|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Year** | | | | | | |
| Kod | Name of Course | AKTS | D+U+L | KREDİ | C/E | Language |
| Autumn | | | | | | |
| 221511151 | Turkish Language 1 | 2 | 2-0-0 | 2 | C | Turkish |
| 221511152 | Ataturk's Principles and History of Turkish Revolution I | 2 | 2-0-0 | 2 | C | Turkish |
| 221511153 | English I | 2 | 2-0-0 | 2 | C | English |
| 221511150 | Calculus I | 4 | 3-0-0 | 3 | C | Turkish |
| 221511154 | BASIC Information and Communication Techniques | 3 | 2-0-0 | 2 | C | Turkish |
| 221511124 | General Accounting | 4 | 4-0-0 | 4 | C | Turkish |
| 221511125 | General Business | 4 | 3-0-0 | 3 | C | Turkish |
| 221511126 | Office Management and Communication | 3 | 2-0-0 | 2 | C | Turkish |
| 221511127 | Micro Economics | 3 | 2-0-0 | 2 | C | Turkish |
| 221511128 | Basic Law | 3 | 2-0-0 | 2 | C | Turkish |
|  | SOCIAL ELECTIVE |  |  |  |  |  |
| 221511161 | First Aid I \* | 2 | 1-0-0 | 0 | E | Turkish |
| 221511115 | Behavioral Sciences I \* | 2 | 1-0-0 | 0 | E | Turkish |
| Total of Autumn Semester : | | 32 |  | 24 |  |  |
| Spring | | | | | | |
| 221512151 | Turkish Language II | 2 | 2-0-0 | 2 | C | Turkish |
| 221512152 | Ataturk's Principles and History of Turkish Revolution II | 2 | 2-0-0 | 2 | C | Turkish |
| 221512153 | English II | 2 | 2-0-0 | 2 | C | English |
| 221512130 | Commercial Mathematics | 3 | 2-0-0 | 2 | C | Turkish |
| 221512124 | Final Accounting Operations | 4 | 4-0-0 | 4 | C | Turkish |
| 221512125 | Office Programs | 4 | 2-1-0 | 3 | C | Turkish |
| 221512126 | Business Management | 4 | 3-0-0 | 3 | C | Turkish |
| 221512127 | Macro Economics | 3 | 2-0-0 | 2 | C | Turkish |
| 221512128 | Commercial Law | 3 | 2-0-0 | 2 | C | Turkish |
| 221512129 | Entrepreneurship | 3 | 2-0-0 | 2 | C | Turkish |
|  | SOCIAL ELECTIVE |  |  |  |  |  |
| 221512161 | Business Ethics | 2 | 1-0-0 | 0 | E | Turkish |
| Total of Spring Semester: | | 32 |  | 24 |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Year** | | | | | | | |
| Kod | Name of Course | AKTS | D+U+L | | KREDİ | C/E | Language |
| Autumn | | | | | | | |
| 221513122 | Computer Based Accounting I | 5 | 3-0-0 | | 3 | C | Turkish |
| 221513123 | Tax Law | 5 | 3-0-0 | | 3 | C | Turkish |
| 221513124 | Cost Accounting | 5 | 3-0-0 | | 3 | C | Turkish |
| 221513125 | Financial Management | 5 | 3-0-0 | | 3 | C | Turkish |
| 221513126 | Corporation Accounts | 5 | 3-0-0 | | 3 | C | Turkish |
|  | TECHNİCAL ELECTIVE |  |  | |  |  |  |
| 221513127 | Financial Instruments\* | 5 | 3-0-0 | | 3 | E | Turkish |
| 221513128 | Foreign Trade Operations \* | 5 | 3-0-0 | | 3 | E | Turkish |
| Total of Autumn Semester : | | 30 |  | | 18 |  |  |
| Spring | | | | | | | |
| 221514120 | Computer Based Accounting II | 5 | 3-0-0 | 3 | | C | Turkish |
| 221514121 | Turkish Tax System | 5 | 3-0-0 | 3 | | C | Turkish |
| 221514122 | Labour and Social Insurance Law | 5 | 3-0-0 | 3 | | C | Turkish |
| 221514123 | Auditing | 5 | 3-0-0 | 3 | | C | Turkish |
| 221514124 | Financial Analysis | 5 | 3-0-0 | 3 | | C | Turkish |
|  | TECHNICAL ELECTIVE |  |  |  | |  |  |
| 221514125 | Law of Obligations\*\* | 5 | 3-0-0 | 3 | | E | Turkish |
| 221514126 | Foreign Trade Accounting\*\* | 5 | 3-0-0 | 3 | | E | Turkish |
| Total of Spring Semester: | | 30 |  | 18 | |  |  |
| SUMMER PRACTISE: | | 10 | 0-10-0 | 0 | | E | Turkish |
| TOTAL: | | 134 |  | 84 | |  |  |

* \* 1 of these courses will be choosen.
* \*\* 1 of these courses will be choosen.

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax PractIces**

Course Information Form

|  |  |
| --- | --- |
| **SEMESTER** | Fall |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221511151 | **COURSE NAME** | TURKISH LANGUAGE I |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Labratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (X) ELECTIVE ( ) | | Turkish |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **Technical** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√) ]** | | | | | **Social Science** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | NONE | | | | | | |
| **COURSE DESCRIPTION** | | | | | Description and features of language, languages of the world, Position of Turkish among other languages, historical development of Turkish, development of western Turkish, Atatürk’s ideas and projects on Turkish, pronunciation and punctuation, language policies. | | | | | | |
| **COURSE OBJECTIVES** | | | | | The subject of the course is to expose the value of Turkish language by giving information about development of Turkish language, to gain national language awareness, to develop reading and writing skills, to compare and contrast Turkish language to other languages, to compare and contrast language policy of developed countries to Turkish language policy, to gain skill of speaking. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Skill of effective communication verbal and writing in Turkish. | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Learn Turkish grammar 2. Gain an understanding of the position of Turkish among other languages 3. Gain an understanding of history of Turkish language 4. Gain knowledge about Turkish languages in the world 5. Develop the ability of using Turkish properly 6. Learn the language policies 7. Gain writing skill 8. Gain speaking skill 9. Learn sentence structure and analyzing 10. Be able to realize Turkish vowels 11. Be able to realize formation of Turkish 12. Be able to read and comprehend 13. Be able to speak simultaneously 14. Be able to write compositions | | | | | | |
| **TEXTBOOK** | | | | | Turkish Language I Lecture Notes | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer and projector | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Definition of the language, features |
| 2 | Languages ​​of the World |
| 3 | Place of Turkish among world languages |
| 4 | Historical development of Turkish language |
| 5 | The development of western Turkish |
| 6 | Atatürk's efforts and ideas about the Turkish language |
| 7 | Atatürk's efforts and ideas about the Turkish language |
| 8 | Mid-Term Examination |
| 9 | Phonetics |
| 10 | Phonetics |
| 11 | Phonetics |
| 12 | Orthography and punctuation |
| 13 | Orthography and punctuation |
| 14 | Language policies |
| 15 | Language policies |
| 16,17 | Final Exam |

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| **#** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | X |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | X |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | X |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | X |  |
| 5 | Run computer programs related to the field, |  |  | X |
| 6 | To be able to make correspondence related to his / her field by using computer | X |  |  |
| 7 | Use communication devices related to the field, | X |  |  |
| 8 | Recognize, edit and store commercial documents, | X |  |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | X |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | X |  |
| 11 | Know the importance of following the legislation related to the profession, |  |  | X |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | X |
| 13 | Dominate new regulations on inflation accounting, |  |  | X |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:

**Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **SEMESTER** | Fall |

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| --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | 221511152 | **COURSE NAME** | |  |  | | --- | --- | | |  | | --- | | Ataturk's Principles and History of Turkish Revolution I | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Labratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (X) ELECTIVE ( ) | | Turkish |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **Technical** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | NONE | | | | | | |
| **COURSE DESCRIPTION** | | | | | The description of the term ‘revolution’; major historical events in the Ottoman Empire to the end of World War I; World War I; a general overview of Mustafa Kemal’s life; certain associations and their activities; arrival of Mustafa Kemal to Samsun; the Congress, gathering of the last Ottoman Assembly and the proclamation of the ‘national oath’; opening of the Turkish Grand National Assembly; War of independence to the Victory of Sakarya; financial sources of the war of independence; grand counter-attack; Armistice of Mudanya; abolution of the Sultanate; Peace Conference of Lausanne. | | | | | | |
| **COURSE OBJECTIVES** | | | | | |  | | --- | | The main aim of the course is to encourage the students to adopt the  principles and the revolutions of Mustafa Kemal Atatürk and to  contribute them to be brought up as individuals loyal to and defending  modern, laic and democratic values. | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | |  | | --- | | To underline the idea that the national unity based on the principle  “peace in the country, peace in the world” can only be achieved  through political, economic and military progress. | | | | | | | |
| **COURSE OUTCOMES** | | | | | To realize that a nation committed to its liberty cannot be deprived of its freedom,  To recognize the importance of the principle of national sovereignty,  To appreciate the personality and the leadership of Mustafa Kemal,  To see the hard conditions in which the National War was waged and won,  To acknowledge that the rightful will always prevail over the arbitrary force,  To see that a new Turkish State based on the organization of the material and spiritual strength of the nation was founded,  To understand that the Turkish State which the contemporary world had to recognize by the Treaty of Lausanne will be defended forever. | | | | | | |
| **TEXTBOOK** | | | | | |  | | --- | | Şerafettin Turan, **Türk Devrim Tarihi**, İstanbul1991-1995. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer and projector | | | | | | |

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| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Description of the revolution |
| 2 | Developments in the Ottoman Empire until World War I |
| 3 | Developments in the Ottoman Empire until World War I |
| 4 | World War I |
| 5 | Mustafa Kemal Pasha's Life An Overview |
| 6 | Societies and Activities |
| 7 | Financial Resources of the National Struggle |
| 8 | Mid-Term Examination |
| 9 | Great Attack and Mudanya Armistice |
| 10 | Great Attack and Mudanya Armistice |
| 11 | Abolition of the Sultanate , the Conference of Lausanne |
| 12 | Mustafa Kemal Pasha, Samsun |
| 13 | Conventions |
| 14 | Collection of National Assembly and the National Pact, Opening of Parliament |
| 15 | National Struggle Until the Sakarya Victory |
| 16,17 | Final Exam |

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| **#** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | X |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | X |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | X |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | X |  |
| 5 | Run computer programs related to the field, |  |  | X |
| 6 | To be able to make correspondence related to his / her field by using computer | X |  |  |
| 7 | Use communication devices related to the field, | X |  |  |
| 8 | Recognize, edit and store commercial documents, | X |  |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | X |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | X |  |
| 11 | Know the importance of following the legislation related to the profession, | X |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, | X |  |  |
| 13 | Dominate new regulations on inflation accounting, | X |  |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Fall |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221511153 | **COURSE NAME** | ENGLISH-I |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | | **ECTS** | **TYPE** | | | **Language** |
| 1 | 2 | | 0 | 0 | | | 2 | | 2 | COMPULSORY( X) ELECTIVE( ) | | | English |
| **COURSE CATEGORY** | | | | | | | | | | | | | |
| **BASIC Science** | | **Technical** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | | **Social Science** | |
|  | |  | | | |  | | | | | | x | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | | |
| **MID - TERM** | | | | | **Evaluation Type** | | | **Quantity** | | | **%** | | |
| 1st Mid – Term | | | 1 | | | 40 | | |
| Quiz | | |  | | |  | | |
| Homework | | |  | | |  | | |
| Project | | |  | | |  | | |
| Report | | |  | | |  | | |
| Others (….) | | |  | | |  | | |
| **FINAL EXAM** | | | | |  | | | 1 | | | 60 | | |
| **PREREQUIEITIE(S)** | | | | |  | | | | | | | | |
| **COURSE DESCRIPTION** | | | | | BASIC tenses, pronouns, prepositions, reading and listening parts and vocabulary of English. | | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The aim of the course is to teach BASIC grammar, speaking, writing, reading and listening knowledge of English. | | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUCATION** | | | | | 1.usage of the BASIC grammar of English  2.usage of the language in classroom  3.understanding and responding dialogues,  4.comprehension of reading passages in English  5.communication with native speakers  6. expressing themselves in written forms | | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1.identification of BASIC grammar of English  2.understanding English dialogues  3.understanding English texts in technical field  4.communication English in written and verbal form | | | | | | | | |
| **TEXTBOOK** | | | | | 1.Praninskas, J., Rapid Review of English Grammar, Prentice hall Inc., 1975.  2.Walker,E. & Elsworth, S. (2000). New Grammar Practice for Elementary Students –Longman, England  3.Walker,E. & Elsworth, S. (2000). New Grammar Practice for Pre-Intermediate Students –Longman, England 2. | | | | | | | | |
| **OTHER REFERENCES** | | | | | 1.Murphy, R. (1998). English Grammar in Use. Cambridge. 2004.  2.Dictionary of Contemporary English, Longman.  3.English for Life, Oxford University Press  4.“Dictionary of Contemporary English”, Longman. | | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, projector, DVD, CD | | | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Introduction, BASIC Definitions, Introduction |
| 2 | Verb be; forms, patterns, uses, articles, demonstarives, pronouns, contradictions |
| 3 | Simple present: S forms, auxiliry do, compound sentences, and, but |
| 4 | Continuous present: ing forms, auxiliry be, expletive there |
| 5 | Frequancy, time, place, numbers and related topics |
| 6 | Future: simple and continuous time clauses, adjective phrases |
| 7 | Future: simple and continuous time clauses, adjective phrases |
| 8 | Mid-Term Examination |
| 9 | Future: simple and continuous time clauses, adjective phrases |
| 10 | Simple past: regular and irregular, while, when, ago |
| 11 | Used to, have to, explive it, nouns that modify nouns |
| 12 | Continuous past: copound sentence patterns; adjective clauses |
| 13 | How? Question and answer patterns, causatives: have, make, get |
| 14 | Present perfect: simple and continuous, auxiliry have, for, since, just recently, already, yet |
| 15 | Past perfect: simple and continous, indirect objects, noun clauses |
| 16,17 | Final Exam |

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| **#** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | X |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | X |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | X |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | X |  |
| 5 | Run computer programs related to the field, |  |  | X |
| 6 | To be able to make correspondence related to his / her field by using computer | X |  |  |
| 7 | Use communication devices related to the field, | X |  |  |
| 8 | Recognize, edit and store commercial documents, | X |  |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | X |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | X |  |
| 11 | Know the importance of following the legislation related to the profession, | X |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, | X |  |  |
| 13 | Dominate new regulations on inflation accounting, | X |  |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | X |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Fall |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221511150 | **COURSE NAME** | Calculus I |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 1 | 3 | | 0 | 0 | | | 3 | 4 | COMPULSORY( X) ELECTIVE( ) | | Turkish |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | | **Count** | **%** |
| Midterm Exam | | | | | 1 | 40 |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Other | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PRECONDITION** | | | | | NONE | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Numbers, Algebra, Equations and Inequalities, Functions, Trigonometry, Complex Numbers, Logarithms | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Perform arithmetic and algebraic operations. To be able to calculate the exponent, the root of a real number. Solving equations and inequalities. Draw line and parabola. To be able to use trigonometric ratios. Comprehension of complex numbers. To be able to comprehend the properties of exponential and logarithmic functions. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | To provide the student with the ability to apply the mathematical knowledge and skills necessary for his / her profession to his / her work. | | | | | | |
| **LEARNING OUTCOMES** | | | | | 1. To use numbers, algebra, equations and inequalities, functions, trigonometry, complex numbers, logarithms in their profession.  2. To practice on these issues in the profession. | | | | | | |
| **BASIC COURSEBOOK** | | | | | Yıldız, E. ( 2004 )    İstatistik. Trabzon : Dilara Yayınevi | | | | | | |
| **HELPFUL RESOURCES** | | | | | Anadolu Üniversitesi Açıköğretim Fakültesi  (2002)  İstatistik. Eskişehir: Anadolu Üni. Yayını Çömlekçi, N. ( 1998 )  Temel  İstatistik. Eskişehir: Bilim Teknik Yayınevi Poyraz, K ( 2004 )  Temel  İstatistik  Kütahya: Dumlupınar Üni. Yayını | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Calculator | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Number Sets, Operations, Process Priority |
| 2 | Exponents, Radical Numbers, Absolute Value |
| 3 | Identities, 1 Equations |
| 4 | 2. Degree Equations and Inequalities |
| 5 | Function, Numerical Functions |
| 6 | Linear Functions and their graphs |
| 7 | Polynomial Functions and their graphs |
| 8 | MIDTERM EXAM |
| 9 | Rational and Algebraic Functions |
| 10 | Rational and Algebraic Functions |
| 11 | Trigonometry Functions |
| 12 | Complex Numbers |
| 13 | Numbers Complex Applications |
| 14 | Funtions Exponential and Logarithms |
| 15 | Funtions Exponential and Logarithms |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | **X** |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | **X** |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | **X** |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  | **X** |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  | **X** |  |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| --- | --- |
| **SEMESTER** | Fall |

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| --- | --- | --- | --- |
| **CODE** | 221511154 | **NAME OF COURSE** | BASIC INFORMATION AND COMMUNICATION TECHNIQUES |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Lectures Hours** | | | | | | **LESSON** | | | |
| **Theoretical** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **TYPE** | **LANGUAGE** |
| 1 | 2 | | O | O | | | 2 | 3 | COMPULSORY ( x) ELECTIVE () | TURKISH |
| **Category of course** | | | | | | | | | | |
| **BASIC Science** | | **BASIC Technician** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | **Social Science** |
| **√** | |  | | | |  | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | |
| **Mid Term** | | | | | **Type Of Activity** | | | | **Number** | **%** |
| Mid term Exam | | | | 1 | 40 |
| Quiz | | | |  |  |
| Homework | | | |  |  |
| Project | | | |  |  |
| Report | | | |  |  |
| Others (………) | | | |  |  |
| **Final Examination** | | | | |  | | | | 1 | 60 |
| **PREREQUESITIES IF ANY** | | | | |  | | | | | |
| **CONTENT** | | | | | Computer hardware, software and BASIC operating system | | | | | |
| **THE AIMS OF THE COURSE** | | | | | The main aim of the course is to introduce BASIC computer education to the students | | | | | |
| **CONTRIBUTION OF COURSE TO THE CARRİER EDUCATİON** | | | | | At the end of the course students will be able to learn BASIC computer concepts. | | | | | |
| **LEARNING OUTCOMES OF THE COURSE** | | | | | Expression, computer lab. study, homework | | | | | |
| **BASIC BOOK FOR COURSE** | | | | | OFFICE 2010 | | | | | |
| **SUPPLEMENT REFERENCES** | | | | |  | | | | | |
| **TOOLS and MATERIALS** | | | | |  | | | | | |

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| **Weekly Plan of the course** | |
| **WEEK** | **SUBJECTS** |
| 1 | Introduction to computer science |
| 2 | Computer hardware units |
| 3 | How computer Works |
| 4 | The research of Computer hardware units in lab. |
| 5 | Windows Operating Systems, Windows XP and Windows 7 |
| 6 | The installation ofWindows 7 and some MS-Dos instructions |
| 7 | Computer viruses |
| 8 | MIDTERM EXAM |
| 9 | Microsoft Word |
| 10 | Microsoft Word |
| 11 | Microsoft Excel |
| 12 | Microsoft Powerpoint |
| 13 | Microsoft Access |
| 14 | Computer networks and Internet |
| 15 | Computer networks and Internet |
| 16,17 | FINAL EXAMINATION |

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| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES**  (3: High, 2: Middle, 1: Low) | | | | |
| **N#** | **PROGRAM OUTCOME** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | X |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | X |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | X |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | X |
| 5 | Run computer programs related to the field, | X |  |  |
| 6 | To be able to make correspondence related to his / her field by using computer | X |  |  |
| 7 | Use communication devices related to the field, | X |  |  |
| 8 | Recognize, edit and store commercial documents, | X |  |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | X |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | X |
| 11 | Know the importance of following the legislation related to the profession, |  | X |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | X |  |
| 13 | Dominate new regulations on inflation accounting, |  | X |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | X |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| --- | --- |
| **Semester** | Autumn |

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| **COURSE CODE** | 221511124 | **COURSE NAME** | GENERAL ACCOUNTING |

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 1 | 4 | | 0 | 0 | | | 4 | 4 | | COMPULSORY (X)  ELECTIVE () | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Basic definitions about general accounting and theory.Uniform accounting practice,balance sheet and statement of income | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Theory of general accounting and studying uniform accounting practice | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | To be able to make accounting applications | | | | | | |
| **LEARNING OUTCOMES** | | | | | Professional staff who will be able to make accounting applications in business in accordance with the uniform chart of accounts | | | | | | |
| **BASIC COURSEBOOK** | | | | | Genel Muhasebe – Anadolu Üniv. Yayınları No:1341 – Eskişehir – 2009 | | | | | | |
| **HELPFUL RESOURCES** | | | | | Blackboard – projection – computer | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Entity and accounting |
| 2 | Financial statement |
| 3 | Accounts |
| 4 | Recognition and |
| 5 | Accounting process |
| 6 | BASIC definitions about accounting and gaap |
| 7 | Stocks |
| 8 | MIDTERM EXAM |
| 9 | Liquid – Securities |
| 10 | Liquid – Securities |
| 11 | Receivables |
| 12 | Fixed assets and financial debt |
| 13 | Debts – equity |
| 14 | Income – expenses |
| 15 | Income - expenses |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTCOMES** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, | **X** |  |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, | **X** |  |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, | **X** |  |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Autumn |

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| **COURSE CODE** | 221511125 | **COURSE NAME** | GENERAL BUSINESS |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 1 | 3 | | 0 | 0 | | | 3 | 4 | | COMPULSORY (X) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | | X |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | | 1 | | 10 |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 50 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | General business administration science, basic concepts of business | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Learning the basic subjects about business administration | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | |  | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Administration |
| 2 | Characteristics Of Firms |
| 3 | Foundatiıon Of Firms |
| 4 | Growth Of Firms |
| 5 | Business Ethic And Social Responsibility |
| 6 | Management |
| 7 | Functions Of Management |
| 8 | MIDTERM EXAM |
| 9 | Human Resources Management |
| 10 | Human Resources Management |
| 11 | HRM Functions |
| 12 | Marketing Principles |
| 13 | Product, Price |
| 14 | Place, Promotion |
| 15 | Marketing channels, Place, Promotion |
| 16,17 | FINAL EXAM |

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| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, | **X** |  |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  |  | **X** |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Autumn |

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| **COURSE CODE** | 221511126 | **COURSE NAME** | OFFICE MANAGEMENT AND COMMUNICATION  TECHNIQUES |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 3 | | COMPULSORY (X) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | | X |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Office Management Concepts and Devices, Communication Techniques | | | | | | |
| **LEARNING OBJECTIVES** | | | | | It is aimed to teach office management and how to use office devices and communication technics. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | | Learning Office Management Concepts, Recognition and Use of Office Equipment and Devices, Communication Tech. Learning | | | | | | |
| **BASIC COURSEBOOK** | | | | | ANADOLU UNIVERSİTESİ BURO YONETIMI | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| --- | --- |
| **WEEKLY COURSE PLAN** | |
| **WEEK** | **Commıtted Topıcs** |
| 1 | Introduction To Office Management |
| 2 | Fonctıons Of Office Management |
| 3 | Fonctıons Of Office Managements |
| 4 | Work Management In Office |
| 5 | Ergonomics and Design In Offices |
| 6 | Meeting Managemet |
| 7 | Archıve, Automatıon And Informatics |
| 8 | Mıdterm Exam |
| 9 | Elements of communication |
| 10 | Communication Types |
| 11 | Barriers to communication |
| 12 | Communication Process |
| 13 | Organisational Communicatıon |
| 14 | Efficient Communication Methods |
| 15 | Efficient Communication Methods |
| 16,17 | Fınal Exam |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | **X** |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | **X** |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  | **X** |  |
| 6 | To be able to make correspondence related to his / her field by using computer | **X** |  |  |
| 7 | Use communication devices related to the field, | **X** |  |  |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | **X** |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | **X** |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| --- | --- |
| **Semester** | Autumn |

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| **COURSE CODE** | 221511127 | **COURSE NAME** | MICRO ECONOMICS |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 3 | | COMPULSORY( X)  ELECTIVE( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Introduction to economics, general concepts and markets - production - consumption - supply, demand and microeconomic issues | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Information about the economy | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Economics - accounting relationship, understanding of economic events | | | | | | |
| **LEARNING OUTCOMES** | | | | | To educate students who understand the economic developments and evaluate their results. | | | | | | |
| **BASIC COURSEBOOK** | | | | | Introduction to Microeconomics | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Blackboard- Projections - Computer | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Definition and BASIC concepts of economics |
| 2 | Scarcity, choice and benefit |
| 3 | Economic systems |
| 4 | Supply and demand |
| 5 | Supply and supply law, Demand and demand law |
| 6 | Factors affecting demand |
| 7 | Elasticity |
| 8 | MIDTERM EXAM |
| 9 | Market balance and price |
| 10 | Government price control |
| 11 | Factor markets and income |
| 12 | Consumer behavior theory |
| 13 | Market types |
| 14 | Perfect competition market |
| 15 | Incomplete Competition market |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  | **X** |  |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, | **X** |  |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
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| **Semester** | Autumn |

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| **COURSE CODE** | 221511128 | **COURSE NAME** | BASIC LAW |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 1 | 2 | | 0 | 0 | | | 2 | 3 | | COMPULSORY (X) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | General knowledge of law, basic concepts of law, legal legislation | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Learning the basic concepts of law | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | BASIC LAW | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Law |
| 2 | Characteristics Of Legal Rules And Judgement System |
| 3 | Public Law |
| 4 | Personal Law |
| 5 | Sources Of Law |
| 6 | Definition Of Right And Types Of Right |
| 7 | Geting, Loosing And Keeping Of Right |
| 8 | Midterm Exam |
| 9 | Borrow Relationship, Responsibility, Sources Of Borrow |
| 10 | Borrow Relationship, Responsibility, Sources Of Borrow |
| 11 | Form Of Contract And Unsuitability |
| 12 | Representation |
| 13 | Pursuance Of Borrow |
| 14 | Contract Types |
| 15 | Contract Types |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | **X** |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, | **X** |  |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **SEMESTER** | Fall |

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| **COURSE CODE** | 221511115 | **COURSE NAME** | BEHAVIORAL SCIENCES I |

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | **COURSE OF** | | | | | |
| **Theory** | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | **Type** | | | **Language** |
| 1 | 0 | 1 | 0 | | | 0 | 1 | COMPULSORY ( ) ELECTIVE (X) | | | Turkish |
| **COURSE CATAGORY** | | | | | | | | | | | |
| **BASIC Science** | | | | **Technical Course** | | | | | | **Social Science** | |
|  | | | |  | | | | | | X | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | 1 | | 40 |
| 2nd Mid-Term | | | |  | |  |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Others (………) | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PREREQUISITE(S)** | | | | |  | | | | | | |
| **COURSE DESCRIPTION** | | | | | BASIC concepts of behavioral sciences, branches involving behavioral sciences, behavioral sciences contributing organizations, applications of behavioral sciences, behavioral approaches, BASIC personal behavior model, necessities as main reason of behavior, importance of social organizations to human behavior, communication, groups, culture | | | | | | |
| **COURSE OBJECTIVES** | | | | | Inform the students about main concepts of behavior in first grade and teach the importance of behavior in their professional and social life. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUCATION** | | | | | Ability to plan production, consumption, and share and follow newest improvements in technology | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Recognizes the community which they live in  2. Recognizes himself/herself  3. Improve the knowledge about the effects of community to behavior | | | | | | |
| **TEXTBOOK** | | | | | Anadolu University Press, Davranış Bilimlerine Giriş- 2003-Eskişehir | | | | | | |
| **OTHER REFERENCES** | | | | |  | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | |  | | | | | | |
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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | BASICs |
| 2 | Introduction to sociology |
| 3 | Emerging sociology and hypothetical approaches |
| 4 | Community and community structure |
| 5 | Community and community structure |
| 6 | Culture |
| 7 | Culture |
| 8 | Midterm Exam |
| 9 | Communal life |
| 10 | Community groups |
| 11 | Community groups |
| 12 | Family |
| 13 | Family |
| 14 | Classification of communities and change |
| 15 | Classification of communities and change |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | X |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | X |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | X |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | X |
| 5 | Run computer programs related to the field, |  |  | X |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | X |
| 7 | Use communication devices related to the field, |  |  | X |
| 8 | Recognize, edit and store commercial documents, |  |  | X |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | X |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | X |
| 11 | Know the importance of following the legislation related to the profession, |  |  | X |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | X |
| 13 | Dominate new regulations on inflation accounting, |  |  | X |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | X |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature: Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **SEMESTER** | Fall |

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| **COURSE CODE** | 221511161 | **COURSE NAME** | EMERGENCY AİD |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** | |
| 1 | 1 | | 0 | 0 | | | 0 | 2 | | COMPULSORY ()  ELECTIVE (X ) | Turkish | |
| **COURSE CATAGORY** | | | | | | | | | | | | |
| **BASIC Science** | | **BASIC Engineering** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | | **Social Science** |
| **√** | | **√** | | | | ( ) | | | | | |  |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | **Quantity** | | | **%** |
| Mid-Term | | | | 1 | | | 40 |
| Quiz | | | |  | | |  |
| Homework | | | |  | | |  |
| Project | | | |  | | |  |
| Report | | | |  | | |  |
| Others (………) | | | |  | | |  |
|  | | | |  | | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | | 60 |
| **PREREQUIEITE(S)** | | | | | --- | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Definition of First Aid First Aid objectives and rules of patient transport , first aid in bleeding , first aid for burns , first aid in frost, cracked , first aid dislocations and sprains , cardio-pulmonary resuscitation , first aid poisoning, first aid in convulsions and epilepsy , first aid in other emergency situations. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The main objective of the course, in situations that require first aid to save lives and to be able to intervene to reduce the damage . | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Having knowledge of first aid . | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Move victim skills  2. The recognition of bleeding and first aid skills  3. ADJUSTING their recognition and first aid skills  4. Ability to apply Heart-lung massage  5. Aid in burns and frostbite skills  6. Fracture bracing skills  7. Poisoning and epilepsy first aid skills | | | | | | | |
| **TEXTBOOK** | | | | | Güler Ç.Bilir (1994 ).Temel İlkyardım | | | | | | | |
| **OTHER REFERENCES** | | | | | - | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Projector, computer DVD, CD. | | | | | | | |
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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | First Aid Definition |
| 2 | Objectives and rules of first aid |
| 3 | Patient transport |
| 4 | First aid in bleeding |
| 5 | First aid for burns |
| 6 | First aid in freezing |
| 7 | First aid in fractures, dislocations and sprains |
| 8 | Mid-Term Examination |
| 9 | Heart- lung animation |
| 10 | Heart- lung animation |
| 11 | Poisoning first aid |
| 12 | Aid in convulsions and epilepsy |
| 13 | First aid in other emergencies |
| 14 | First aid in other emergencies |
| 15 | First aid in other emergencies |
| 16,17 | Final Exam |

|  |  |  |  |  |
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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | **X** |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | **X** |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | **X** |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | **X** |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | **X** |
| 11 | Know the importance of following the legislation related to the profession, |  |  | **X** |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **SEMESTER** | Spring |

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| **COURSE CODE** | 221512151 | **COURSE NAME** | TURKISH LANGUAGE II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | | |
| **Theory** | | **Practice** | **Labratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** | |
| 2 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (X) ELECTIVE | | Turkish | |
| **COURSE CATEGORY** | | | | | | | | | | | | |
| **BASIC Science** | | **Technical** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)]** | | | | | | **Social Science** |
|  | |  | | | |  | | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | | **%** |
| 1st Mid-Term | | | | | 1 | | 40 |
| 2nd Mid-Term | | | | |  | |  |
| Quiz | | | | |  | |  |
| Homework | | | | |  | |  |
| Project | | | | |  | |  |
| Report | | | | |  | |  |
| Others (………) | | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | | 60 |
| **PREREQUIEITE(S)** | | | | | NONE | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Word information, word sorts, sentence and word order of Turkish, composition, kinds of oral and written composition, oral and written narration techniques, present problems of Turkish, text (poetry, novel, story, article, etc.) analyzing methods. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The subject of the course is to expose the value of Turkish language by giving information about development of Turkish language, to gain national language awareness, to develop reading and writing skills, to compare and contrast Turkish language to other languages, to compare and contrast language policy of developed countries to Turkish language policy, to gain skill of speaking. | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | Skill of effective communication orally and writing in Turkish. | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. Learn Turkish grammar 2. Develop the ability of using Turkish properly 3. Gain knowledge of present problems of Turkish 4. Be able to read and comprehend 5. Learn text analyzing methods 6. Learn about the Turkish language policy and be able to make comments on improving the policy 7. Gain writing skill 8. Gain speaking skill 9. Learn narration techniques 10. Be able to pronounce vowels 11. Be able to read phonetically right 12. Be able to write compositions 13. Be able to write on his/her ideas 14. Be able to talk on his/her ideas | | | | | | | |
| **TEXTBOOK** | | | | | Turkish Language II Lecture Notes | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer and projector | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Vocabulary |
| 2 | Word types |
| 3 | Syntax |
| 4 | Syntax |
| 5 | The syntax of the Turkish |
| 6 | The syntax of the Turkish |
| 7 | Composition , oral and written composition |
| 8 | Mid-Term Examination |
| 9 | Oral and written expression techniques |
| 10 | Oral and written expression techniques |
| 11 | Oral and written expression techniques |
| 12 | Present problems of Turkish language |
| 13 | Text ( poetry , novels , stories, essays , etc . ) Analysis methods and applications |
| 14 | Text ( poetry , novels , stories, essays , etc . ) Analysis methods and applications |
| 15 | Text ( poetry , novels , stories, essays , etc . ) Analysis methods and applications |
| 16,17 | Final Exam |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | **X** |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | **X** |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  |  | **X** |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **SEMESTER** | Spring |

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| **COURSE CODE** | 221512152 | **COURSE NAME** | |  | | --- | | Ataturk's Principles and History of Turkish Revolution II | |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Labratory** | | | **Credit** | **ECTS** | **TYPE** | | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 2 | COMPULSORY (X) ELECTIVE ( ) | | Turkish |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **Technical** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Others (………) | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | NONE | | | | | | |
| **COURSE DESCRIPTION** | | | | | Proclamation of the Republic, the Abolition of the Caliphate, the Constitution of 1924, the Attempts of multi-party administration, the Sheikh Said Uprising, Other Reactions against the Republic, the Menemen Incident, the reforms in the field of education, law system, culture, economy, social life etc., the foreign relations of the Turkish Republic and the six principles of the Kemalist thought system, namely republicanism, nationalism, populism, statism, laicism and revolutionarism. | | | | | | |
| **COURSE OBJECTIVES** | | | | | The main aim of the course is to encourage the students to adopt the principles and the revolutions of Mustafa Kemal Atatürk and to contribute them to be brought up as individuals loyal to and defending modern, laic and democratic values. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | |  | | --- | | To underline the idea that the national unity based on the principle  “peace in the country, peace in the world” can only be achieved  through political, economic and military progress. | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1. To realize that a nation committed to its liberty cannot be deprived of its freedom, 2. To recognize the importance of the principle of national sovereignity, 3. To appreciate the personality and the leadership of Mustafa Kemal, 4. To see the hard conditions in which the National War was waged and won, 5. To acknowledge that the rightful will always prevail over the arbitrary force, 6. To see that a new Turkish State based on the organization of the material and spritual strength of the nation was founded, 7. To understand that the Turkish State which the contemporary world had to recognize by the Treaty of Leusanne will be defended forever. | | | | | | |
| **TEXTBOOK** | | | | | |  | | --- | | Şerafettin Turan, History of the Turkish Revolution,İstanbul1991-1995. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer and projector | | | | | | |

|  |  |
| --- | --- |
| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Proclamation of the Republic |
| 2 | Proclamation of the Republic |
| 3 | The abolition of the Caliphate |
| 4 | The Constitution of 1924 |
| 5 | Multiparty Life Experience |
| 6 | Sheikh Said Rebellion |
| 7 | Sheikh Said Rebellion |
| 8 | Mid-Term Examination |
| 9 | Republicanism, nationalism, populism principles |
| 10 | Statism, the principles of secularism and the Revolution |
| 11 | Kemalist Thought System |
| 12 | Other Reactions against the Republic |
| 13 | Menemen Event, Atatürk's foreign policy principles and practices |
| 14 | Legal, educational, cultural, economic, social and related fields Revolitions |
| 15 | Legal, educational, cultural, economic, social and related fields Revolitions |
| 16,17 | Final Exam |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | X |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | X |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | X |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | X |
| 5 | Run computer programs related to the field, |  |  | X |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | X |
| 7 | Use communication devices related to the field, |  |  | X |
| 8 | Recognize, edit and store commercial documents, |  |  | X |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | X |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | X |
| 11 | Know the importance of following the legislation related to the profession, |  |  | X |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | X |
| 13 | Dominate new regulations on inflation accounting, |  |  | X |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | X |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Spring |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 221512153 | **COURSE NAME** | ENGLISH II |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | **COURSE OF** | | | | | | |
| **Theory** | | **Practice** | **Laboratory** | | **Credit** | | **ECTS** | **TYPE** | | | **Language** |
| 2 | 2 | | 0 | 0 | | 2 | | 2 | COMPULSORY( X) ELECTIVE( ) | | | English |
| **COURSE CATEGORY** | | | | | | | | | | | | |
| **BASIC Science** | | **Technical** | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | | **Social Science** | |
|  | |  | | |  | | | | | | x | |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | | |
| **MID - TERM** | | | | | **Evaluation Type** | | **Quantity** | | | **%** | | |
| 1st Mid – Term | | 1 | | | 40 | | |
| Quiz | |  | | |  | | |
| Homework | |  | | |  | | |
| Project | |  | | |  | | |
| Report | |  | | |  | | |
| Others (….) | |  | | |  | | |
| **FINAL EXAM** | | | | |  | | 1 | | | 60 | | |
| **PREREQUIEITIE(S)** | | | | |  | | | | | | | |
| **COURSE DESCRIPTION** | | | | | Reported speech, relative clauses, passive voice, conditionals, reading and listening parts and vocabulary of English. | | | | | | | |
| **COURSE OBJECTIVES** | | | | | The aim of the course is to teach BASIC grammar, speaking, writing, reading and listening knowledge of English. | | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUCATION** | | | | | 1.usage of the BASIC grammar of English  2.usage of the language in classroom  3.understanding and responding dialogues  4.comprehension of reading passages in English  5.communication with native speakers  6. expressing themselves in written forms | | | | | | | |
| **COURSE OUTCOMES** | | | | | 1.identification of BASIC grammar of English  2.understanding English dialogues  3.understanding English texts in technical field  4.communication English in written and verbal form | | | | | | | |
| **TEXTBOOK** | | | | | 1.Praninskas, J., Rapid Review of English Grammar, Prentice hall Inc., 1975.  2.Walker,E. & Elsworth, S. (2000). New Grammar Practice for Elementary Students –Longman, England  3.Walker,E. & Elsworth, S. (2000). New Grammar Practice for Pre-Intermediate Students –Longman, England 2. | | | | | | | |
| **OTHER REFERENCES** | | | | | 1.Murphy, R. (1998). English Grammar in Use. Cambridge. 2004.  2.Dictionary of Contemporary English, Longman.  3.English for Life, Oxford University Press  4.“Dictionary of Contemporary English”, Longman. | | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, projector, DVD, CD | | | | | | | |

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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Introduction, BASIC Definitions, Introduction |
| 2 | Futurepresent: simple and continuous, two-word verbs, tag questions |
| 3 | Modal auxiliries and related idioms, tense sequence, reported speech |
| 4 | Directions, instructions, suggestions, order of modifiers, noun clauses |
| 5 | Infinitives and infinitive phrases |
| 6 | Infinitives and infinitive phrases |
| 7 | Concession: although, even though, in spite of, but…anyway |
| 8 | Mid-Term Examination |
| 9 | Concession: although, even though, in spite of, but…anyway |
| 10 | Consequences: Thus, therefore, consequently, as a result of |
| 11 | Reading environmental texts, Writing environmental texts |
| 12 | Uses of ingforms, passive voice |
| 13 | Comparison and contrast, like, alike, the same as, different from |
| 14 | Conditions and results: if, whether, unless, wishes and hopes |
| 15 | Why, reasons and purposes: because, so that, in order to |
| 16,17 | Final Exam |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | X |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | X |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | X |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | X |  |
| 5 | Run computer programs related to the field, |  | X |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  | X |  |
| 7 | Use communication devices related to the field, |  |  | X |
| 8 | Recognize, edit and store commercial documents, |  | X |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | X |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | X |  |
| 11 | Know the importance of following the legislation related to the profession, |  |  | X |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | X |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | X |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | X |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Spring |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221512130 | **COURSE NAME** | Commercial Mathematics |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 3 | | COMPULSORY( X)  ELECTIVE( ) | Turkish |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | **1** | | **40** |
| Quiz | | | |  | |  |
| Homework | | | | **1** | | **10** |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | **1** | | **50** |
| **PRECONDITION** | | | | | NONE | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Ratio and proportion calculations, measurements transaction accounts and the proportional division of the company accounts and the average price, compound, mixture, alloy, interest, discount | | | | | | |
| **LEARNING OBJECTIVES** | | | | | To be able to make ratio and proportion calculations, to be able to process with measurements, to make percentage calculations and proportional division, to calculate company and average price, to solve compound, mixture, alloy, interest, discount problems. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | To provide the student with the competence to apply statistical knowledge and skills necessary for his / her profession. | | | | | | |
| **LEARNING OUTCOMES** | | | | | 1. Description and history, information collection methods and statistical analysis methods, series of information and frequency table as the arrangement, central tendency measures, distribution measures, probability calculations, hypothesis testing to use in their profession to ensure.  2.To practice on these issues in the profession. | | | | | | |
| **BASIC COURSEBOOK** | | | | | Yıldız, E. ( 2004 )    İstatistik. Trabzon : Dilara Yayınevi | | | | | | |
| **HELPFUL RESOURCES** | | | | | Anadolu Üniversitesi Açıköğretim Fakültesi  (2002)  İstatistik. Eskişehir: Anadolu Üni. Yayını Çömlekçi, N. ( 1998 )  Temel  İstatistik. Eskişehir: Bilim Teknik Yayınevi Poyraz, K ( 2004 )  Temel  İstatistik  Kütahya: Dumlupınar Üni. Yayını | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Calculator | | | | | | |

|  |  |
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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Ratio and proportion |
| 2 | Size |
| 3 | Percentage calculations and proportional division. |
| 4 | Percentage calculations and applications of proportional division |
| 5 | Company accounts and the average price |
| 6 | Average price of the company accounts and related applications |
| 7 | Compound |
| 8 | MIDTERM EXAM |
| 9 | Composition, Mixture and Alloy applications in mathematics |
| 10 | Mixture |
| 11 | Alloy |
| 12 | Interest calculations |
| 13 | Applications related to interest accounts |
| 14 | Discount |
| 15 | Discount |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | **X** |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | **X** |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | **X** |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  | **X** |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  | **X** |  |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Spring |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221512124 | **COURSE NAME** | FINAL ACCOUNTING OPERATIONS |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 2 | 4 | | 0 | 0 | | | 4 | 4 | | COMPULSORY( X)  ELECTIVE( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Correction of registration errors, determination of inventory income and expenses, income statement, taxation of commercial profit, balance sheet arrangement, profit distribution table arrangement and accounting, amortization and revaluation according to Tax Procedure Law. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Performing inventory and accounting end-of-term transactions and preparation of financial statements. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | It covers topics that should be known in terms of accounting profession and practices. | | | | | | |
| **LEARNING OUTCOMES** | | | | | To educate professional staff who can make accounting applications in business in accordance with Uniform Chart of Accounts. | | | | | | |
| **BASIC COURSEBOOK** | | | | | Muhasebe Uygulamaları Kitabı , Anadolu Üniv.,2010 | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Projection, blackboard | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Accounting of end-year necessity, Inventory |
| 2 | Valuation Methods - Commercial and Financial Profit |
| 3 | Accounting of year-end liquid assets and securities |
| 4 | Year-end Transactions on Receivables |
| 5 | Year-end transactions regarding inventories |
| 6 | Year-end transactions and depreciation of fixed assets |
| 7 | Monography |
| 8 | MİDTERM EXAM |
| 9 | Year-end transactions regarding financial and commercial debts |
| 10 | Year-end transactions related to shareholders' equity |
| 11 | Year-end transactions related to shareholders' equity |
| 12 | Year-end transactions of income and expenses |
| 13 | Transactions of income and expenses, Preparation of Financial Statements of year-end |
| 14 | Monography |
| 15 | Monography |
| 15,16 | FINAL EXAM |

|  |  |  |  |  |
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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, | **X** |  |  |
| 5 | Run computer programs related to the field, |  | **X** |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **SEMESTER** | SPRING |

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| --- | --- | --- | --- |
| **CODE** | 221512125 | **NAME OF COURSE** | Office Programs |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Lectures Hours** | | | | | **LESSON** | | | |
| **Theoretical** | | **Practice** | **Laboratory** | | **Credit** | **ECTS** | **TYPE** | **LANGUAGE** |
| 2 | 2 | | 1 | 0 | | 3 | 4 | COMPULSORY (x ) ELECTIVE ( ) | TURKISH |
| **Category of course** | | | | | | | | | |
| **BASIC Science** | | **BASIC Technician** | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | **Social Science** |
|  | | **√** | | |  | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | |
| **Mid Term** | | | | | **Type Of Activity** | | | **Number** | **%** |
| Mid term Exam | | | 1 | **40** |
| Quiz | | |  |  |
| Homework | | |  |  |
| Project | | |  |  |
| Report | | |  |  |
| Others (………) | | |  |  |
| **Final Examination** | | | | |  | | | 1 | **60** |
| **PREREQUESITIES IF ANY** | | | | |  | | | | |
| **CONTENT** | | | | | Computer hardware, software and BASIC operating system | | | | |
| **THE AIMS OF THE COURSE** | | | | | The main aim of the course is to introduce BASIC computer education the students | | | | |
| **CONTRIBUTION OF COURSE TO THE CARRİER EDUCATİON** | | | | | At the end of the course students will be able to learn BASIC computer concepts. | | | | |
| **LEARNING OUTCOMES OF THE COURSE** | | | | | 1. Gaining skill of using Word 2010 2. Gaining skill of using Excell 2010 3. Gaining skill of controlling Internet 4. Gaining skill of using e-mail | | | | |
| **BASIC BOOK FOR COURSE** | | | | | *OFFICE 2010* | | | | |
| **SUPPLEMENT REFERENCES** | | | | |  | | | | |
| **TOOLS and MATERIALS** | | | | | Course notes | | | | |

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| **Weekly Plan of the course** | |
| **WEEK** | **SUBJECTS** |
| 1 | Word 2010 |
| 2 | Word 2010 |
| 3 | Word 2010 |
| 4 | Word 2010 |
| 5 | Word 2010 |
| 6 | Excell 2010 |
| 7 | Excell 2010 |
| 8 | MIDTERM EXAM |
| 9 | Excell 2010 |
| 10 | Excell 2010 |
| 11 | Excell 2010 |
| 12 | Excell 2010 |
| 13 | Internet |
| 14 | Internet |
| 15 | Internet |
| 16,17 | FINAL EXAMINATION |

|  |  |  |  |  |
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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | x |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | x |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | x |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, | x |  |  |
| 5 | Run computer programs related to the field, | x |  |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  | x |  |
| 7 | Use communication devices related to the field, |  | x |  |
| 8 | Recognize, edit and store commercial documents, |  | x |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | x |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | x |  |
| 11 | Know the importance of following the legislation related to the profession, |  |  | x |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | x |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | x |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | x |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Spring |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221512126 | **COURSE NAME** | BUSINESS MANAGEMENT |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 2 | 3 | | 0 | 0 | | | 3 | 4 | | COMPULSORY( X)  ELECTIVE( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | | X |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Problem solving in business management, communication, leadership, groups, motivation, conflict management, stress management | | | | | | |
| **LEARNING OBJECTIVES** | | | | | The aim of this course is to provide the students with the knowledge about the application and interpersonal relations in business management. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | İşletme Yönetimi, Prof.Dr.Tamer Koçel; Örgütsel Davraniş Ve Yönetim Psikolojisi, Prof.Dr.Erol Eren | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

|  |  |
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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Problem Solving |
| 2 | Meeting Management |
| 3 | Leadership |
| 4 | Communication |
| 5 | Groups In Organisations |
| 6 | Motivation Management |
| 7 | Conflict Management |
| 8 | MIDTERM EXAM |
| 9 | Time Management |
| 10 | Time Management |
| 11 | Stress Management |
| 12 | Personal And Organisational Learning |
| 13 | Efficient Speaking, Meeting |
| 14 | Organisational Changing |
| 15 | Organisational Changing |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | **X** |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | **X** |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | **X** |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Spring |

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | 221512127 | **COURSE NAME** | MACRO ECONOMICS |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 3 | | COMPULSORY( X)  ELECTIVE( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Learning the problems and solutions in the discussion environment, economic fluctuation, economic growth. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | To understand the macroeconomic structure and the functioning of this structure. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Understanding macro-economic structure | | | | | | |
| **LEARNING OUTCOMES** | | | | | To train professional staff who can interpret and evaluate basic economic developments in business life. | | | | | | |
| **BASIC COURSEBOOK** | | | | | İktisada Giriş – Anadolu Üniversitesi Yayınları no:1472,2009 | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Projection - blackboard | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Transition from Microeconomics to Macroeconomics |
| 2 | National Income Accounting |
| 3 | Determining of national product |
| 4 | Determining of national product |
| 5 | Macro-economic balance |
| 6 | Fiscal Policy and Total Expenditures |
| 7 | Money and Banking |
| 8 | MIDTERM EXAM |
| 9 | Monetary theory and policy |
| 10 | Monetary theory and policy |
| 11 | Monetary theory and policy |
| 12 | Analysis of total demand and total supply, inflation |
| 13 | International trade and financing |
| 14 | The economic growth and development |
| 15 | The economic growth and development |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, | **X** |  |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
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| **Semester** | Spring |

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| **COURSE CODE** | 221512128 | **COURSE NAME** | COMMERCIAL LAW |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 3 | | COMPULSORY( X)  ELECTIVE( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Commercial business law and negotiable instruments law issues. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Principles of commercial law. To be able to comprehend the elements of commercial enterprise and the rules and resources of commercial life.  To be able to comprehend the types, organizations, operations, responsibilities and comparisons of companies operating in commercial life.  To understand the importance of negotiable instruments in commercial life | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | The aim of this course is to teach the laws about commercial life. | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | TİCARET HUKUKU, YRD.DOÇ.DR. AYTEKİN ÇELİK | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Commercial Firm, Commerce |
| 2 | Commercial Judgement, Trader |
| 3 | Commercial Register, Commercial Title |
| 4 | Trademark |
| 5 | Unfair competition |
| 6 | Competition Law |
| 7 | Commercial Registers |
| 8 | MIDTERM EXAM |
| 9 | Current Account |
| 10 | Current Account |
| 11 | Trader Assistants |
| 12 | Commercial Papers |
| 13 | Coupon |
| 14 | Check |
| 15 | Check |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  | **X** |  |
| 8 | Recognize, edit and store commercial documents, | **X** |  |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Spring |

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| **COURSE CODE** | 221512129 | **COURSE NAME** | ENTREPRENEURSHIP |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 2 | 2 | | 0 | 0 | | | 2 | 3 | | COMPULSORY( X)  ELECTIVE( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| 1st Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | The concept of Entrepreneurship, the knowledge that is required about entrepreneurship, business management, functions of business, success factors of entrepreneurship. | | | | | | |
| **LEARNING OBJECTIVES** | | | | |  | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | To provide the knowledge of entrepreneurship to the students who want to found a firm after the graduation. | | | | | | |
| **LEARNING OUTCOMES** | | | | | Giving the necessary information about entrepreneurship to the students who want to take the initiative after graduation. | | | | | | |
| **BASIC COURSEBOOK** | | | | | Entrepreneurship and The Management of Little Firms. | | | | | | |
| **HELPFUL RESOURCES** | | | | | Course notebook. | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Entrepreneurship. |
| 2 | Success factors of entrepreneurship. |
| 3 | Foundation process of the firms. |
| 4 | Types of companies. |
| 5 | New management concepts. |
| 6 | Total Quality Management. |
| 7 | SWOT. |
| 8 | MİDTERM EXAM |
| 9 | Finance of Entrepreneurship |
| 10 | Finance of Entrepreneurship. |
| 11 | AIDA. |
| 12 | Little and Medium Size Firms |
| 13 | Problems of Little and Medium Size Firms and The Solution Methods. |
| 14 | Supplement institutions for little and medium size firms. |
| 15 | Supplement institutions for little and medium size firms. |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, | **X** |  |  |
| 10 | Recognize the BASIC concepts of economy and stock market, | **X** |  |  |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, | **X** |  |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **SEMESTER** | Spring |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221512161 | **COURSE NAME** | BUSINESS ETHICS |

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| **SEMESTER** | **WEEKLY COURSE PERIOD** | | | | | | **COURSE OF** | | | | |
| **Theory** | | **Practice** | **Laboratory** | | | **Credit** | **ETCS** | **TYPE** | | **LANGUAGE** |
| 1 | 1 | | 0 | 0 | | | 0 | 2 | COMPULSORY ( ) ELECTIVE (X ) | | Turkish |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **Technical** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | | X |
| **ASSESSMENT CRITERIA** | | | | | | | | | | | |
| **MID-TERM** | | | | | **Evaluation Type** | | | | | **Quantity** | **%** |
| 1st Mid-Term | | | | | 1 | 40 |
| 2nd Mid-Term | | | | |  |  |
| Quiz | | | | |  |  |
| Homework | | | | |  |  |
| Project | | | | |  |  |
| Report | | | | |  |  |
| Laboratory | | | | |  |  |
| **FINAL EXAM** | | | | |  | | | | | 1 | 60 |
| **PREREQUIEITE(S)** | | | | | NONE | | | | | | |
| **COURSE DESCRIPTION** | | | | | Examine the concepts of ethics and morality, Investigate the factors that play a role in the formation of morality,study to examine the concept of professional ethics and social responsibility | | | | | | |
| **COURSE OBJECTIVES** | | | | | The aim of this course is to learn the competencies related to professional ethics. | | | | | | |
| **ADDITIVE OF COURSE TO APPLY PROFESSIONAL EDUATION** | | | | | This course helps students in the preparation of the necessary infrastructure  about understand the concepts of ethics and morality | | | | | | |
| **COURSE OUTCOMES** | | | | | 1.Examine the concepts of ethics and morality  2.Comply with the principles of professional ethics | | | | | | |
| **TEXTBOOK** | | | | | Teacher’s lecture notes | | | | | | |
| **OTHER REFERENCES** | | | | | Teacher's experience and seminars or presentations of various organizations | | | | | | |
| **TOOLS AND EQUIPMENTS REQUIRED** | | | | | Computer, projector | | | | | | |

|  |  |
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| **COURSE SYLLABUS** | |
| **WEEK** | **TOPICS** |
| 1 | Examine the concepts of ethics and morality |
| 2 | Examine the concepts of ethics and morality |
| 3 | Examine the ethical systems |
| 4 | Examine the ethical systems, investigate the factors that play a role in the formation of morality |
| 5 | Investigate the factors that play a role in the formation of morality |
| 6 | Examine the ethics of profession |
| 7 | Examine the ethics of profession |
| 8 | Mid-term exam |
| 9 | Examine the ethics of profession |
| 10 | Examine the ethics of profession |
| 11 | Analyzing the results of corruption and unethical behavior in professional life professional |
| 12 | Analyzing the results of corruption and unethical behavior in professional life professional |
| 13 | Examine the concept of social responsibility |
| 14 | Examine the concept of social responsibility |
| 15 | Examine the concept of social responsibility |
| 16,17 | Final exam |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  |  | x |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  |  | x |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | x |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | x |
| 5 | Run computer programs related to the field, |  |  | x |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | x |
| 7 | Use communication devices related to the field, |  |  | x |
| 8 | Recognize, edit and store commercial documents, |  |  | x |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | x |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | x |
| 11 | Know the importance of following the legislation related to the profession, |  | x |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | x |
| 13 | Dominate new regulations on inflation accounting, |  |  | x |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | x |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Autumn |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221513122 | **COURSE NAME** | Computer Based Accounting I |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 3 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | | Computer Laboratory, One Computer for Each Student | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Inventory, current invoice, check-note-payroll and accounting applications and business book applications in accounting package programs (eta 7 program) | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Accounting bookkeeping and  to be able to do all operations with computer accounting programs. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | About accoutining all of operaiting can do with computer. | | | | | | |
| **LEARNING OUTCOMES** | | | | | To be able to perform all accounting transactions and applications with computer | | | | | | |
| **BASIC COURSEBOOK** | | | | | Eta 7 Programı ve Eğitim Cd | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Computer Laboratory,projection,blackboard | | | | | | |

|  |  |
| --- | --- |
| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Accounting information system |
| 2 | Introduce to ETA 7 – Use about quickly push |
| 3 | ETA’s descriptions - fixed parameters – on/off company – integration |
| 4 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 5 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 6 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 7 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 8 | MIDTERM EXAM |
| 9 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 10 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 11 | Introductions of accounting - accounting and practice with really documents |
| 12 | Introductions of accounting - accounting and practice with really documents |
| 13 | Introductions of business book and fixed descriptions and coding |
| 14 | Introductions of business book and fixed descriptions and coding |
| 15 | Introductions of business book and fixed descriptions and coding |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations | **X** |  |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, | **X** |  |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  | **X** |  |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | **X** |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Autumn |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221513123 | **COURSE NAME** | TAX LAW |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 3 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| 2nd Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Introduction to tax law and tax concepts in general | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Recognition of tax law | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Mastery of tax procedure law and concepts required by accounting profession | | | | | | |
| **LEARNING OUTCOMES** | | | | | To educate professional personnel who are dominant in tax legislation | | | | | | |
| **BASIC COURSEBOOK** | | | | | VERGİ HUKUKU, PROF.DR. NURETTİN BİLİCİ | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Introduction To Tax Law |
| 2 | Concepts |
| 3 | Fundemantals Of Tax Law |
| 4 | Tax procedure law |
| 5 | Tax procedure law |
| 6 | Tax procedure law |
| 7 | Tax procedure law |
| 8 | MIDTERM EXAM |
| 9 | Tax procedure law |
| 10 | Tax procedural law practices |
| 11 | Tax procedural law practices |
| 12 | Tax procedural law practices |
| 13 | Tax procedural law practices |
| 14 | Tax procedural law practices |
| 15 | Tax procedural law practices |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| --- | --- |
| **Semester** | Autumn |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221513124 | **COURSE NAME** | COST ACCOUNTING |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 3 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | BASIC definitions about cost accounting in productions facilities, Cost of selling of property statement, Methods of determinations of cost, direct first item Material, Direct labour, Production expenses, Job order costing system-stage costing systems-analysis of cost capacity profit | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Calculation of product costs in production facilities | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Comprehension and implementation of cost accounting system in production enterprises, | | | | | | |
| **LEARNING OUTCOMES** | | | | | Professional staff who understand and can perform all applications of the cost accounting system in production companies | | | | | | |
| **BASIC COURSEBOOK** | | | | | Maliyet Muhasebesi – Anadolu Üniv. Yay.No. 1524 – Eskişehir – 2007 | | | | | | |
| **HELPFUL RESOURCES** | | | | | Maliye Muhasebesi Sunumu – Öğr. Gör İbrahim Şavlukbaş – Esogü Siv. Myo. - Eskişehir | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Projection – Computer - Blackboard | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Introduction to Cost accounting |
| 2 | Materials and materials costs |
| 3 | Cost of labour |
| 4 | Productions overheads |
| 5 | Productions overheads and allocation |
| 6 | Job order costing system with single stage |
| 7 | Practice of Job order costing system with single stage |
| 8 | MIDTERM EXAM |
| 9 | Stage costing systems with multi-stage |
| 10 | Stage costing systems with multi-stage |
| 11 | Practice stage costing systems with multi-stage |
| 12 | Activity-based costing and allocation of joint cost |
| 13 | Determination of production losses and accounting |
| 14 | Analysis of cost Volume-Profit |
| 15 | Analysis of cost Volume-Profit |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, | **X** |  |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, | **X** |  |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| --- | --- |
| **Semester** | Autumn |

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| **COURSE CODE** | 221513125 | **COURSE NAME** | FINANCIAL MANAGEMENT |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 3 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 25 |
| Quiz | | | |  | |  |
| Homework | | | | 1 | | 25 |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 50 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Aims, subjects and methods of financial management, | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Recognition and management of the types of funding sources and the use of funds | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Comprehension of financial management decisions and methods | | | | | | |
| **LEARNING OUTCOMES** | | | | | To train personnel who know how to use accounting information in financial management | | | | | | |
| **BASIC COURSEBOOK** | | | | | ANADOLU ÜNİVERSİTESİ YAYINI FINANSAL YONETIM | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Functions Of Financial Management |
| 2 | Time Value Of Money |
| 3 | Financial Analyses |
| 4 | Financial Planning And Control |
| 5 | Working Capital |
| 6 | Cash Management |
| 7 | Receivable And Stock Management |
| 8 | MIDTERM EXAM |
| 9 | Capital Budgeting Under Clear Conditions |
| 10 | Capital Budgeting Under Clear Conditions |
| 11 | Capital Budgeting Under Uncertanties |
| 12 | Short Time Finance |
| 13 | Middle And Long Time Finance |
| 14 | Capital Cost |
| 15 | Capital structure |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Autumn |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221513126 | **COURSE NAME** | CORPORATION ACCOUNTS |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 3 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Establishing Closing Merger Transactions and Records by Company Types - Capital Increase- Types of Profit Distribution and Calculation and Records | | | | | | |
| **LEARNING OBJECTIVES** | | | | | To learn the accounting of all business and transactions in accordance with company law, | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Tto learn company opening, liquidation, merger, profit distribution and capital increase operations and records according to the types of companies. | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | Anadolu universitesi muhasebe uygulamalari | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Commerce Companies |
| 2 | Unlimited Company Foundation And Capital Procedures |
| 3 | Unlimited Company Dividend |
| 4 | Corporation |
| 5 | Stock Corporation Foundation |
| 6 | Stock Corporation Capital Procedures |
| 7 | Profit distribution in joint stock companies |
| 8 | MIDTERM EXAM |
| 9 | Limited companies |
| 10 | Limited companies |
| 11 | Liquidation in companies |
| 12 | Merger of companies |
| 13 | Practices |
| 14 | Practices |
| 15 | Practices |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations | **X** |  |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, | **X** |  |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  | **X** |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  | **X** |  |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | **X** |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Autumn |

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| --- | --- | --- | --- |
| **COURSE CODE** | 221513127 | **COURSE NAME** | FINANCIAL INSTRUMENTS |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 3 | 3 | | 0 | 0 | | | 3 | 5 | | ELECTIVE (X) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | General information about financial investment and introduction of financial market instruments | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Acquiring the information needed to make a financial investment, creating portfolio and acquiring knowledge about risk. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | SPK BOOKS FOR FINANCIAL INVESTMENTS | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | PROJECTOR. | | | | | | |

|  |  |
| --- | --- |
| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Overview of capital market instruments |
| 2 | Types of stocks. |
| 3 | Bonds |
| 4 | Securities |
| 5 | Subjects about investment |
| 6 | Risk and the types of risk. |
| 7 | Investment corporates |
| 8 | MIDTERM EXAM |
| 9 | Making portfolio |
| 10 | Making portfolio |
| 11 | Stock trading and follow-up transactions and Exchange market monitoring |
| 12 | Stock trading and follow-up transactions and Exchange market monitoring |
| 13 | Stock trading and follow-up transactions and Exchange market monitoring |
| 14 | Stock trading and follow-up transactions and Exchange market monitoring |
| 15 | Stock trading and follow-up transactions and Exchange market monitoring |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
| --- | --- |
| **Semester** | Autumn |

|  |  |  |  |
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| **COURSE CODE** | 221513128 | **COURSE NAME** | Foreign Trade Operations |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 3 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( )  ELECTIVE (X) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | The purpose and basic concepts of foreign trade,  documents and application of legislation on export and import affairs,  types of goods delivery and payment types,  inward and outward processing regime,  national and international organizations related to free trade zones | | | | | | |
| **LEARNING OBJECTIVES** | | | | | To be able to learn the applications and processes of foreign trade transactions with the legislation | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | To be able to do foreign trade business and transactions | | | | | | |
| **LEARNING OUTCOMES** | | | | | To train professional personnel who can follow up foreign trade business and transactions. | | | | | | |
| **BASIC COURSEBOOK** | | | | | DIŞ TİCARET İŞLEMLERİ YÖNETİMİ – DR. FERİDUN KAYA – BETA YAYINLARI 2011- İSTANBUL | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Blackboard – projection – computer | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | BASIC descriptions |
| 2 | Documents |
| 3 | Documents |
| 4 | Forms of delivery |
| 5 | Forms of delivery |
| 6 | Methods of payment |
| 7 | Accounting of export |
| 8 | MIDTERM EXAM |
| 9 | Accounting of export |
| 10 | Accounting of export |
| 11 | Accounting of import |
| 12 | Foreign exchange transactions |
| 13 | Exporters’ unions |
| 14 | Organizations of encouraging foreign trade |
| 15 | Organizations of encouraging foreign trade |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **x** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, | **X** |  |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **x** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, | **X** |  |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Spring |

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| **COURSE CODE** | 221514120 | **COURSE NAME** | Computer Based Accounting II |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 4 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| 2nd Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Current account tracking module, cash and finance modules, invoice module, check, deed tracking module, system module. micro office, general ledger module, personnel module, business ledger module, ETA VERSİON 7, ETA SQL, LOGO(LKS) commercial package program usage. | | | | | | |
| **LEARNING OBJECTIVES** | | | | |  | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Follow up current account, Cheque, Payroll,wage ,SSI (SGK) , General accounting and tax returns applications. | | | | | | |
| **LEARNING OUTCOMES** | | | | | To educate professional staff who can perform all accounting transactions by using computer accounting program. | | | | | | |
| **BASIC COURSEBOOK** | | | | | LUCA studying book,Türmob Yayınları, Eta 7 Programı ve Eğitim Cd | | | | | | |
| **HELPFUL RESOURCES** | | | | | Luca And Eta Studying cd | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Computer Laboratory,projection,blackboard | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Accounting information system |
| 2 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 3 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 4 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 5 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 6 | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| 7 | Applications In LUCA introduction company, to be user in system |
| 8 | MIDTERM EXAM |
| 9 | Applications In LUCA introduction company, to be user in system |
| 10 | Applications In LUCA introduction company, to be user in system |
| 11 | Applications of general accounting in LUCA system |
| 12 | Applications of general accounting in LUCA system |
| 13 | Applications of general accounting and account of end-year in LUCA system |
| 14 | Applications of general accounting and account of end-year in LUCA system |
| 15 | Applications of general accounting and account of end-year in LUCA system |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations | **X** |  |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, | **X** |  |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  | **X** |  |
| 7 | Use communication devices related to the field, |  | **X** |  |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | **X** |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  |  | **X** |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

|  |  |
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| **Semester** | Spring |

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| **COURSE CODE** | 221514121 | **COURSE NAME** | TURKISH TAX SYSTEM |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 4 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| 2nd Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Legislation on all taxes, subject of taxation, taxpayer, exemptions and exceptions. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Teaching of tax generating events, tax base and calculation of tax. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | VERGİ HUKUKU, PROF.DR. NURETTİN BİLİCİ | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Income Tax, Commerce Incomes |
| 2 | Agriculture Incomes |
| 3 | Wages |
| 4 | Self Empoloye Incomes |
| 5 | Real Estate Incomes |
| 6 | Chattels Incomes |
| 7 | Other Incomes |
| 8 | MIDTERM EXAM |
| 9 | Corporation Tax |
| 10 | Corporation Tax |
| 11 | Corporation Tax Calculate |
| 12 | Value-Added Tax (Kdv) |
| 13 | Import Tax, Excise Tax (ÖTV) |
| 14 | Vehicle Tax, Real Estate Tax, Succession Duties |
| 15 | Vehicle Tax, Real Estate Tax, Succession Duties |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations | **X** |  |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, | **X** |  |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Spring |

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| **COURSE CODE** | 221514122 | **COURSE NAME** | LABOR AND SOCIAL INSURANCE LAW |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 4 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | All rights and debts related to workers covered by labor law in the private sector. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | It is aimed to teach the rights and debts of the workers working in the private sector. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | İŞ VE SOSYAL GÜVENLİK HUKUKU, PROF.DR. MÜJDAT ŞAKAR | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | BASIC Subjects Of Labor Law |
| 2 | Content Of Labor Law Job Contract |
| 3 | Responsibilities Of Members Of Contract, Working And Breaking Times |
| 4 | Contract’s End Off |
| 5 | Job Security |
| 6 | Golden Handshake |
| 7 | Collective Labor Law, Social Insurance |
| 8 | MIDTERM EXAM |
| 9 | Informing The Institute |
| 10 | Informing The Institute |
| 11 | Workplace Accidents And Occupational Disease Insurance |
| 12 | Disability, Senility And Death Insurance |
| 13 | Unemployment And General Healthy Insurance |
| 14 | Service Borrowing and Merging of Services |
| 15 | Service Borrowing and Merging of Services |
| 16,17 | FINAL EXAM |

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| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations | **X** |  |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  |  | **X** |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  |  | **X** |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | **X** |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Spring |

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| **COURSE CODE** | 221514123 | **COURSE NAME** | AUDITING |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 4 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Control of the conformity of accounting documents, books and financial statements with the standards and the compliance of the accounting system with the previous period systems. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | It is aimed to teach the contents of independent audit. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | |  | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | Anadolu Üniversitesi Açıköğretim “Muhasebe Denetimi Ve Mali Tablolar Analizi” | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **Committed Topics** |
| 1 | Audit Concept |
| 2 | Audit Process |
| 3 | Types of Audit |
| 4 | Audit Agreement |
| 5 | Audit Methods |
| 6 | Audit Planning |
| 7 | Audit Evidence And Proof Keeping Technics |
| 8 | MIDTERM EXAM |
| 9 | Evidence Collection Techniques |
| 10 | Financial Table Governance |
| 11 | Risk in Audit |
| 12 | Expressing Opinion in the Audit Report |
| 13 | Format of the Audit Report |
| 14 | Audit Legislation |
| 15 | Audit Legislation |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations | **X** |  |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, | **X** |  |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, |  |  | **X** |
| 10 | Recognize the BASIC concepts of economy and stock market, |  |  | **X** |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  |  | **X** |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| --- | --- |
| **Semester** | Spring |

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| **COURSE CODE** | 221514124 | **COURSE NAME** | FINANCIAL ANALYSIS |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 4 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( X)  ELECTIVE ( ) | TÜRKÇE |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | |  | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 25 |
| Quiz | | | |  | |  |
| Homework | | | | 1 | | 25 |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 50 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Definition, Scope and Types of Financial Analysis, Types and Arrangement of Financial Statements, Horizontal Analysis, Vertical Analysis, Trend Analysis, Liquidity Analysis, Financial Structure Analysis, Profitability and Productivity Analysis, Credit Analysis. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Students will be able to edit the financial tables used in the enterprises according to the determined standards, apply the techniques used in the financial analysis of enterprises, interpret the current situation and development trend of the business according to the results of financial analysis and apply financial analysis techniques with computer. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Explain the development process of financial analysis. List the users of financial analysis information. Explain the types of financial analysis according to the purpose and scope of the analysis. Understands the need for financial statements. Explain principles of preparing balance sheet and income statement in accordance with Uniform Accounting System. | | | | | | |
| **LEARNING OUTCOMES** | | | | | Accounting information system outputs and the resulting financial statements by applying a variety of financial analysis techniques to analyze and evaluate the results to train accounting staff | | | | | | |
| **BASIC COURSEBOOK** | | | | | Accounting Auditing and Financial Statement Analysis, Anadolu University Press, 2010 | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Projection equipment, whiteboards | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | General information about financial analysis and its importance |
| 2 | Financial statements and financial analysis |
| 3 | Determination of the company to implement the techniques for students |
| 4 | Comparative analysis of Tables |
| 5 | The vertical analysis |
| 6 | Analysis by trend percentages method |
| 7 | Analysis by trend percentages method |
| 8 | MIDTERM EXAM |
| 9 | Ratio Analysis |
| 10 | Ratio Analysis |
| 11 | Ratio Analysis |
| 12 | Analysis of Fund Flow |
| 13 | Analysis of Fund Flow |
| 14 | Evaluation of student applications |
| 15 | Evaluation of student applications |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, | **X** |  |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  |  | **X** |
| 9 | Explain the characteristics of businesses operating in commercial life, |  | **X** |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. | **X** |  |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**

**T.C.**

**ESKİŞEHİR Osmangazİ UNIVERSITY**

**Sivrihisar Vocational School**

**Accounting And Tax Practices**

Course Information Form

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| **Semester** | Spring |

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| **COURSE CODE** | 221514125 | **COURSE NAME** | LAW OF OBLIGATIONS |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 4 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY( )  ELECTIVE (X) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | | **Social Science** |
|  | |  | | | X | | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| 1st Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | The emergence and disappearance of the debt relationship, the responsibilities and rights of the debtor and creditor parties, the creation and types of contracts. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | It is aimed to teach the students all rights and responsibilities of the parties in the relationship between debts and receivables that are confronted every day in commercial and private life. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | It is important to know the law of obligations for the workers at accounting department. | | | | | | |
| **LEARNING OUTCOMES** | | | | |  | | | | | | |
| **BASIC COURSEBOOK** | | | | | BORÇLAR HUKUKU, Turgut Akıntürk, Derya Ateş Karaman, Beta Yayınları | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | |  | | | | | | |
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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Law of obligations and the source of law of obligations. |
| 2 | Contracts, establishment of contracts |
| 3 | Agreement types |
| 4 | Representation |
| 5 | Representation types |
| 6 | Debts of tort |
| 7 | Debts arising from unjust enrichment |
| 8 | MIDTERM EXAM |
| 9 | Special cases in debt relations |
| 10 | Special cases in debt relations |
| 11 | End of debt or debt relationship |
| 12 | Transfer of the receivable |
| 13 | Franchising agreement |
| 14 | Factoring |
| 15 | Factoring agreement |
| 16,17 | FINAL EXAM |

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| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, | **X** |  |  |
| 5 | Run computer programs related to the field, |  |  | **X** |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, | **X** |  |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, | **X** |  |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, |  | **X** |  |
| 13 | Dominate new regulations on inflation accounting, |  |  | **X** |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

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**Signature**:  **Date:**

**T.C.**

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**Accounting And Tax Practices**

Course Information Form

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| --- | --- |
| **Semester** | Spring |

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| **COURSE CODE** | 221514126 | **COURSE NAME** | Foreign Trade Accounting |

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| **SEMESTER** | **Weekly Hours** | | | | | | **COURSE** | | | | |
| **Theoretical** | | **Practical** | **Laboratory** | | | **Credit** | **ECTS** | | **TYPE** | **LANGUAGE** |
| 4 | 3 | | 0 | 0 | | | 3 | 5 | | COMPULSORY ()  ELECTIVE (X) | TURKISH |
| **COURSE CATEGORY** | | | | | | | | | | | |
| **BASIC Science** | | **BASIC technicians** | | | | **Accounting and Tax Practices**  **[if it contains considerable practice, mark with (√)** | | | | | **Social Science** |
|  | |  | | | | X | | | | |  |
| **EVALUATION CRITERIA** | | | | | | | | | | | |
| **SEMESTER** | | | | | **Type of activity** | | | | **Count** | | **%** |
| Midterm Exam | | | | 1 | | 40 |
| Quiz | | | |  | |  |
| Homework | | | |  | |  |
| Project | | | |  | |  |
| Report | | | |  | |  |
| Other | | | |  | |  |
| **FINAL EXAM** | | | | |  | | | | 1 | | 60 |
| **PRECONDITION** | | | | |  | | | | | | |
| **BRIEF DESCRIPTION OF THE COURSE** | | | | | Basic concepts related to import and export business, payment methods of import and export transactions, account plan and accounting procedures of foreign trade enterprises, application examples and accounting related to import and export. | | | | | | |
| **LEARNING OBJECTIVES** | | | | | Studying about foreign trade description and technic and to do practices about foreign trade  To learn import-export and other foreign trade transactions, financial techniques and government incentives in these enterprises and to make accounting applications related to these issues. | | | | | | |
| **CONTRIBUTION TO PROVIDE VOCATIONAL EDUCATION COURSE** | | | | | Accounting of foreign trade | | | | | | |
| **LEARNING OUTCOMES** | | | | | To learn import-export and other foreign trade transactions and financial techniques and government incentives and training of professional staff who can perform accounting applications related to all these issues. | | | | | | |
| **BASIC COURSEBOOK** | | | | | Dış Ticaret İşlemleri Muhasebeleştirilmesi , Anadolu Üni. – no:1866 -2010 | | | | | | |
| **HELPFUL RESOURCES** | | | | |  | | | | | | |
| **TOOLS AND MATERIALS REQUIRED COURSE** | | | | | Projections and blackboard | | | | | | |

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| **WEEKLY COURSE PLAN** | |
| **WEEK** | **COMMITTED TOPICS** |
| 1 | Foreign Trade Strategy, Innovations and Technology |
| 2 | Foreign Trade Regime, Customs Law, Exchange Legislation |
| 3 | Delivery of Foreign Trade Forms, Payment, Documents, Turkey Application |
| 4 | Accounting of foreign currency transactions in foreign trade |
| 5 | Accounting of foreign currency transactions in foreign trade |
| 6 | Accounting of Export Transactions |
| 7 | Accounting of Export Transactions |
| 8 | MIDTERM EXAM |
| 9 | Accounting of Import Transactions |
| 10 | Accounting of Import Transactions |
| 11 | Financing techniques used in foreign trade |
| 12 | Financing techniques used in foreign trade and accounting |
| 13 | Accounting Applications |
| 14 | Pricing Policies in Foreign Trade |
| 15 | Pricing Policies in Foreign Trade |
| 16,17 | FINAL EXAM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **PROGRAM OUTPUT** | **3** | **2** | **1** |
| 1 | Will be able to exercise professional accountancy profession or to contribute to the accounting management of public institutions and organizations |  | **X** |  |
| 2 | Assuming responsibility as assistant manager or intermediate manager in enterprises, |  | **X** |  |
| 3 | To be able to know the BASIC principles and concepts in accounting, know their legal responsibilities and have professional ethics, |  | **X** |  |
| 4 | Process the books used in commercial life according to the procedures and principles in accordance with the legislation, |  | **X** |  |
| 5 | Run computer programs related to the field, |  | **X** |  |
| 6 | To be able to make correspondence related to his / her field by using computer |  |  | **X** |
| 7 | Use communication devices related to the field, |  |  | **X** |
| 8 | Recognize, edit and store commercial documents, |  | **X** |  |
| 9 | Explain the characteristics of businesses operating in commercial life, | **X** |  |  |
| 10 | Recognize the BASIC concepts of economy and stock market, |  | **X** |  |
| 11 | Know the importance of following the legislation related to the profession, |  | **X** |  |
| 12 | Will be able to express the importance of foreign trade in terms of national economy and enterprises, | **X** |  |  |
| 13 | Dominate new regulations on inflation accounting, |  | **X** |  |
| 14 | After the theoretical and practical training, will be able to meet the intermediate staff needs of the financial sector with the compulsory internship practices. |  | **X** |  |
| **1**:None. **2**:Partially contribution. **3**: Completely contribution. | | | | |

**Instructor(s):**

**Signature**:  **Date:**