectively and efficiently, being aware of its risks, and being protected from threats and dangers. Information literacy, digital education, effective use of mobile devices and internet (conscious approach to social media, useful applications, basic internet skills such as online information search and safe use), digital rights and responsibilities, information security and privacy in the digital world, protection of consumer rights in the digital environment , fight against fake news, health effects of digital technologies, social asociality.		
<b>5203103- Introduction to Economics-I</b>	<b>(2-0)</b>	<b>3</b>	<b>0101101- Turkish Language-I</b>	<b>(2-0)</b>	<b>2</b>
Basic concepts of economics and economic systems, price theory and price formation, consumption and production theories, market types and firm equilibrium analysis, factor prices and general equilibrium.			Spelling rules, punctuation marks (with usage and examples) General information about composition (definition, types, effectiveness, plan and varieties). historical and literary value. Definition and types of language. Grammar and its parts. The historical development of the Turkish language. Language groups in the world and the place of Turkish among them. Types of spoken language, types of written language. sound events; Chat, its definition, features to be considered in the application and examples.		
<b>5203105- General Business</b>	<b>(3-0)</b>	<b>4</b>	<b>5203201-Tax Law</b>	<b>(3-0)</b>	<b>3</b>
Basic concepts of business, objectives and relations with the environment, classification of enterprises, establishment studies of enterprises, size and capacity, business functions			Basic principles of tax law, basic concepts of taxation and taxation procedures; tax administration and its duties; tax offenses and penalties; ways to resolve tax disputes.		
<b>5203107- Basic Law</b>	<b>(2-0)</b>	<b>3</b>	<b>5203203- Cost Accounting</b>	<b>(3-1)</b>	<b>4</b>
Legal systems, Turkish legal system, branches and sources of law; Turkish Judicial System; Judicial institutions and types of cases, legal events, the concept of personality, classification and capacity of individuals, the concept of inheritance and legal heirs, property right, subject and scope, debt concept and contract types, independent accounting and financial consultancy legislation.			Basic concepts of cost accounting and classification of costs; cost elements; cost locations and cost distribution methods; cost calculation systems.		
<b>5203109- Marketing Principles</b>	<b>(2-0)</b>	<b>3</b>	<b>5203205- Corporate Accounting</b>	<b>(3-0)</b>	<b>3</b>
Introduction to marketing, marketing environment, consumer behavior, marketing information systems, target market determination - market segmentation, product management, service and brand management, price and pricing strategies, public relations and promotion, direct marketing.			Company concept, types and sole proprietorships, characteristics of sole proprietorships and accounting records, capital companies, cooperatives and accounting record		
<b>0102102 -Ataturk's Principles and Revolution History –II</b>	<b>(2-0)</b>	<b>2</b>	<b>5203207- Financial Management</b>	<b>(2-1)</b>	<b>3</b>
The reforms that are the basis of the new Turkish State and its historical origins, the efforts to establish the Republican Regime, the domestic and foreign policy of Mustafa Kemal Atatürk, the transfer of single-party rule in Turkey, the transition to multi-party political life and its results, geopolitics and Turkey's geopolitics. situation, the threat of psychological movement towards university youth. The definition and importance of Kemalism, the formation of the "Ataturkist Thought System" and its basic features, Atatürk and his intellectual life, Atatürk and economics, secularism and religion.			Fundamental concepts of finance and financial analysis tools (rates); working capital management; investment (capital) budgeting and investment decisions; resource cost.		
<b>0103102 - English -II</b>	<b>(3-0)</b>	<b>3</b>	<b>5203209- Package Programs-I</b>	<b>(3-1)</b>	<b>4</b>
To be able to speak in an appropriate environment with correct pronunciation and intonation by using the structures taught, and to be able to understand what one hears in any way.			Recognizing the accounting package programs, Installing the package programs on the computer. In various package programs; General Accounting module, opening a company, editing accounting receipts, opening transactions, accounting transactions within the period, accounting transactions at the end of the period, editing the Income Statement in package programs, editing the Balance Sheet, preparing the declarations. E-Ledger transactions. Ledger Statement System		
<b>5203102- General Accounting-II</b>	<b>(3-1)</b>	<b>5</b>			
Basic concepts related to inventory transactions; non-accounting and in-accounting inventory studies (balance sheet and income statement accounts), preparation of financial (financial) statements					
<b>5203104- Commercial Law</b>	<b>(2-0)</b>	<b>2</b>			
Commercial business law; corporate law; securities law.					

**5203211- Construction Accounting (2-0)2**  
Basic Concepts of Construction Contracting and Repair works. Uniform Accounting System in Construction Works, Tax and VAT Applications in Construction Operations. Types of construction, constructions made in the form of commitment, constructions made in the form of build-sell, sample applications.

**0101102- Turkish Language- II (2-0)2**  
Stress and accent types in Turkish; selective emphasis, natural emphasis. Verbs (simple and compound tenses). Verb roots; additional verbs, correspondence letters, letters and their types. Petition, resume. Word, noun and verb roots. Suffixes, affixes and their types; shooting attachments and types. Types of sentences according to their structures, predicates, sequences and meanings. Criticism.

**5203202- Financial Statements Analysis (3-1)5**  
Definition, scope and types of financial analysis; types and arrangement of financial statements; financial analysis techniques.

**5203204- Turkish Tax System (4-0)4**  
Income tax, Corporate Tax, Real Estate Tax, Inheritance and Gift Tax, Motor Vehicles Tax, Value Added Tax.

**5203206- Package Programs-II (3-1)5**  
Personnel Operations, E-Declaration, Muh-SGK applications. Stock, Current, Invoice, Check-Voucher, Bank, Cash modules. E-Declaration, E-Invoice transactions. Integration processes.

**5203208- Accounting Audit (2-0)3**  
Definition of audit; examination technique and feature; concluding errors and cheats and their forms; valuation and review status of accounts in the business; form of control; form and presentation of the report.

**5203210- Labor and Social Security Law (2-0)2**  
Historical Development, Concepts, Resources and Application Area of Labor Law, Individual Labor Law, Collective Labor Law, Social Security Law and Turkish Social Security System Practice

### ELECTIVE COURSES

**0104101- Physical Education-I (1-1)2**  
The purpose of physical education and sports course, its history, the place and importance of sports in society, types of sports, sports sociology and leisure education, preparation of the organism for sports; warming up, athlete health, physical education and sports in different environments.

**0105101- Music-I (1-1)2**  
Definition of music, its importance in social life, the formation and history of music, orchestral instruments, western music genres, western music composers and their concerts, sample songs from music genres.

**5203010-Banking Operations (2-0)2**  
To provide basic banking concepts, financial instruments used by banks and basic banking areas and applications. To enable them to internalize the concepts related to basic banking transactions and to recognize the documents. To enable them to master the terminology related to banking.

**5203011- Entrepreneurship (2-0)2**  
Conceptual framework of entrepreneurship, approaches, functions, process, entrepreneurial culture, local and international context of entrepreneurship and entrepreneurial ethics, economic dimension of entrepreneurship, business idea development, business plan and its elements.

**5203012 - Statistics (2-0)2**  
Basic concepts; collecting, organizing and presenting data; measures of central tendency and distribution; indexes; probability theory and random variables; regression, trend and correlation

**5203013 - Professional Ethics (2-0)2**  
To examine the concepts of ethics and morality, to examine ethical systems, to examine ethical systems, to examine the factors that play a role in the formation of morality, to examine professional ethics, to examine the consequences of professional corruption and unethical behaviors in professional life, to examine the concept of social responsibility.

**5203014-Office Programs I (1-1)2**  
word processing program; preparing a worksheet; internet and e-mail

**5203015- Occupational Health and Safety-I (2-0)2**  
The historical development of occupational health and safety in the world and in our country, modern occupational health and safety application principles, the basic principles of occupational health and safety and the importance of safety culture, Occupational Health and Safety Units (ISGB), Joint Health and Safety Unit (OSGB) and Community Health Center. (TSM) establishment, structure and operation, responsibilities, rights and obligations of workplace doctors, occupational safety specialists and other health personnel, the importance of working as a team, relevant legislation.

**0104102- Physical Education-II (1-1)2**  
Beden eğitimi ve sporun insan organizması üzerindeki etkileri, sporcu sağlığı; beslenme, ilk yardım ve rehabilitasyon, sağlık ve antrenman, antrenman prensipleri, spor hukuku, spor felsefesi, yaşam boyu spor. Uygulamalar.

**0105102- Music-II (1-1)2**  
Definition of music, its importance in social life, the formation and history of music, orchestral instruments, western music genres, western music composers and their concerts, sample songs from music genres.

**5203020- Personnel Operations and Accounting (1-1)2**  
Definition and Scope of Personnel Operations, Strategic Importance of Human Resources Management, Job Analysis, Personnel Finding, Selection and Placement, Performance Evaluation, Job Evaluation, Wage Management, Occupational Safety and Health, worker-employer relations, SGK transactions, salary transactions, bonuses and calculation of annual leave fees.

**5203021- Public Finance (2-0)2**  
Definition, Subject, Development and Financial Events of Public Finance, Importance of Public Expenditures, Types and Distinction, Importance, Types and Separation of Public Revenues, Budget, Turkish Budget System, Government Debts, Fiscal Policy.

**5203022- Commercial Information and Documents (1-1)2**  
Invoices, receipts, waybills, expense slips, collection and payment receipts, bank receipts... etc. editing documents and processing them into programs.

**5203023- Business Finance (2-0)2**  
Financial statements and financial planning Financial analysis and financial planning Time value of money, Interest and annuity calculations Bond valuation Stock valuation Discussion of current economic problems within the framework of the information learned in the business finance course, financial structures of businesses and meeting their financing needs.

**5203024- Social and Professional Activities (2-0)2**  
Organizations on society and professional development and the added value it provides.

**5203025-Office Programs-II (1-1)2**

Creating a text file on the computer, text file operations, preparing professional writing on the computer, creating a mathematical and logical file on the computer.

**5203030 Foreign Trade Transactions (1-1)3**

Concepts related to foreign trade, customs, foreign exchange market and exchange regimes, foreign trade theories, documents used in foreign trade transactions, payment methods in foreign trade, customs clearance, foreign exchange legislation.

**5203031- Inventory and Balance (3-0)3**

Transactions and closing procedures that businesses must do at the end of the period.

**5203032- Contact (2-0)2**

Verbal communication, written communication, non-verbal communication, formal communication, informal communication, external communication

**5203033- Research Methods and Techniques (2-0)2**

Choosing research topics, conducting resource research, evaluating research results, converting research results into reports, preparing for presentations, making presentations.

**5203034- Turkish Economy (2-0)2**

The Foundation Years of the Republic of Turkey-Stateism, Development Strategies in Turkey Before the Planned Period: 1923-1929 Period, 1930-1949 Period, 1950-1960 Period and 1960-1980 Period, 24 January 1980 Decisions, Transformation in Economic Policy: Open Growth, 1980 -1990 Period, 1990-2002 Period, 2002 and After, Causes and Effects of the 2008 Global Crisis, Income Distribution in Turkey, Agriculture and Industry Sectors in Turkey, Privatization in Turkey, External Debts, Current Account Deficit Problem, Regarding Turkey Direct Investments, Capital Markets and Energy Sector in Turkey, Developments in the Services Sector

**5203040 International Financing (2-0)3**

Foreign exchange market, international money and capital market; financing of international trade and its risks; Asset and resource management in multinational enterprises.

**5203041- Management Accounting (2-0)3**

Costing, budgeting, cost, profit analysis, financial statement analysis, cost distribution and basic accounting concepts

**5203042- Foreign Trade Transactions Accounting (2-0)3**

Turkish Foreign Trade Regime and Foreign Exchange Legislation; chart of accounts in foreign trade transactions; accounting for foreign exchange, securities and advance transactions; import and export transactions and accounting

**5203043- Accounting Standards (2-0)3**

Purpose of accounting standards, international accounting standards board, development of accounting standards, international accounting standards, accounting of transactions according to accounting standards.

**5203044- Declarations and Notices (2-0)3**

Business Start Notifications, VAT, Withholding, Provisional Tax, Income Tax Corporate Tax Declarations. E-Byn program setup, running and sample applications.

**5203045- Financial Investment Tools (2-0)2**

Types and characteristics of financial markets and financial investment instruments; value, valuation and investment decision in financial investment instruments; management of the portfolio to be formed from financial investment instruments.