



OSMANIYE KORKUT ATA ÜNİVERSİTY
DÜZİÇİ VOCATIONAL HIGHER SCHOOL
MANEGEMENT ADMINISTRATION AND ORGANISATION DEPARTMENT

BUSINESS ADMINISTRATIVE PROGRAMME 2014 -2015 TERM COURSE CONTENTS

I.FALL SEMESTER

(Theoric+Practise)

TDL 101 Turkish Language I (2+0) AKTS-2

Language And Languages And Turkish Language, Grammar, Words, Sentence, Word Types, Telling Elements And Types, Main Principles Of Correct And Effective Speech.

AIT 101 Atatürk's Principles And Revolution History I (2+0) AKTS-2

Main Concepts, The Revolutions Of Ottoman State Before Turkish Revolution, The Preparation Era Of Turkish Revolution, Turkish Independence War

YDL 101 English I (2+1) AKTS-5

Occuring Sentence İn Present, Future And Past Tense, Speaking, Writing, Listening- Understanding, Reading And Understanding.

MAT 101 Mathematic I (2+0) AKTS-3

Numbers, Algebra,Equation And İnequality,Functions, Logarithms Up, Lineer Equation Systems And Matrixes

TBT 101 Main Knowledge Technologies I (1+1) AKTS-2

The Definition Of Computer, History, İn And Out Equipments, Networks, Windows Xp Operating System, Main Components, Toolbar, Files And Folders, Control Pannel, Reinforcement

IYP 101 General Accounting I (3+1)**AKTS-4**

Main Concepts And Accounting System, Balance Accounting, Income Table Accounting

IYP 103 General Administration I (3+1)**AKTS-5**

Main Concept, Choosing Set Up Place, Law Structures, Business Functions,(Administration Organisation, Product, Marketing, Human Resources, Ar- Ge, Public Relations

IYP 105 Intro To Economics (3+0)**AKTS-4**

Main Concepts About Economy, And Economic Functions, Price Theory, And Price Occuring, Product And Consumption Theories, Market Types,And Firm Balance Analyse And General Balance.

IYP 107 General Law Knowledge (2+0)**AKTS-3**

Law Systems, Turkish Law System,Laws Branches And Resources, Turkish Judgement System, Judgement Associations And Case Types, Law Events, Relationships And Processes, Personality Concept, Personality Classing And Definitions, Heritage Concept And Legal Heritagers, Ownership Protect Topic, And Types.

I.FALL SEMESTER ELECTIVE COURSES**BE101 Physical Education I (0+1)****AKTS 1**

Main Concepts in Ph. Edu, Sport And Health, Healty Nutrition, Main Anatomy, Warming And Training Knowledge, Sport Injuires, And Precautions, Individual And Team Sports Aplications

GSN101 Fine Arts I (Music) (0+1)**AKTS 1**

Music Description And Importance, The Place And Importance Of Music In Life, Main Concepts, Note Knowledge

GSR101 Fine Arts I (Picture) (0+1)**AKTS 1**

The Occuring Of Art, The Classifying Of Fine Arts, The İmportance Of Art And Artist For The Society, The Relation Among Visual, Auditory And Complex Arts, Main Picture Knowladge, Charcoal Studyings , Picture Types

UNK101 University Culture (2+0)**AKTS-2**

The Student Learns The Working System Of The University, Note Calculations, Rights, Discipline Regulation, Shortly The Topics Related To Students İn This Lesson, Lesson İs Taught By Telling Method, And Consolidated By Question Answer System.

II.SPRING TERM**AIT 102 Atatürk's Principles And Revolution History II (2+0)****AKTS-2**

Atatürk's Revolutions, The Foreign Politics Of Turkish Republic İn Atatürk Era, Atatürk Principles

TDL 102 Turkish Language II (2+0)**AKTS-2**

Written And Spoken Telling Types,Punctuation And Writing Rules, Telling Disorders

YDL 102 English II (2+1)**AKTS-5**

Speaking, Writing, Listening, Listening – Understanding, Reading - Understanding

MAT 102 Commercial Mathematic (2+0)**AKTS-3.**

Percentage processes, Buying, Cost, Selling and profit Accountings, Proportional Division,And Company Accountings, Mixture , Alloy And Component Problems, Interest Account, Discount

TBT 102 Main Knowledge Technologies ğ II (1+1)**AKTS-2**

Office 2003, Word, Formating, Filing, Paragraph, Table, Drawing, Excel, Datas, Working Pages, Tables,Functions, Graphics,Powerpoint, Preparing Sllide, Animations, Pauses, Slide Show

IYP 102 General Accounting II (3+1) AKTS-5

Main Concepts For Inventory Processings, The Inventory Studyings In And Out Of Accounting, (Balance And Income Tables Accountings), Financial Tables Regulations.

IYP 104 Commercial Law Knowledge (2+0) AKTS-3

Commercial Administration Law, Company Law, Main Concepts About Negotiable Law,And Application Examples

IYP 106 Macro Economy (2+0) AKTS-2

National Income And Employment, Money And Money Politics, Foreign Trade, Economic Increase, Economic Waving,And Income Sharing

IYP 108 Statistic (2+1) AKTS-4

Main Concepts, Data Collect,Regulations And Presentation, Centering Trend And Distribution Criterias,Probability Theory,And Random Variable, Regression, Trend And Correlation

IYP 110 Admin Assistant And Beareu Administration (2+0) AKTS-2

Main Concepts, Bureau Administration Functions, Filing And Archieve System, Communication

STJ 102 Apprenticeship Application (0+0) AKTS-8

The Aplication Of The Theoric Knowladge In Working Life

II.SPRING TERM ELECTIVE COURSES

BE102 Physical Education II (0+1) AKTS 1

To Teach Mainly Of The Sports Movements, To Gain The Student The Team Spirit And Leadership Quality,Warming Movements, Muscle Knowladge, Training Knowladge, Football, Basketball, Voleyball Area And Rules Knowladge, Teaming, Team Studying.

GSN102 Fine Arts II (Müzik) (0+1)**AKTS 1**

General Note Knowledge, The West Music History, Turkish Music History, Folk Music Development, Folk Music Voicings .

GSR102 Fine Arts II (Picture) (0+1)**AKTS 1**

Investigating Art, Point And Drawings, Light Shadow And Light And Dark, Perspective, Colour, Coloured Picture Applications, Pattern Studyings, Travelling And Application Of History Environment And Museums, Team Working, Tablos, Free Studying

III. FALL SEMESTER**YON 201 Thesis Study I (1+1)****AKTS-3**

Planning About The Area Of Searching, Preparation And Writing, Telling

IYP 201 Administration And Organisation (3+0)**AKTS-3**

The Administration Main Concepts, The Development Of Administration Theory Till Today, Administration Functions And Applications In Associations, Admin Leader Features, Organisation Planning And Types, Conflict And Conflict Administration

IYP 203 Financial Administration (3+1)**AKTS-4**

Main Concepts About Finance And Financial Rates, Associate Capital Administration, Invest Budgeting, And Invest Decisions, Resourch Desicion, Money Real Value, Financial Analyze, And Profarmatical Tables

IYP 205 Marketing Principles (2+1)**AKTS-3**

Main Concepts Of The Marketing, Market And Marketing Types, Market Search, Targeted Market Choose, Marketing Complex, Goods, Price And Delivering, Be On The Market, Nation And International Marketing.

IYP 207 Computered Accounting I (3+1)**AKTS-5**

Main Concepts And Accounting System, Balance And Income Tables, Packet Program Using

III. FALL SEMESTER FIELD ELECTIVE COURSES

IYP 209 Cost Accounting (3+1)

AKTS-5

Main Concepts About Cost Accounting And Classification Of Cost, Cost Elements, Cost Places And Cost Shared Methods, Cost Accounting Systems.

IYP 211 Foreign Trade Process Administration (2+0)

AKTS-2

Foreign Trade, Customs, Foreign Exchange Market And Concepts About Exchange Regimes, Foreign Trade Theories, The Foreign Trade Process Documents, Payment Types In Foreign Trade, Customing, Exchange Legislation

IYP 213 Money and bank (3+0)

AKTS-4

To Do The Main Bank And Exchange Processes, And Money And Money Functions And Teaching Bank Money Relations, And Following These.

IYP 215 Tax Law (3+0)

AKTS-4

Tax Law In Law, Resources, Application In Place And Time, Understanding The Taxing Authority, Main Concepts On Taxing, The Relations Among These, Understanding The Structure Taxing Time And Understanding The Taxing Crime And Results, Understanding The Solving Ways Of Tax Irregularities Between The Amenable And Office.

IYP 217 Vocational Foreign Language I (2+1)

AKTS-4

Speaking, Listening – Understanding, Writing, Reading - Understanding

IYP 219 Quality Administration Systems (2+0)

AKTS-

The History Development Process Of Quality And Quality Administration, Main Concepts, Qas's Tool And Techniques, And Turkish Application

IYP 221 Public Relations (3+1)**AKTS-5**

Main Concepts, Main Principles Of P. R., Used Tools And Techniques, The Administration And Organisation Of The Public Relations, Target Popul İn Public Relations, Effective Representation Technique And Press Bülten Prepare Tecniques

IV.SPRİNG SEMESTER**YON 202 Thesis Study II (1+1)****AKTS-3**

Planning About The Research Area, Preparation And Writing, Telling.

IYP 202 Human Resources Administration (2+1)**AKTS-3**

General Description, Strategrical Human Resources Administration, Human Resources Planning, Finding The Human Resourch, Election And Orientation, Educate And Develope, Working Calculate And Wage Systems, Business Relations, Sendicals

IYP 204 Production Management (2+0)**AKTS-2**

Product System And Goods Design, Choosing Set Up Place And Administration Size, Office Regulation And Analysis, Production Planning, Stock Administration And Quality Controll.

IYP 206 Entrepreneurship And Small Business Administration (3+1)**AKTS-5**

Entrepreneurship Definition And Its Rising, Small Business Types, The Set Up Process Of The Small Businesses, The Small Business Administrations, Production, Marketing And Finance, Small Businesses Problems And Solving Ways, Working Plan's Part Investigating, And Project Samples.

IV.SPRİNG SEMESTER FIELD ELECTIVE COURSES**IYP 208 Business And Social Security Law (3+1)****AKTS-5**

The History Development Of Business Law, Concepts, Souches And Application Area, Individual Business Law, Colloborate Business Law And Turk Social Security System Application.

IYP 210 Computered Accounting II (3+1) AKTS-5

The Tools Used On Desktop Press, Computer And Beureu Programs, Writing Formal Techniques, Writing Techniques, Filing And Archieving Techniques

IYP 212 Selling Administration (1+1) AKTS-3

Main Concepts, Selling Power Organisation And Selling Activities, Seller Choise (Elective), Education And Pricement, Selling Speaking Process, Selling Following And Controlling

IYP 214 e- Commerce (2+1) AKTS-4

Main Concepts About Internet And E- Commerce, Marketing And Advertisement Through Intranet, E-Commerce Applications

IYP 216 Capital Market Processes (3+0) AKTS-4

Capital And Market Concepts, The Place And Effectiveness Of The Capital Market In The Economic Structure And Finance System, Capital Market Sharers, Tools, Associations, Processes And , The Structure And Function Of The Stock Exchange Office, Stock Datas, Financial Markets, Associations, Interest Prices And Incomings, Inflation And Costal Price, Financial Regulation Associates, Banks Fone Sources And Usage, Administration, Risk Administratiion, In And Out Duties, Share To Public, Stock Calculate, Company Calculate, Interest Processing, Leasing, Factoring And Consumer Financing.

IYP 218 Foreign Trade Process Accounting (2+0) AKTS-2

Turkish foreign trade regime and account plan in foreign trade process, exchange, accountating of cash processing, export and import process accountating

IYP 220 Vocational Foreign Language II (2+1) AKTS-3

Speaking, listening – understanding, writing, reading - understanding

IYP 222 Job Ethic (2+0) AKTS-2

To investigate the ethic and moral concepts, investigate the ethic systems, to investigate the factors related in moral process, investigate the job ethic, job immoralization and investigate the results the behaviours of immoral behaviours, investigate the social responsibility