**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| **Course Name** | **Course Code** |
| TURKISH LANGUAGE I | 221011006 |

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| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 2 |

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| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | To show the richness of Turkish by informing students about the development and current situation of Turkish, to gain a national language awareness, to ensure that they can speak and write Turkish correctly. To compare Turkish language with major languages in the world. To compare the language policies of major languages with the language policy of Turkish language. To give speech training. |
| **Short Course Content** | Definition and properties of language; languages of the world and the place of Turkish among the world languages; historical development of Turkish language and the development of Western Turkish; Atatürk's studies and views on Turkish language; phonetics; spelling rules and punctuation; language policies. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | The student explains the language families of the world and the place of Turkish among the world languages. | 4,6 | 1 | A |
| **2** | Defines the rules of Turkish. | 4,6 | 1, 5 | A |
| **3** | Recognizes sound events. | 4,6 | 1, 5, 11 | A |
| **4** | Applies spelling rules. | 4,6 | 5, 6 | A |
| **5** | Compose written and oral compositions. | 4,6 | 6 | A |
| **6** | Uses Turkish correctly. | 4,6 | 6, 11 | A |

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| **Main Textbook** | *Türk Dili I-II*, ed. Ferruh Ağca, Eskişehir Osmangazi Üniversitesi Yayınları, 2022**.** |
| **Supporting References** | *Üniversiteler İçin Türk Dili*, Bayrak Yayınları, İstanbul, 1997. |
| **Necessary Course Material** |  |

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| **Course Schedule** | |
| **1** | Definition of Language |
| **2** | Language-Nationality-Culture Relationship |
| **3** | World Languages and Turkish Language |
| **4** | Age of Turkish Language |
| **5** | Historical Development of Turkish Language |
| **6** | Alphabets Used in Turkish Writing |
| **7** | Writing Revolution |
| **8** | Mid-Term Exam |
| **9** | Phonetics of Turkish Language |
| **10** | Phonetics of Turkish Language |
| **11** | Morphology of Turkish Language |
| **12** | Morphology of Turkish Language |
| **13** | Word Groups |
| **14** | Word Groups |
| **15** | Word Groups |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 4 | 4 | 16 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 4 | 4 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 4 | 4 |
|  | **Total workload** | | **56** |
|  | **Total workload / 30** | | **1,86** |
|  | **Course ECTS Credit** | | **2** |

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| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| **Final Exam** | 60 |
| **Total** | 100 |

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| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 5 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 5 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| **Course Name** | **Course Code** |
| THE HISTORY OF THE PRINCIPLES AND THE REVOLUTIONS OF ATATURK I | 221011001 |

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| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 2 |

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| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | Students can understand the Liberation War under the leadership of Atatürk and the foundation of the young Turkish Republic. In addition to that the students will learn the processes of the liberation war and the conditions before the foundation of the Republic. |
| **Short Course Content** | The description of the revolution; the history of the Ottoman Empire up to the beginning of the Great War; Great War; The Treaty of Mudros; The Life of Mustafa Kemal Pasha; Civil Organizations for the liberation; Mustafa Kemal’s arrival to Samsun; Congresses; National Oath and the Opening of Turkish Grand National Assembly; Liberation War till the Battle of Sakarya; Büyük Taarruz. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To understand the main concepts of the course like reform, revolution | 4,6 | 1 | A,K |
| **2** | learn the short history of the Ottoman Empire up to the Great War | 4,6 | 1 | A,K |
| **3** | understand the join of the Ottoman Empire to the Great War and the fronts in which the Ottoman Empire fought | 4,6 | 1 | A,K |
| **4** | learn the Treaty of Mudros and the invasion of the Ottoman lands | 4,6 | 1 | A,K |
| **5** | understand the life of Mustafa Kemal Pasha (Atatürk) | 4,6 | 1 | A,K |
| **6** | learn Mustafa Kemal’s arrival to Samsun and the beginning of the Liberation War | 4,6 | 1 | A,K |
| **7** | understand the opening of Turkish Grand National Assembly and the foundation of national army | 4,6 | 1 | A,K |
| **8** | learn the victories of İnonü, Sakarya and Büyük Taarruz | 4,6 | 1 | A,K |

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| **Main Textbook** | Turan Şerafettin, *Türk Devrim Tarihi, C.I-II*, İstanbul, 1991–1995 |
| **Supporting References** | Ateş, Toktamış, *Türk Devrim Tarihi*, İstanbul: Der Yayınları, 2001.  Aybars, Ergün, *Türkiye Cumhuriyeti Tarihi*, İzmir: Ercan Kitabevi, 2000.  Eroğlu, Hamza, *Türk İnkılap Tarihi*, Ankara: Savaş Yayınları, 1990.  Kongar, Emre, *Devrim Tarihi ve Toplumbilim Açısından Atatürk*, İstanbul: Remzi Kitabevi, 1999.  Selek, Sebahattin, *Anadolu İhtilali,* İstanbul: Kastaç Yayınları, 1987.  Timur, Taner, *Türk Devrimi ve Sonrası*, Ankara: İmge Kitabevi, 1997. |
| **Necessary Course Material** |  |

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| **Course Schedule** | |
| **1** | The teaching of the concepts of Revolution, Evolution, Uprising etc. |
| **2** | The attempts for the modernisation of the Ottoman Empire and the political thoughts |
| **3** | The Wars of Trablusgarp and the Balkans |
| **4** | The Beginning of the Great War and the join of the Ottoman Empire |
| **5** | The fronts in which the Ottoman Empire fought |
| **6** | The end of the war and the partition of the Ottoman |
| **7** | The Treaty of Mudros and the invasion of the Ottoman lands |
| **8** | Mid-Term Exam |
| **9** | The trip of Mustafa Kemal to Samsun and the beginning National Struggle |
| **10** | National Oath and the opening of Turkish Grand National Assembly |
| **11** | National Assembly and the direction of liberation war |
| **12** | National Forces and the foundation of the national army |
| **13** | First and Second Victories of İnönü; The battles of Kütahya-Eskişehir |
| **14** | The Battle of Sakarya |
| **15** | Great Attack of 30th August |
| **16,17** | Final Exam |

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| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) | 1 | 1 | 1 |
| Mid-Term Exam | 1 | 8 | 8 |
| Studying for Mid-Term Exam | 1 | 1 | 1 |
| Final Exam | 1 | 8 | 8 |
| Studying for Final Exam | 14 | 2 | 28 |
|  | **Total workload** | | **60** |
|  | **Total workload / 30** | | **2** |
|  | **Course ECTS Credit** | | **2** |

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| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 3 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| ENGLISH I | 221011007 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 3 | 0 | 3 | 2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  | X |  |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| English | Associate degree | Compulsory |

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| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Students at this level can understand sentences and frequently-used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).  Students can understand clear, slow, standard speech related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local geography and employment) and can catch the main point in short, clear, simple messages and announcements.  Students are able to read and understand short, simple texts containing high frequency vocabulary and shared international expressions.  Students can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities.  They can write short, simple notes and messages relating to matters in areas of immediate need, linking a series of simple phrases and sentences with simple connectors like ‘and’ , ‘but’ and ‘because’. |
| **Short Course Content** | The aim of the course is to teach students basic grammar rules in elementary level, give them speaking, writing, reading and listening knowledge of English. It consists of content and activities aimed at having students acquire Beginner Level English language skills according to evaluation and reference system of The Common European Framework. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | The student becomes familiar with basic grammar rules in English. | PÇ6 | 1, 5, 11 | A |
| **2** | Analyzes English dialogues. | PÇ6 | 1, 4, 5, 11 | A |
| **3** | Understands and explains an English text at the level. | PÇ6 | 1, 4, 5, 11 | A |
| **4** | Communicates in written and spoken English. | PÇ6 | 1, 4, 5, 11 | A |

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| **Main Textbook** | Warwick L., Williams D. (2020). Roadmap A2 Students’ Book & Workbook. Pearson Education Limited. |
| **Supporting References** | Murphy, R., (2004). English Grammar in Use, Cambridge University Press, |
| **Necessary Course Material** | Computer, Webcam, Speakers; or Smart phone |

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| **Course Schedule** | |
| **1** | 1A: verb be – positive and negative - countries and nationalitiescontractions with be introduce yourself - write an online message - using capital letters and full stops |
| **2** | 1B: questions with *be* question words intonation in questions ask and answer questions - understand a simple conversation understanding question words |
| **3** | 1C: *this, that, these* and those everyday objects - *this*, *these* talk about things for sale - understand adverts identifying specific information 1D: tell the time |
| **4** | 2A: possessive adjectives and possessive ’*s* family members possessive *’s* describe your family - understand a conversation about family - and, too and but  2B: *whose* and possessive pronouns - everyday objects 2 - possessive pronouns say who things belong to - understand online posts - understanding the important words |
| **5** | *2C: have got -* adjectives describing objects *have*/*has* describe objects English in action buy things in a shop buy things in a shop - write a review of a product using and, but and so  2D: buy things in a shop |
| **6** | 3A present simple with *I, you, we* and *they*; adverbs of frequency and time expressions - free-time activities  - talk about free-time Activities - write an online profile - using commas and apostrophes |
| **7** | 3B present simple with he, she and it - everyday activities - present simple with he, she and it- describe daily routines - understand a factual text - using headings to find information |
| **8** | Mid-Term Exam |
| **9** | 3C present simple questions free-time activities 2 do/does ask about free-time activities – understand short talks - understanding key words  3D buy tickets |
| **10** | 4A there is/are - places in a city - linking - talk about your city - write a description - using word order correctly  4B articles - things in a home - the - describe your home - understand social media posts - guessing new words |
| **11** | 4C need + noun, need + infinitive with to - equipment - weak forms - discuss what to take on a trip - understand a short radio programme - understanding weak forms  4D ask for information |
| **12** | 5A position of adjectives - appearance - tonic stress on adjectives - describe people’s appearance - write a description of a person - using paragraphs |
| **13** | 5B was/were - adjectives to describe experiences - weak forms of was/were - describe an experience - understand a story - linking between words |
| **14** | 5C can/can’t for ability - skills - can/can’t - describe your skills - understand information in a brochure - understanding it, they and them |
| **15** | 5D make and respond to requests |
| **16,17** | Final Exam |

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| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 1 | 2 | 2 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 4 | 4 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 6 | 6 |
|  | **Total workload** | | **72** |
|  | **Total workload / 30** | | **2,4** |
|  | **Course ECTS Credit** | | **2** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
|  |  |
|  |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 1 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 5 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

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**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| **Course Name** | **Course Code** |
| CALCULUS I | 221511169 |

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| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 3 | 0 | 3 | 3 |

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| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| X |  |  |  |  |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | 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. |
| **Short Course Content** | Numbers, Algebra, Equations and Inequalities, Functions, Trigonometry, Complex Numbers, Logarithms |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To use numbers, algebra, equations and inequalities, functions, trigonometry, complex numbers, logarithms in their profession. | PO1  PO3 | 1,5,10 | A |
| **2** | To practice on these issues in the profession. | PO1  PO3 | 1, 5, 8, 10,11 | A |

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| **Main Textbook** | 1. Anadolu Üniversitesi Yayınları Genel Matematik. Eskişehir  2. Görgülü., A. (2000) Genel Matematik. Eskişehir  3. Şenel, M. , Orhun N. , Tüzemen Ş. ( 2003) Genel Matematik. Eskişehir  4. Yıldız E. (2004) Genel Matematik. Trabzon  5. Argün Z. (2001) Temel Matematik. Ankara : Seçkin Yayınevi |
| **Supporting References** |  |
| **Necessary Course Material** | Miter, protractor, compass and calculator. |

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| **Course Schedule** | |
| **1** | Number Sets, Operations, Process Priority |
| **2** | Exponents, Radical Numbers, Absolute Value |
| **3** | Identities, 1 Equations |
| **4** | 2nd Degree Equations and Inequalities |
| **5** | Function, Numerical Functions |
| **6** | Linear Functions and their graphs |
| **7** | Polynomial Functions and their graphs |
| **8** | Mid-term 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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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 2 | 5 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 6 | 12 |
|  | **Total workload** | | **80** |
|  | **Total workload / 30** | | **2,666666667** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 5 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| GENERAL ACCOUNTING I | 221511166 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Learning and reinforcing general accounting knowledge, the uniform chart of accounts and financial statements. |
| **Short Course Content** | Accounting for all transactions of the business expressed in money, organising accounting books, and preparing the balance sheet and statement of income. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Organising accounting books. | 2,3,9,  10,11,12 | 1,5,10 | A |
| **2** | Preparing the balance sheet and statement of income. | 2,3,8,9,  10,11,12 | 1,5,10 | A |

|  |  |
| --- | --- |
| **Main Textbook** | GENERAL ACCOUNTING |
| **Supporting References** | Notes of courses |
| **Necessary Course Material** | Calculator |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Introduction to general accounting |
| **2** | Generally accepted accounting principles |
| **3** | The uniform chart of accounts |
| **4** | Principle of operation of accounts |
| **5** | Accounting books |
| **6** | Balance sheet editing |
| **7** | Balance sheet editing |
| **8** | Mid-Term Exam |
| **9** | Statement of income |
| **10** | Trial |
| **11** | Accounting books and financial statements |
| **12** | Accounting books and financial statements |
| **13** | Accounting books and financial statements |
| **14** | Accounting books and financial statements |
| **15** | Accounting books and financial statements |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **90** |
|  | **Total workload / 30** | | **3** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 3 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 5 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 3 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 5 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 4 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 5 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| GENERAL BUSINESS | 221511165 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Learning Business Concepts |
| **Short Course Content** | General Business Science, Basic Concepts of Business |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Learning Business Concepts | PO1, PO2,  PO3, PO4,  PO8, PO9, PO10 | 1,5,6 | A |
| **2** | To practice these issues in their profession. | PO1, PO2,  PO3, PO4,  PO8, PO9, PO10 | 1, 5, 8, 10,11 | A,D |

|  |  |
| --- | --- |
| **Main Textbook** | 1.Anadolu University, General Business Administration, Eskisehir  2.Anadolu University, Small Business Management, December 2018, Eskişehir  3.Anadolu University, Business Management, August 2018, Eskişehir |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content |
| **Necessary Course Material** | Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Business Concept |
| **2** | Features of Enterprises |
| **3** | Establishment of the Business |
| **4** | Growth of Businesses |
| **5** | Business Ethics and Social Responsibility |
| **6** | Management Concept |
| **7** | Management Functions |
| **8** | MIDTERM EXAM |
| **9** | Human Resources Management |
| **10** | Human Resources Management |
| **11** | Human Resource Management Functions |
| **12** | Marketing Principles |
| **13** | Product Pricing |
| **14** | Marketing Channels and Promotion |
| **15** | Marketing Channels and Promotion |
| **16,17** | FINAL EXAM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 1 | 6 | 6 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 10 | 10 |
|  | **Total workload** | | **84** |
|  | **Total workload / 30** | | **2,8** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 3 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 2 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| MICRO ECONOMICS | 221511127 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | To gain knowledge about economics and to master microeconomic concepts. |
| **Short Course Content** | Introduction to Economics, General Concepts and Markets – Production-Consumption – Supply, Demand and Microeconomic Issues |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To understand the developments in the economy, | PO1, PO2, PO3, PO8  PO9 | 1,2,8 | A |
| **2** | To be able to evaluate the results of economic development | PO1, PO2, PO3, PO8  PO9 | 1,2,8 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Introduction to Microeconomics |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content |
| **Necessary Course Material** | Blackboard- Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Definition and basic concepts of economics |
| **2** | Scarcity, preference and benefit |
| **3** | The main problems that the economy deals with |
| **4** | Economic systems |
| **5** | The law of demand and demand |
| **6** | Factors influencing demand |
| **7** | Law of supply and supply |
| **8** | MIDTERM EXAM |
| **9** | Factors influencing supply |
| **10** | Market equilibrium and price |
| **11** | Market equilibrium and price |
| **12** | State price control |
| **13** | Theory of consumer behavior |
| **14** | Types of markets |
| **15** | Types of markets |
| **16,17** | FINAL EXAM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 3 | 8 | 24 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 3 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 4 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| BASIC LAW | 221511128 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Learning the Basic Concepts of Law |
| **Short Course Content** | General Legal Knowledge, Basic Concepts of Law, Legal Legislation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Obtaining General Law Knowledge | PO2, PO3,  PO4, PO7,  PO9, PO10 | 1, 2, 5 | A |
| **2** | Learning the Basic Concepts of Law | PO2, PO3,  PO4, PO7,  PO9, PO10 | 1, 2, 5 | A |

|  |  |
| --- | --- |
| **Main Textbook** | General Law |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content |
| **Necessary Course Material** | Blackboard- Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Concept of Law |
| **2** | Characteristics of the Rules of Law and the Legal System |
| **3** | Sources of Law |
| **4** | Turkish State Organization |
| **5** | The Concept of Rights |
| **6** | Law of Persons |
| **7** | Inheritance Law |
| **8** | MIDTERM EXAM |
| **9** | Property Law |
| **10** | Property Law |
| **11** | Enforcement and Bankruptcy Law |
| **12** | Commercial Law |
| **13** | Law of Obligations |
| **14** | Types of Contracts |
| **15** | Types of Contracts |
| **16,17** | FINAL EXAM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 2 | 28 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 10 | 20 |
|  | **Total workload** | | **88** |
|  | **Total workload / 30** | | **2,933333** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 5 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 5 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 2 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| BASIC INFORMATION AND COMMUNICATION TECHNIQUES | 221511162 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| X |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Providing basic computer training |
| **Short Course Content** | Computer hardware, software and basic operating system training |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To have theoretical and practical knowledge about basic information technologies. | PO3, PO4,  PO5,PO6 | 1, 2, 5,6,11 | A,D |
| **2** | Knowledge of hardware and software. | PO3, PO4,  PO5,PO6 | 1, 2, 5, 6,11 | A,D |
| **3** | Raising awareness about information security | PO3, PO4,  PO5,PO6 | 1, 2, 5,6,11 | A,D |

|  |  |
| --- | --- |
| **Main Textbook** | MS OFFICE BOOK |
| **Supporting References** | Slides Related to Course Contents |
| **Necessary Course Material** | Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Introduction to Computing |
| **2** | Hardware units of the computer |
| **3** | Operation of a computer |
| **4** | Examination of the hardware units of computers in a laboratory environment |
| **5** | Windows Operating Systems |
| **6** | Installing the Windows Operating System |
| **7** | Computer Viruses |
| **8** | Midterm Exams |
| **9** | Microsoft Word |
| **10** | Microsoft Word |
| **11** | Microsoft Excel |
| **12** | Microsoft Powerpoint |
| **13** | Microsoft Access |
| **14** | Computer Networks and the Internet |
| **15** | Computer Networks and the Internet |
| **16,17** | Final exams |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 10 | 2 | 20 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 5 | 5 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 5 | 10 |
|  | **Total workload** | | **79** |
|  | **Total workload / 30** | | **2,633333333** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 25 |
| Homework | 25 |
| **Final Exam** | 50 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 5 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 2 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| PUBLIC FINANCE | 221511168 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | It is aimed to teach what public finance means, which economic activities the State should participate in and why, the dimensions, types and economic effects of these activities. |
| **Short Course Content** | Subject of public finance, basic concepts, public economic activities, public expenditures, financing of public expenditures, budget, budget process, state debt instruments |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Interpreting financial events with the concept of public finance | PO3 PO10 | 1 | A K |
| **2** | Explaining the economic role of the state and the reasons for its intervention in the market | PO3 PO10 | 1 2 | A K |
| **3** | Understanding the financing sources of public expenditures | PO3 PO10 | 1 | A K |

|  |  |
| --- | --- |
| **Main Textbook** | Kamu Maliyesi, Prof. Dr. Nurettin Bilici, Seçkin Yayınları, 2024 |
| **Supporting References** | Kamu Maliyesi, Anadolu Üniversitesi, Açık Öğretim Fakültesi Yayınları |
| **Necessary Course Material** | Board Computer and Projector |

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| --- | --- |
| **Course Schedule** | |
| **1** | Public Finance and the Concept of the State |
| **2** | The Role of the State in the Economy |
| **3** | Functions of Public Finance |
| **4** | Functions of Public Finance |
| **5** | Scope of the Public Sector |
| **6** | Decision Making in Public Finance |
| **7** | Basic Problems Encountered in the Political Decision Making Process |
| **8** | Midterm Exams |
| **9** | Public Expenditures |
| **10** | Reasons for the Increase in Public Expenditures |
| **11** | Public Finance |
| **12** | The Concept of the State Budget |
| **13** | Budget Preparation Process in Turkey |
| **14** | State Borrowing and Its Reasons |
| **15** | Classification of State Debts |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **83** |
|  | **Total workload / 30** | | **2,76** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 5 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 2 |
| **7** | To have and use legal knowledge. | 4 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 3 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 4 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 2 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| MARKETING MANAGEMENT | 221511170 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** |  |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

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| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | To provide information about marketing mix and marketing strategies. |
| **Short Course Content** | Historical development of marketing, marketing strategies, product development strategies, brand, packaging, price determination methods, distribution, promotion methods. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Learning about concept of marketing, product, price, placement, promotion. | 1,12 | 1,2,8 | A |
| **2** | Learning about marketing strategies. | 4,6,9 | 1,2,8 | A |

|  |  |
| --- | --- |
| **Main Textbook** | MARKETING MANAGEMENT |
| **Supporting References** |  |
| **Necessary Course Material** |  |

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| --- | --- |
| **Course Schedule** | |
| **1** | Introduction to marketing management |
| **2** | Product |
| **3** | Price, pricing methods |
| **4** | Distribution, distribution methods |
| **5** | Promotion |
| **6** | Promotion methods |
| **7** | Product |
| **8** | Mid-Term Exam |
| **9** | Market types |
| **10** | Marketing strategies |
| **11** | Consumer behavior |
| **12** | Communication skills in marketing |
| **13** | Service marketing |
| **14** | International marketing |
| **15** | Case study |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) | 1 | 10 | 10 |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 14 | 14 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 14 | 14 |
|  | **Total workload** | | **82** |
|  | **Total workload / 30** | | **2,73** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 3 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 5 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 4 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| OFFICE MANAGEMENT AND COMMUNICATION | 221511163 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Learning Office Management Concepts, Recognizing and Using Office Tools and Devices, Learning Communication Techniques |
| **Short Course Content** | Office Management Concepts and Devices, Communication Techniques |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Learning office management concepts, | PO2, PO3,  PO4, PO5  PO6, PO9 | 1, 2, 5,6,11 | A,D |
| **2** | To be able to recognize and use office tools and devices, | PO2, PO3,  PO4, PO5  PO6, PO9 | 1, 2, 5, 6,11 | A,D |

|  |  |
| --- | --- |
| **Main Textbook** | Anadolu University AÖF Office Management Book; Ataturk University Open Education Faculty Publications, Office Management, 2018 |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content |
| **Necessary Course Material** | Blackboard- Projection, Computer |

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| --- | --- |
| **Course Schedule** | |
| **1** | Communication |
| **2** | Elements of communication |
| **3** | Barriers to communication |
| **4** | Types of communication |
| **5** | Organizational communication |
| **6** | Effective communication methods |
| **7** | Effective communication methods |
| **8** | Midterm Exam |
| **9** | Office concept and office management |
| **10** | Office Management and Functions |
| **11** | Office Management and Functions |
| **12** | Work management in offices |
| **13** | Design and Ergonomics in Offices |
| **14** | Time and Meeting Management in Offices |
| **15** | Introduction to office administration |
| **16,17** | Final exams |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 2 | 8 | 16 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 10 | 20 |
|  | **Total workload** | | **80** |
|  | **Total workload / 30** | | **2,666667** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 5 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 5 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| GENERAL AND TECHNICAL COMMUNICATION | 221511167 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | The aim of this course is to teach communication methods and to increase the student's communication skills. |
| **Short Course Content** | Definition of communication, its importance, individual and mass communication methods |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Know the principles of communication | PO9 | 1, 2, 5, 11 | A |
| **2** | Can set goals and set goals in communication. | PO9 | 1, 2, 5,11 | A |
| **3** | People who may encounter in business life (employee, employer, customer, etc.) communicate successfully in relationships | PO9 | 1, 2, 5,11 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Anadolu Üniversitesi Yayınları, SÖZLÜ VE SÖZSÜZ İLETİŞİM- Aralık 2018-Eskişehir  Anadolu Üniversitesi Yayınları, İKNA EDİCİ İLETİŞİM - Ağustos 2018-Eskişehir |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content, Lecture Notes |
| **Necessary Course Material** | Blackboard- Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Definitions and importance of communication |
| **2** | Purpose and elements of communication |
| **3** | Internal communication |
| **4** | Close communication, Remote communication |
| **5** | Types of individual communication |
| **6** | Verbal and non-verbal communication, written communication |
| **7** | Technical communication |
| **8** | MIDTERM EXAM |
| **9** | Mass communication |
| **10** | Formal communication |
| **11** | Types of organizational communication |
| **12** | Communication efficiency |
| **13** | Persuasive communication |
| **14** | Communication failures and their consequences |
| **15** | Project-presentation, communication applications |
| **16,17** | FINAL EXAM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 2 | 6 | 12 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 10 | 20 |
|  | **Total workload** | | **76** |
|  | **Total workload / 30** | | **2,5333333** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 1 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 4 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| BEHAVIORAL SCIENCES | 221511164 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 1 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

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| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | To inform students about the basic concepts of behavioral sciences and to introduce them to the importance of behavior in their work and normal lives. |
| **Short Course Content** | Basic concepts related to Behavioral Sciences. Branches of science that fall within the scope of Behavioral Sciences. Behavioral sciences that contribute to the study of organizations. The place of behavioral sciences in practice. Behavioral Approaches. Individual Basic Model of Behavior. Needs as the root cause of behaviors. Plane of behavior. Status and role behaviors. The place and importance of social institutions in human behavior. Interpersonal communication. Groups. Culture. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Getting to know the society in which one lives | PO9 | 1, 2, 5, 11 | A |
| **2** | Getting to know yourself better | PO9 | 1, 2, 5,11 | A |
| **3** | To improve knowledge of the effects of society on our behavior | PO9 | 1, 2, 5,11 | A |

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| --- | --- |
| **Main Textbook** | Anadolu University Press, Introduction to Behavioral Sciences- 2013-Eskişehir |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content, Lecture Notes |
| **Necessary Course Material** | Projection, Computer |

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| **Course Schedule** | |
| **1** | Introduction of the course |
| **2** | Introduction to sociology |
| **3** | Introduction to Psychology |
| **4** | Emerging sociology and hypothetical approaches |
| **5** | Emerging sociological and hypothetical approaches |
| **6** | Motives and Emotions |
| **7** | Sensation and Perception |
| **8** | MIDTERM EXAM |
| **9** | Community and community structure, |
| **10** | Community life, Community groups, Family |
| **11** | Classification of communities |
| **12** | Learning & Culture |
| **13** | Personality Psychology and Personality Theories |
| **14** | Social Influences on Behavior, Attitudes |
| **15** | Social Influences on Behavior, Attitudes |
| **16,17** | FINAL EXAM |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 2 | 8 | 16 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 8 | 16 |
|  | **Total workload** | | **76** |
|  | **Total workload / 30** | | **2,533333** |
|  | **Course ECTS Credit** | | **3** |

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| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| **Final Exam** | 60 |
| **Total** | 100 |

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| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 1 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| **Course Name** | **Course Code** |
| TURKISH LANGUAGE II | 221012005 |

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| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 2 |

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| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | To show the richness of Turkish by informing students about the development and current situation of Turkish, to raise awareness of the national language, and to ensure that they can speak and write Turkish correctly. Comparing the Turkish language with the major languages ​​of the world. To compare the language policies of major languages ​​with the language policy of the Turkish language. Giving speech training. |
| **Short Course Content** | Definition and features of language; languages ​​in the world and the place of Turkish among world languages; Historical development of the Turkish language and the development of Western Turkish; Atatürk's works and views on the Turkish language; phonetics; spelling rules and punctuation; language policies. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | The student explains the language families in the world and the place of Turkish among the world languages. | 3,4,6 | 1 | A |
| **2** | Defines the rules of Turkish. | 3,4,6 | 1, 5 | A |
| **3** | Recognizes edge effects. | 3,4,6 | 1, 5, 11 | A |
| **4** | Applies spelling rules. | 3,4,6 | 5, 6 | A |
| **5** | Creates written and verbal compositions. | 3,4,6 | 6 | A |
| **6** | Uses Turkish correctly. | 3,4,6 | 6, 11 | A |

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| **Main Textbook** | *Türk Dili I-II*, ed. Ferruh Ağca, Eskişehir Osmangazi Üniversitesi Yayınları, 2018. |
| **Supporting References** | *Üniversiteler İçin Türk Dili*, Bayrak Yayınları, İstanbul, 1997. |
| **Necessary Course Material** | Projector, computer |

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| --- | --- |
| **Course Schedule** | |
| **1** | Elements of the Sentence |
| **2** | Elements of the Sentence |
| **3** | Sentence Types |
| **4** | Sentence Types |
| **5** | Punctuation |
| **6** | Punctuation |
| **7** | Punctuation |
| **8** | Mid-Term Exam |
| **9** | Written Expression |
| **10** | Written Expression |
| **11** | Oral Expression |
| **12** | Oral Expression |
| **13** | Spelling Rules |
| **14** | Spelling Rules |
| **15** | Expression Disorders |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 4 | 4 | 16 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 4 | 4 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 4 | 4 |
|  | **Total workload** | | **56** |
|  | **Total workload / 30** | | **1,86** |
|  | **Course ECTS Credit** | | **2** |
| **Evaluation** | | | |
| **Activity Type** | **%** | | |
| Mid-term | 40 | | |
| Quiz |  | | |
| Homework |  | | |
| **Final Exam** | 60 | | |
| **Total** | 100 | | |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 5 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 5 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| ATATURK'S PRINCIPLES AND HISTORY OF TURKISH REVOLUTION II | 221012001 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | To help students grow up as individuals who understand the establishment of the Republic, Atatürk's principles and revolutions, and who understand and protect secular, democratic and contemporary values, starting from the days following the victory of the Turkish War of Independence and the Treaty of Lausanne. |
| **Short Course Content** | Mudanya Armistice Agreement, Abolition of the Sultanate, Lausanne Peace Treaty, Proclamation of the Republic, Abolition of the Caliphate, 1924 Constitution, Multi-Party Life Experience, Sheikh Sait Uprising, Other Reactions Against the Republic, Alphabet Reform, University Reform, History and Language Reform, Revolutions in the field of economy, socio-economic life and law, Domestic and foreign politics followed during the Atatürk period, Atatürk's Principles, Developments in Turkey and the world after Atatürk's death |

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| **Learning Outcomes of the Course** | | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Learns the Mudanya Armistice Agreement and Lausanne Peace Treaty in detail | | 4,6 | 1 | A,K |
| **2** | Learns the political changes such as the abolition of the Sultanate, the proclamation of the Republic, the abolition of the Caliphate, etc. | | 4,6 | 1 | A,K |
| **3** | Understands the attempts made to transition to multi-party political life during the Atatürk period | | 4,6 | 1 | A,K |
| **4** | Recognizes the revolutions made in the field of law and education in order to establish a secular and modern social structure in Turkey | | 4,6 | 1 | A,K |
| **5** | Learns the revolutions in economic and social life | | 4,6 | 1 | A,K |
| **6** | Understands the developments in Turkish foreign policy during the Atatürk period | | 4,6 | 1 | A,K |
| **7** | Learns the six principles that form the basis of Kemalist thought system in detail and comprehends their importance | | 4,6 | 1 | A,K |
| **8** | Learns the complementary principles of Kemalist thought system | | 4,6 | 1 | A,K |
| **9** | Learns the domestic and foreign developments during İsmet İnönü period | | 4,6 | 1 | A,K |
| **10** | Recognizes the coming to power of the Democrat Party and the domestic and foreign developments in the years 1950-1960 | | 4,6 | 1 | A,K |
| **Main Textbook** | | Turan Şerafettin, Türk Devrim Tarihi, C.I-II, İstanbul, 1991–1995 | | | |
| **Supporting References** | | Ateş, Toktamış, Türk Devrim Tarihi, İstanbul: Der Yayınları, 2001.  Aybars, Ergün, Türkiye Cumhuriyeti Tarihi, İzmir: Ercan Kitabevi, 2000.  Eroğlu, Hamza, Türk İnkılap Tarihi, Ankara: Savaş Yayınları, 1990.  Kongar, Emre, Devrim Tarihi ve Toplumbilim Açısından Atatürk, İstanbul: Remzi Kitabevi, 1999.  Selek, Sebahattin, Anadolu İhtilali, İstanbul: Kastaç Yayınları, 1987.  Timur, Taner, Türk Devrimi ve Sonrası, Ankara: İmge Kitabevi, 1997. | | | |
| **Necessary Course Material** | |  | | | |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Mudanya Ceasefire Agreement; Abolition of the Sultanate and the Lausanne Peace Treaty |
| **2** | Proclamation of the Republic and Abolition of the Caliphate |
| **3** | Efforts to move to multi-party life; Izmir Assassination and Menemen Incident |
| **4** | Revolutions in the Field of Law: The Constitutions of the New Turkish State |
| **5** | Revolutions in the Field of Law: Adoption of the Civil Code and Regulations on Women's Rights |
| **6** | Innovations in the Field of Education and Culture: The Law on Education, the adoption of Latin Letters, changes made in language-history and other fields |
| **7** | Innovations Concerning Economic Life: Abolition of tithe tax, innovations in agriculture and industry, statism |
| **8** | Mid-Term Exam |
| **9** | Innovations in Social Life: Dress Revolution, Closure of Lodges and Lodges, Surname Law, Weekend |
| **10** | Turkish Foreign Policy in the Atatürk Period: Etabli Problem, Mosul Problem, Relations with Foreign States |
| **11** | Turkish Foreign Policy in the Atatürk Era: Membership in the League of Nations, Balkan Pact, Montreux Straits Convention, Sadabad Pact |
| **12** | Atatürk's Principles: Republicanism, Secularism, Revolutionism, Nationalism, Populism, Statism |
| **13** | Integral Principles of the Kemalist Thought System |
| **14** | Developments in domestic and foreign politics during the İsmet İnönü Period |
| **15** | Democratic Party Era |
| **16,17** | Final Exam |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calculation of Course Workload** | | | | |
| **Activities** | **Number** | | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | | 1 | 14 |
| Homework |  | |  |  |
| Quiz Exam |  | |  |  |
| Studying for Quiz Exam |  | |  |  |
| Oral exam |  | |  |  |
| Studying for Oral Exam |  | |  |  |
| Project (Preparation and presentation time included) |  | |  |  |
| Presentation (Preparation time included) |  | |  |  |
| Mid-Term Exam | 1 | | 1 | 1 |
| Studying for Mid-Term Exam | 1 | | 8 | 8 |
| Final Exam | 1 | | 1 | 1 |
| Studying for Final Exam | 1 | | 8 | 8 |
|  | **Total workload** | | | **60** |
|  | **Total workload / 30** | | | **2** |
|  | **Course ECTS Credit** | | | **2** |
| **Evaluation** | | | | |
| **Activity Type** | | **%** | | |
| Mid-term | | 40 | | |
| Quiz | |  | | |
| Homework | |  | | |
| **Final Exam** | | 60 | | |
| **Total** | | 100 | | |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 3 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| ENGLISH II | 221012006 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 3 | 0 | 3 | 2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  | X |  |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| English | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Students can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. They can describe in simple terms aspects of their background, immediate environment and matters in areas of immediate need.  Students can understand standard speech related to areas of most immediate personal relevance (e.g. personal and family information, shopping, local geography and employment) and can catch the main point in simple messages and announcements.  Students can read and find specific, predictable information in simple everyday material such as advertisements, prospectuses and timetables.  Students can handle very short social exchanges, even though they cannot usually keep the conversation going of their own accord.  They can write relating to matters in areas of immediate need, linking a series of phrases and sentences with connectors. |
| **Short Course Content** | The aim of the course is to teach students basic grammar rules in elementary level, give them speaking, writing, reading and listening knowledge of English. It consists of content and activities aimed at having students acquire Elementary Level English language skills according to evaluation and reference system of The Common European Framework. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | The student becomes familiar with basic grammar rules in English. | PÇ6 | 1, 5, 11 | A |
| **2** | Analyzes English dialogues. | PÇ6 | 1, 4, 5, 11 | A |
| **3** | Understands and explains an English text at the level. | PÇ6 | 1, 4, 5, 11 | A |
| **4** | Communicates in written and spoken English. | PÇ6 | 1, 4, 5, 11 | A |

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| --- | --- |
| **Main Textbook** | Warwick L., Williams D. (2020). Roadmap A2 Students’ Book & Workbook. Pearson Education Limited. |
| **Supporting References** | Murphy, R., (2004). English Grammar in Use, Cambridge University Press, |
| **Necessary Course Material** | Computer, Webcam, Speakers; or Smart phone |

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| --- | --- | --- | --- | --- |
| **Course Schedule** | | | | |
| **1** | 6A past simple (regular verbs) - prepositions - describe an event - understand reviews - understanding adjectives  6B past simple (irregular verbs) - describe a good weekend - understand a narrative - understanding the order of events | | | |
| **2** | 6C past simple (questions) - verbs + prepositions - did you? - ask and answer questions - write a short story - using subject pronouns  6D give and accept an apology | | | |
| **3** | 7A countable and uncountable nouns; some, any, lots of and a lot of - food and drink - vowel sounds; connected speech - describe food shopping items - understand announcements - listening for special information | | | |
| **4** | 7B how much/how many? + quantifiers – food containers - sentence stress - create a dish - write a social media post - giving opinions and reasons | | | |
| **5** | 7C comparative adjectives - describing places to eat - compare places to eat - follow instructions - understanding instructions  7D order in a café | | | |
| **6** | 8A present continuous - geography -ing - describe a travel experience - write a guide - using adjectives  8B present simple and present continuous - weather - contractions - describe the weather - understand a news report - understanding connected speech | | | |
| **7** | 8C superlative adjectives - phrases describing travel - compare places, activities and transport - understand a short article - understanding paragraph topics  8D make a phone call | | | |
| **8** | Mid-Term Exam | | | |
| **9** | 9A should/shouldn’t - health - give advice - understand a short talk - dealing with unknown words | | | |
| **10** | 9B be going to - future plans - discuss your goals for the future - write an informal email - organising an email to a friend | | | |
| **11** | 9C would like/want - activities with go - tonic stress; weak forms - describe what you want to do - understand a blog post - understanding because and so  9D make arrangements and invitations | | | |
| **12** | 10A verb patterns - housework - sentence stress - interview people - write a personal profile - expressing likes and dislikes | | | |
| **13** | 10B have to/don’t have to - clothes - word stress; have to - play a guessing game - understand an opinion article - identifying opinions | | | |
| **14** | 10C present perfect simple - technology - contractions - talk about past experiences - understand an interview  - understanding time expressions | | | |
| **15** | 10D give a compliment | | | |
| **16,17** | Final Exam | | | |
| **Calculation of Course Workload** | | | | |
| **Activities** | | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | | 14 | 1 | 14 |
| Homework | | 1 | 2 | 2 |
| Quiz Exam | |  |  |  |
| Studying for Quiz Exam | |  |  |  |
| Oral exam | |  |  |  |
| Studying for Oral Exam | |  |  |  |
| Report (Preparation and presentation time included) | |  |  |  |
| Project (Preparation and presentation time included) | |  |  |  |
| Presentation (Preparation time included) | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| Mid-Term Exam | | 1 | 2 | 2 |
| Studying for Mid-Term Exam | | 1 | 4 | 4 |
| Final Exam | | 1 | 2 | 2 |
| Studying for Final Exam | | 1 | 6 | 6 |
|  | | **Total workload** | | **72** |
|  | | **Total workload / 30** | | **2,4** |
|  | | **Course ECTS Credit** | | **2** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
|  |  |
|  |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 1 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 5 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| COMMERCIAL MATHEMATICS | 221512310 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| X |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Ability to calculate ratios and proportions, operate with measurements, calculate percentages and proportional division, calculate company accounts and average price, solve composition, mixture, alloy, interest and discount problems. |
| **Short Course Content** | Ratio and proportion calculations, operation with measurements, percentage calculations and proportional division, company accounts and average price, composition, mixture, alloy, interest, discount |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Ability to calculate ratios and proportions | PO1  PO3 | 1-2-5-10-11 | A |
| **2** | Operate with measurements | PO1  PO3 | 1-2-5-10-11 | A |
| **3** | Company accounts and average price | PO1  PO3 | 1-2-5-10-11 | A |
| **4** | Being able to make composition, mixture and alloy calculations | PO1  PO3 | 1-2-5-10-11 | A |
| **5** | To practice these subjects in their profession. | PO1  PO3 | 1-2-5-10-11 | A |

|  |  |
| --- | --- |
| **Main Textbook** | **Senger Ö.  (2006)** Ticari Matematik Trabzon: ABP Yayınevi |
| **Supporting References** | **Çetiner E. ( 2000)**Ticari ve Mali Matematik  Ankara : Gazi Yayınevi |
| **Necessary Course Material** | Calculator |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Ratio and proportion |
| **2** | Measures |
| **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** | Mid-Term 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 |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 1 | 6 | 6 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **92** |
|  | **Total workload / 30** | | **3,06** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
|  |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 5 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 3 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 4 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| GENERAL ACCOUNTING II | 221512305 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Learning and reinforcing general accounting knowledge, the uniform chart of accounts and financial statements. |
| **Short Course Content** | Accounting for all transactions of the business expressed in money, organising accounting books, and preparing the balance sheet and statement of income. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Organising accounting books. | 2,3,9,  10,11,12 | 1,5,10 | A |
| **2** | Preparing the balance sheet and statement of income. | 2,3,8,9,  10,11,12 | 1,5,10 | A |

|  |  |
| --- | --- |
| **Main Textbook** | GENERAL ACCOUNTING |
| **Supporting References** | Notes of courses |
| **Necessary Course Material** | Calculator |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | The uniform chart of accounts |
| **2** | Accounting book registration about capital |
| **3** | Accounting book registration about stock in trade |
| **4** | Accounting book registration about long term assets |
| **5** | Accounting book registration about accumulated depreciation |
| **6** | Accounting book registration about foreign currency Exchange |
| **7** | Sample book registration |
| **8** | Mid-Term Exam |
| **9** | Balance sheet |
| **10** | Accounting book registration about incomes and expenses |
| **11** | Statement of income |
| **12** | Trial |
| **13** | Accounting books and financial statements |
| **14** | Accounting books and financial statements |
| **15** | Accounting books and financial statements |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **90** |
|  | **Total workload / 30** | | **3** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
|  |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 3 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 5 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 3 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 5 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 4 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 5 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL** 

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| OFFICE PROGRAMS | 221512309 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 1 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| X |  |  |  |  |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Providing basic computer education |
| **Short Course Content** | Computer hardware, software and basic operating system training |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Gains the ability to use MS Word, | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1-5-6-10-11 | A, D |
| **2** | Gains the ability to use MS Excel, | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1-5-6-10-11 | A, D |
| **3** | Gains the ability to use MS Powerpoint, | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1-5-6-10-11 | A, D |
| **4** | Gains the ability to use MS Powerpoint, | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1-5-6-10-11 | A, D |
| **5** | Learns Internet settings and practices accessing Internet sites | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1-5-6-10-11 | A, D |
| **6** | Learns e-mail settings and implements sending and receiving e-mail. | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1-5-6-10-11 | A, D |
| **7** | Applying these issues in your profession | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1-5-6-10-11 | A, D |

|  |  |
| --- | --- |
| **Main Textbook** | OFFICE 2010 BAYRAM YILDIZ KODLAB YAY. |
| **Supporting References** |  |
| **Necessary Course Material** | Textbook, supplementary resources |

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| --- | --- |
| **Course Schedule** | |
| **1** | Word Processing Program |
| **2** | Word Processing Program |
| **3** | Word Processing Program |
| **4** | Word Processing Program |
| **5** | Word Processing Program |
| **6** | Prepare a Powerpoint presentation |
| **7** | Prepare a Powerpoint presentation |
| **8** | Mid-Term Exam |
| **9** | Preparing a Worksheet |
| **10** | Preparing a Worksheet |
| **11** | Preparing a Worksheet |
| **12** | Preparing a Worksheet |
| **13** | Internet and Electronic Mail |
| **14** | Internet and Electronic Mail |
| **15** | Internet and Electronic Mail |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) |  |  |  |
| Homework | 10 | 1,5 | 15 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 6 | 6 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 6 | 12 |
|  | **Total workload** | | **77** |
|  | **Total workload / 30** | | **2,566667** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 25 |
| Homework | 25 |
| **Final Exam** | 50 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 4 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 5 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 2 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 3 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| MACRO ECONOMICS | 221512127 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| X |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | To be able to understand the macroeconomic structure and its functioning. |
| **Short Course Content** | Learning the problems and solutions in the economy in a discussion environment, economic fluctuation, economic growth. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To train professional staff who can interpret and evaluate basic economic developments, economic fluctuations and economic growth in business life. | PÇ1,PÇ2,PÇ3  PÇ8,PÇ9 | 1,5,6 | A |
| **2** | Applying these issues in your profession | PÇ1,PÇ2,PÇ3  PÇ8,PÇ9 | 1, 5, 8, 10,11 | A |

|  |  |
| --- | --- |
| **Main Textbook** | İktisada Giriş, Anadolu Üniversitesi yayınları no:1472, 2009. |
| **Supporting References** |  |
| **Necessary Course Material** | Blackboard, projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **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** | Mid-Term Exam |
| **9** | Economic growth and development |
| **10** | Unemployment |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 6 | 1 | 6 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 3 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 3 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 4 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| COMMERCIAL LAW | 221512128 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | The Fundamentals of Commercial Law, Being able to Understand the Elements of Commercial Enterprise and Legal Rules and Sources Related to Commercial Life, Being able to Understand the Types of Companies Operating in Commercial Life, Their Establishment, Operations, Responsibilities and Comparisons with Each Other, Being able to Understand the Importance of Negotiable Instruments in Commercial Life. |
| **Short Course Content** | Commercial Enterprise Law and Negotiable Instrument Law Issues |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To understand the principles of commercial law, the elements of commercial enterprise and the legal rules and sources related to commercial life, | PÇ2,PÇ3,PÇ4  PÇ8,PÇ9 | 1-5-8-10-11 | A |
| **2** | To understand the types of companies operating in commercial life, their establishments, operations, responsibilities and comparisons with each other, | PÇ2,PÇ3,PÇ4  PÇ8,PÇ9 | 1-5-8-10-11 | A |
| **3** | Understanding the importance of negotiable instruments in commercial life | PÇ2,PÇ3,PÇ4  PÇ8,PÇ9 | 1-5-8-10-11 | A |
| **4** | To practice these subjects in your profession. | PÇ2,PÇ3,PÇ4  PÇ8,PÇ9 | 1-5-8-10-11 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Ticaret Hukuku, Yrd. Doç. Dr. Aytekin Çelik |
| **Supporting References** |  |
| **Necessary Course Material** |  |

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| --- | --- |
| **Course Schedule** | |
| **1** | Commercial Enterprise, Commercial Business |
| **2** | Commercial Judgement, Trader |
| **3** | Commercial Register, Commercial Title |
| **4** | Trademark |
| **5** | Unfair competition |
| **6** | Competition Restrictions Law |
| **7** | Commercial Registers |
| **8** | Mid-Term Exam |
| **9** | Current Account |
| **10** | Current Account |
| **11** | Trader Assistants |
| **12** | Commercial Papers |
| **13** | Coupon |
| **14** | Cheque |
| **15** | Cheque |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 6 | 1 | 6 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 4 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 5 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 2 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 4 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 2 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| RESEARCH METHODS AND TECHNIQUES | 221512302 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

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| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Every student who takes this course learns how to collect data, evaluate data, analyze data with statistical programs, make presentations and prepare research reports. |
| **Short Course Content** | Conducting research and preparing a research report  Presenting the research |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Conducting research | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **2** | Data collection | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **3** | Analyzing data with statistical methods | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **4** | Preparing a research report | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **5** | Presenting the research | PO1, PO3, PO4 | 1,5,6,11 | A,D |

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| **Main Textbook** | Karasar, Niyazi; Research Methods and Techniques |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content |
| **Necessary Course Material** | Blackboard- Projection, Computer |

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| **Course Schedule** | |
| **1** | Definition and basic concepts of Scientific Research |
| **2** | Types of Research |
| **3** | Conducting Source Research |
| **4** | Data Types |
| **5** | Data sources and data collection methods |
| **6** | Quantitative and Qualitative Research Methods |
| **7** | Quantitative and Qualitative Research Methods |
| **8** | MIDTERM EXAM |
| **9** | Evaluating Research Results |
| **10** | Evaluating Research Results |
| **11** | Converting Research Results into Reports |
| **12** | Converting Research Results into Reports |
| **13** | Preparing for a Presentation |
| **14** | Preparing for a Presentation |
| **15** | Presentation |
| **16,17** | FINAL EXAM |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 1 | 5 | 5 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) | 1 | 2 | 2 |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) | 1 | 2 | 2 |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 8 | 8 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 8 | 16 |
|  | **Total workload** | | **77** |
|  | **Total workload / 30** | | **2,566666667** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 25 |
| Homework | 25 |
| **Final Exam** | 50 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 5 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| HUMAN RESOURCES MANAGEMENT | 221512306 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

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| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | To provide information about all processes of human resources in businesses. |
| **Short Course Content** | Human resources management includes the processes of finding, selecting, hiring and training of the human capital, managing and evaluating their performance, legal regulations concerning employees. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To have basic knowledge about human resources management. | 9 | 1,2 | A |
| **2** | Skills to improve the performance of human resources. | 4,9 | 1,2,13 | A |
| **3** | Skills to motivate the employees. | 4,6 | 1,2,13 | A |
| **4** | To learn important labor laws concerning human resources. | 2,3,7,10 | 1 | A |
| **5** | To be able to calculate employees' wages and wage deductions. | 1,2,3,8,11,12 | 1,15 | A,G |

|  |  |
| --- | --- |
| **Main Textbook** | HUMAN RESOURCES MANAGEMENT |
| **Supporting References** |  |
| **Necessary Course Material** |  |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Introduction to human resources management |
| **2** | Human resources planning, Providing and selection of employee candidates, Human resources training |
| **3** | Components of performance and performance evaluation criteria |
| **4** | Performance evaluation methods |
| **5** | Performance evaluation mistakes |
| **6** | Factors affecting performance |
| **7** | Performance measurement |
| **8** | Mid-Term Exam |
| **9** | Motivation theories |
| **10** | Factors affecting motivation |
| **11** | Legislation regarding human resources |
| **12** | Legislation regarding human resources |
| **13** | Fee and calculation |
| **14** | Fee and calculation |
| **15** | Fee and calculation |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) | 1 | 5 | 5 |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 15 | 15 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **84** |
|  | **Total workload / 30** | | **2,8** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 4 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 5 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 5 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 3 |
| **9** | Awareness of professional and ethical responsibility. | 4 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 5 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| FOREIGN TRADE TRANSACTIONS | 221512304 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | Learning Foreign Trade Operations Application and Processes Together with Legislation |
| **Short Course Content** | Purpose and Basic Concepts of Foreign Trade Legislation of Export and Import Business Documents and Application Types of Goods Delivery and Payment Types Inward and Outward Processing Regime Free Zones National and International Organizations Related to Foreign Trade |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To train professional staff who can follow up foreign trade business and transactions | PÇ1,PÇ2,PÇ3,PÇ4,  PÇ7  PÇ8,PÇ9,PÇ11,PÇ12 | 1, 5, 8, 10,11 | A |
| **2** | To make applications related to these issues in the profession. | PÇ1,PÇ2,PÇ3,PÇ4,  PÇ7  PÇ8,PÇ9,PÇ11,PÇ12 | 1, 5, 8, 10,11 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Dış Ticaret İşlemleri Yönetimi – Dr. Feridun Kaya- Beta Yayınları- 2011- İstanbul |
| **Supporting References** |  |
| **Necessary Course Material** | Blackboard, projector, computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | BASIC descriptions |
| **2** | Documents |
| **3** | Documents |
| **4** | Forms of delivery |
| **5** | Forms of delivery |
| **6** | Methods of payment |
| **7** | Methods of payment |
| **8** | Mid-Term Exam |
| **9** | Accounting of export |
| **10** | Accounting of import |
| **11** | Foreign exchange transactions |
| **12** | Tax liabilities |
| **13** | Organizations of encouraging foreign trade |
| **14** | State aids - free zones - border trade centers |
| **15** | State aids - free zones - border trade centers |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 6 | 1 | 6 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 2 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 3 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| MANAGEMENT INFORMATION SYSTEMS | 221512311 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| x |  |  |  |  |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | To develop a strategic understanding of Management Information Systems (MIS) so that MIS decisions are linked to business priorities. To develop a functional view of MIS systems and to provide a basis for students to design MIS criteria and the development process of the system, and to make sound decisions during the procurement phase of the system. To develop a deep understanding of the effects of MIS systems on functions such as operations, marketing, finance, accounting and human resources |
| **Short Course Content** | Have knowledge about information technologies.  2) Understands the importance of information systems in business management.  3) Comprehend the benefits and risks of information systems.  4) Recognize electronic ways of doing business.  5) Comprehend the stages of information system development.  6) Understands the importance of the IT department within the business. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Knowledge of information technologies. | PO3, PO4, PO5 | 1,5,11 | A |
| **2** | Understand the importance, benefits and risks of information systems in business management | PO3, PO4, PO5 | 1,5,11 | A |
| **3** | Understand the importance of IT within the business | PO3, PO4, PO5 | 1,5,11 | A |
| **4** | To be able to apply analytical thinking, creativity and business-oriented problem-solving skills to relevant case studies thanks to management information systems. | PO3, PO4, PO5 | 1,5,8 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Yönetim Bilgi Sistemleri (Gökçen, H.)  Yönetim Bilgi Sistemi (Sayın, E.R; Şen, T.D). |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content |
| **Necessary Course Material** | Blackboard- Projection, Computer |

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| --- | --- |
| **Course Schedule** | |
| **1** | General information about course content, teaching and exams. MIS concept; |
| **2** | Concepts of data and information; Features of information. |
| **3** | The concept of the system, the elements of the system, the classification of systems. |
| **4** | Classification of information systems |
| **5** | MIS and its elements; Contemporary Information System Approaches |
| **6** | The place and role of information systems in the enterprise; Manager's Duties and Managerial Skills |
| **7** | Management and decision-making; The impact of MIS on decision-making |
| **8** | MIDTERM EXAM |
| **9** | Functions of management The effect of MIS use on management functions. |
| **10** | MIS application areas; Benefits and risks of information systems. |
| **11** | Electronic ways of doing business. |
| **12** | Studies on the business information system |
| **13** | Information system development; information system division and resources in enterprises. |
| **14** | Business Intelligence Fundamentals: Databases and Information Management |
| **15** | Business Case Preparation and Projects Management for Information Systems |
| **16,17** | FINAL EXAM |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 2 | 28 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 10 | 10 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 5 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 5 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 3 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| BUSINESS MANAGEMENT | 221512307 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | It is aimed to provide information about the application and interpersonal relations in business management. |
| **Short Course Content** | Problem Solving in Business Management, Communication, Leadership, Groups, Motivation, Conflict Management, Stress Management |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Problem Solving in Business Management, Communication, Leadership, Groups, Motivation, Conflict Management, Stress Management | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1, 5, 8, 10,11 | A |
| **2** | To make applications related to these issues in the profession. | PÇ2, PÇ3, PÇ4  PÇ5,PÇ6 | 1, 5, 8, 10,11 | A |

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| --- | --- |
| **Main Textbook** | İşletme Yönetimi, Prof. Dr. Tamer Koçel; Örgütsel Davranış Ve Yönetim Psikolojisi, Prof. Dr. Erol Eren |
| **Supporting References** |  |
| **Necessary Course Material** | Projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Problem Solving |
| **2** | Meeting Management |
| **3** | Leadership |
| **4** | Communication |
| **5** | Groups In Organisations |
| **6** | Motivation Management |
| **7** | Conflict Management |
| **8** | Mid-Term 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 6 | 1 | 6 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| 1 | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| 2 | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| 3 | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| 4 | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| 5 | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| 6 | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 4 |
| 7 | To have and use legal knowledge. | 2 |
| 8 | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| 9 | Awareness of professional and ethical responsibility. | 1 |
| 10 | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| 11 | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 2 |
| 12 | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| LAW OF OBLIGATIONS | 221512303 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | x |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | 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 |
| **Short Course Content** | The emergence and disappearance of the debt relationship, the responsibilities and rights of the debtor and creditor parties, the creation, and types of contracts. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Understanding the sources of obligations law | PO7 | 1 | A |
| **2** | To know all the rights and responsibilities of the parties in the debt and receivable relationship faced in commercial and private life | PO7 | 1, 2 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Borçlar Hukuku İstanbul Üniversitesi Auzef Yay.  Borçlar Hukuku Anadolu Üniversitesi Açık Öğretim Fakültesi Yay. |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

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| **Course Schedule** | |
| **1** | Basic conepts of law of obligations |
| **2** | Concepts of contract and establishment of contract |
| **3** | Conditions of validity of contract |
| **4** | İnvalidity cases in contract |
| **5** | Obligation to make a contract, Amendment of contract |
| **6** | Unjust enrichment |
| **7** | Debts arising from tort |
| **8** | Mid-Term Exam |
| **9** | Discharge of debts |
| **10** | Discharge of debts II |
| **11** | Non-performance of debts |
| **12** | Termination of debts |
| **13** | Default of creditor, Default of debtor |
| **14** | Assignment of receivables, Transfer of debt |
| **15** | Interpreting sample cases in law of obligations |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **83** |
|  | **Total workload / 30** | | **2,76** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 5 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 2 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| BUSINESS ETHICS | 221512301 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

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| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | The aim of this course is to teach to gain competencies related to professional ethics. |
| **Short Course Content** | To examine the concepts of ethics and morality, to examine the factors that play a role in the formation of morality, to examine professional ethics and to examine the concept of social responsibility |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Examines the concepts of ethics and morality | PÇ2  PÇ9 | 1, 5, 8,12,13 | A |
| **2** | Complies with the principles of professional ethics | PÇ2  PÇ9 | 1, 5, 8,12,13 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Anadolu Üniversitesi Yayınları İş Etiği. Eskişehir |
| **Supporting References** |  |
| **Necessary Course Material** | Projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 1 | 6 | 6 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

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|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 5 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 2 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| CAREER PLANNING | 221512308 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 2 | 2 | 0 | 2 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Undergraduate | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | No |
| **Objectives of the Course** | This course aims to help students plan their own careers. |
| **Short Course Content** | Career-related concepts, Career planning, Stages of the career planning process, Career planning models, CV writing, Job interview |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Ability to distinguish between career-related concepts | 4,6 | 1,2,5 | A |
| **2** | Ability to explain career planning steps | 4,6 | 1,2,5 | A |
| **3** | Ability to determine career goals | 4,6 | 1,2,5 | A |
| **4** | Ability to prepare own CV and business letters | 4,6 | 1,2,5 | A |
| **5** | Gaining interview skills | 4,6 | 1,2,5 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Öz Temel, K. (2020). Career planning and development |
| **Supporting References** |  |
| **Necessary Course Material** | Computer and projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Career-related concepts |
| **2** | Career development theories |
| **3** | What is career planning? What are its features and principles? |
| **4** | Stages of the career planning process |
| **5** | Stages of the career planning process |
| **6** | Career planning models Goal setting in career planning |
| **7** | World career trends |
| **8** | Midterm |
| **9** | CV preparation |
| **10** | Resume types, CV format and examples, points to consider when preparing a CV |
| **11** | Cover letter Reference letter |
| **12** | Job interview purposes, methods and types |
| **13** | Preparation for the interview and interview stages |
| **14** | Situations that may be encountered during interviews; question types, body language-bodily signs |
| **15** | Situations that may be encountered during interviews; question types, body language-bodily signs |
| **16,17** | Final Exams |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 2 | 2 | 4 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **76** |
|  | **Total workload / 30** | | **2,53** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 1 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 3 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| COMPUTER BASED ACCOUNTING I | 221513122 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Accounting bookkeeping and  to be able to do all operations with computer accounting programs. |
| **Short Course Content** | Inventory, current invoice, check-note-payroll and accounting applications and business book applications in accounting package programs (eta 7 program) |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to perform all accounting transactions and applications with computer | 2,5,11 | 1 | A |
| **2** | Preparing tax returns and financial statements using computer package programs | 2,5,11 | 1 | A |

|  |  |
| --- | --- |
| **Main Textbook** | COMPUTER BASED ACCOUNTING |
| **Supporting References** |  |
| **Necessary Course Material** | Computer, projection |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Structure of accounting information system and accounting package programs |
| **2** | Introduction of the ETA / LUCA program - quick operation keys |
| **3** | ETA’s descriptions - fixed parameters – on/off company – integration |
| **4** | Common definitions in the ETA/LUCA program -fixed parameters-company opening and closing–integration |
| **5** | Stock-current-invoice-check, promissory note module applications in ETA / LUCA program |
| **6** | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| **7** | Applications In ETA pragramme Stock-Current-Invoice-Cheque-Payroll |
| **8** | Mid-Term Exam |
| **9** | Introduction and applications of accounting-accounting module in ETA / LUCA program |
| **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** | Introduction and applications of accounting module in ETA / LUCA program- monography |
| **14** | Introduction and applications of accounting module in ETA/LUCA-transactions with sample documents |
| **15** | Introductions of business book and fixed descriptions and coding |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 2 | 28 |
| Homework | 7 | 3 | 21 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 20 | 20 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 30 | 30 |
|  | **Total workload** | | **145** |
|  | **Total workload / 30** | | **4,83** |
|  | **Course ECTS Credit** | | **5** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 5 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 2 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 2 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 2 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 5 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 3 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| TAX LAW | 221513123 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Recognition of tax law |
| **Short Course Content** | Introduction to tax law and tax concepts in general |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Mastery of tax procedure law and concepts required by accounting profession | 2,7,  9,10,12 | 1 | A |

|  |  |
| --- | --- |
| **Main Textbook** | VERGİ HUKUKU |
| **Supporting References** |  |
| **Necessary Course Material** |  |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Introduction To Tax Law |
| **2** | Concepts |
| **3** | Fundemantals Of Tax Law |
| **4** | Tax procedural law and its general structure |
| **5** | Tax procedure law |
| **6** | Tax procedure law |
| **7** | Tax procedure law |
| **8** | Mid-Term 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 2 | 28 |
| Homework | 7 | 3 | 21 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 20 | 20 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 30 | 30 |
|  | **Total workload** | | **145** |
|  | **Total workload / 30** | | **4,83** |
|  | **Course ECTS Credit** | | **5** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 5 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 2 |
| **9** | Awareness of professional and ethical responsibility. | 5 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 5 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| COST ACCOUNTING | 221513133 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Learning how to calculate production costs and labor costs in businesses. |
| **Short Course Content** | Concepts of cost, expense and expenditure, cost calculation methods, expense distribution methods, calculation of workers' wages and deductions, accounting records related to cost calculations. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to calculate the production cost | 1,2,3,4 | 1, 5, 10 | A |
| **2** | To be able to calculate labor cost | 7,10 | 1, 5, 10 | A |
| **3** | Learning cost-related accounting records | 2,11,12 | 1,5,10 | A |
| **4** | Learning concepts related to cost in business | 5,6,8,9 | 1,5,10 | A |

|  |  |
| --- | --- |
| **Main Textbook** | COST ACCOUNTING |
| **Supporting References** | Notes of courses |
| **Necessary Course Material** | Calculator |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Introduction to cost accounting |
| **2** | Cost, expense, spending concepts |
| **3** | FIFO method |
| **4** | FIFO method |
| **5** | Average cost method |
| **6** | Average cost method |
| **7** | Examples of cost calculation methods |
| **8** | Mid-Term Exam |
| **9** | Simple distribution method |
| **10** | Mathematical distribution method |
| **11** | Expense distribution method examples |
| **12** | Full cost, Normal cost, Variable cost, Prime cost methods |
| **13** | Total cost and unit cost calculation |
| **14** | Labor cost calculation and accounting records |
| **15** | Labor cost calculation and accounting records |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 7 | 3 | 21 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **111** |
|  | **Total workload / 30** | | **3,7** |
|  | **Course ECTS Credit** | | **4** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 5 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 3 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 2 |
| **7** | To have and use legal knowledge. | 3 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 3 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 4 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| FINANCIAL MANAGEMENT | 221513131 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Recognition and management of the types of funding sources and the use of funds |
| **Short Course Content** | Aims, subjects and methods of financial management, |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To train personnel who know how to use accounting information in financial management | 1,2,3,4  8,11,12 | 1,5,10 | A |

|  |  |
| --- | --- |
| **Main Textbook** | FİNANCIAL MANAGEMENT |
| **Supporting References** | Notes of courses |
| **Necessary Course Material** | Calculator |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **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** | Mid-Term 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 7 | 3 | 21 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **111** |
|  | **Total workload / 30** | | **3,7** |
|  | **Course ECTS Credit** | | **4** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 4 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 4 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 3 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 2 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| CORPORATION ACCOUNTS | 221513135 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | To learn company opening, liquidation, merger, profit distribution and capital increase operations and records according to the types of companies. |
| **Short Course Content** | Establishing Closing Merger Transactions and Records by Company Types - Capital Increase- Types of Profit Distribution and Calculation and Records |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Learning the Transactions and Records of Company Opening - Liquidation - Merger - Profit Distribution and Capital Increase by Company Types | 1,2,3,  7,8,  10,11,12 | 1,5,10 | A |

|  |  |
| --- | --- |
| **Main Textbook** | ŞİRKETLER MUHASEBESİ |
| **Supporting References** | Notes of courses |
| **Necessary Course Material** | Calculator |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **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** | Mid-Term Exam |
| **9** | Limited companies |
| **10** | Limited companies |
| **11** | Liquidation in companies |
| **12** | Merger of companies |
| **13** | Sample question solving |
| **14** | Sample question solving |
| **15** | Sample question solving |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 7 | 3 | 21 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **111** |
|  | **Total workload / 30** | | **3,7** |
|  | **Course ECTS Credit** | | **4** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 4 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 4 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 4 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 5 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 5 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| STRATEGIC MANAGEMENT | 221513134 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Providing students with the skills to apply strategic management in businesses after graduation |
| **Short Course Content** | General information about Managemet and Strategic Management, functional strategic management. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to apply strategic financial management at a functional level. | 3,4,6,8 | 1,2,13 | A |

|  |  |
| --- | --- |
| **Main Textbook** | STRATEGIC MANAGEMENT |
| **Supporting References** | Notes of courses |
| **Necessary Course Material** |  |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | The concept of Strategic Management |
| **2** | Strategic Management process |
| **3** | Theories of strategy |
| **4** | High-level Strategies |
| **5** | Intermediate Strategies |
| **6** | Lower-level Strategies |
| **7** | Strategy implementations |
| **8** | Mid-Term Exam |
| **9** | Strategic financial management |
| **10** | Strategic human resource management |
| **11** | Strategic marketing management |
| **12** | Strategic production management |
| **13** | Strategic management practices |
| **14** | Strategic management practices |
| **15** | Strategic management practices |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 0,5 | 7 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 3 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 2 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| LOGISTICS | 221513132 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | To be able to define logistics, To be able to summarize the functioning of the logistics system, To be able to define the concept of logistics economy, To be able to explain supply chain management, To be able to cost logistics activities, To be able to define the concept of logistics in international marketing, To be able to explain the general requirements related to the logistics of dangerous goods, To be able to explain the impact of globalization on the logistics sector |
| **Short Course Content** | Definition of logistics, Functioning of the logistics system, The concept of logistics economy, Supply chain management, Cost of logistics activities, The concept of logistics in international marketing, General requirements related to the logistics of dangerous goods, The impact of globalization on the logistics sector |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to define logistics, to summarize the operation of the logistics system | PO1,PO3 | 1,5,6 | A |
| **2** | To be able to define the concept of logistics economics, To be able to explain supply chain management | PO1,PO3 | 1, 5, 8, 10,11 | A |
| **3** | Costing logistics activities, Defining the concept of logistics in international marketing | PO1,PO3 | 1,5,6 | A |
| **4** | To practice these issues in their profession. | PO1,PO3 | 1, 5, 8, 10,11 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Anadolu University Publications Principles of Logistics |
| **Supporting References** | Lecture Notes |
| **Necessary Course Material** | Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Basic Concepts of Logistics |
| **2** | Components of the Logistics System |
| **3** | Logistics Outsourcing |
| **4** | Economics of Logistics |
| **5** | Supply Chain Management |
| **6** | Logistics Management |
| **7** | Logistics Management |
| **8** | MIDTERM EXAM |
| **9** | Logistics and Cost Management |
| **10** | The Concept of International Marketing and Introduction to International Markets |
| **11** | Logistics and Logistics Centers in International Marketing |
| **12** | Dangerous Goods in Logistics |
| **13** | Regulations on Dangerous Goods |
| **14** | The Latest Situation in Logistics with Globalization |
| **15** | The Latest Situation in Logistics with Globalization |
| **16,17** | FINAL EXAM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 1 | 6 | 6 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 14 | 1,5 | 21 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 14 | 1,5 | 21 |
|  | **Total workload** | | **92** |
|  | **Total workload / 30** | | **3,06** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 2 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 3 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| FINANCIAL INVESTMENT INSTRUMENTS | 221513130 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** |  |
| **Objectives of the Course** | Acquiring the information needed to make a financial investment, creating portfolio and acquiring knowledge about risk. |
| **Short Course Content** | General information about financial investment and introduction of financial market instruments |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Acquisition of the knowledge needed to make a financial investment. | 1,8,12 | 1,5,10 | A |
| **2** | Creating a portfolio and learning about risk. | 1,8,12 | 1,5,10 | A |

|  |  |
| --- | --- |
| **Main Textbook** |  |
| **Supporting References** | Notes of courses |
| **Necessary Course Material** | Calculator |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **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** | Mid-Term 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 0,5 | 7 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 2 | 2 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 2 | 2 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 4 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 2 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 4 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES DEPARTMENT**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| APPLIED STATISTICS | 221513136 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 3 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| x |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NONE |
| **Objectives of the Course** | The aim of this course is to examine some statistical problems with the help of package programs and to teach students to interpret the results obtained from them. |
| **Short Course Content** | To be able to give basic concepts related to statistics and analyze them with some statistical ready-made software package programs. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to give basic concepts related to statistics and analyze them with some statistical ready-made software package programs. | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **2** | To be able to organize the data required in research and transfer them to the computer | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **3** | Creating tables and graphs with the help of some statistical ready-made software programs | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **4** | To be able to comprehend basic statistical terms and to establish relationships between statistical concepts | PO1, PO3, PO4 | 1,5,6,11 | A,D |
| **5** | To be able to analyze basic statistical concepts and methods with statistical ready-made software programs,  To be able to interpret and present the results of the analysis. | PO1, PO3, PO4 | 1,5,6,11 | A,D |

|  |  |
| --- | --- |
| **Main Textbook** | Erkan IŞIĞIÇOK, Altı Sigma Kara Kuşaklar İçin Hipotez Testleri Yol Haritası, Marmara Kitabevi, Genişletilmiş 2. Baskı 2011, Bursa.  Nuran BAYRAM, SPSS ile Veri Analizi, Ezgi Kitabevi, 2009, Bursa.  Ayşe OĞUZLAR, İstatistiksel Veri Analizi 1, Ezgi Kitabevi, 2007, Bursa. |
| **Supporting References** | Slides Prepared by the Instructor Regarding the Course Content, Lecture Notes |
| **Necessary Course Material** | Blackboard- Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Basic Statistics terms and concepts |
| **2** | Recognition of statistical package programs, Excel- SPSS-Minitab applications |
| **3** | Statistical Interpretation: Interval forecast |
| **4** | Estimate the range for the mean |
| **5** | Hypothesis testing |
| **6** | Correlation analysis |
| **7** | Regression analysis |
| **8** | MIDTERM EXAM |
| **9** | t-Test |
| **10** | z-Test |
| **11** | Chi-Square tests |
| **12** | Chi-Square tests |
| **13** | Analysis of variance |
| **14** | Analysis of variance |
| **15** | Other Non-parametric tests |
| **16,17** | FINAL EXAM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 8 | 1 | 8 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 7 | 7 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 7 | 14 |
|  | **Total workload** | | **87** |
|  | **Total workload / 30** | | **2,9** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 25 |
| Homework | 25 |
| **Final Exam** | 50 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 5 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 2 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| COMPUTER BASED ACCOUNTING II | 221514134 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  | X |  |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | To educate professional staff who can perform all accounting transactions by using computer accounting program. |
| **Short Course Content** | 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. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To educate professional staff who can perform all accounting transactions by using computer accounting program. | PO8 | 1, 6 | A |

|  |  |
| --- | --- |
| **Main Textbook** | LUCA training book, Türmob publications, ETA SQL training book, Eta publications, |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

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| --- | --- |
| **Course Schedule** | |
| **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** | Mid-Term 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 2 | 28 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) | 1 | 10 | 10 |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **107** |
|  | **Total workload / 30** | | **3,56** |
|  | **Course ECTS Credit** | | **4** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 5 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 2 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| TURKISH TAX SYSTEM | 221514121 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | This course aims to teach Turkish tax system within the framework of the relavant laws. |
| **Short Course Content** | Items that make up the Turkish tax system, Taxes levied on income, taxes levied on expenditures, what are the taxes levied on wealth, explanation of the subject of liability assessment, payment, exception and exemption within the scope of relevant laws. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to explain the taxes that make up the Turkish tax system | PO4, PO5, PO8 | 1 | A K |
| **2** | To be able to explain the taxes collected on income, expenditures and wealth | PO4, PO5, PO8 | 1 | A K |

|  |  |
| --- | --- |
| **Main Textbook** | Turk Vergi Sistemi, Anadolu Üniversitesi, Açık Öğretim Fakültesi Yayınları |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | General overview of the Turkish Tax System |
| **2** | Conecpt of Income Taxes |
| **3** | Taxes on commercial earnings |
| **4** | Taxes on agricultural earnings |
| **5** | Wages, Freelance earnings movable and immovable capital income |
| **6** | Corparate Tax |
| **7** | Exemtions and exceptions in corporate tax, corporate tax declaration and payment |
| **8** | Mid-Term Exam |
| **9** | Liquidation, merger, division, and change of type at corporate |
| **10** | Taxes in expenditures |
| **11** | Value added tax, special consumption tax |
| **12** | Other taxes on expenditures, custom tax, digital service tax |
| **13** | Banking and insurance transaction tax, special communication tax |
| **14** | Lottery taxes, stamp, and valuable papers taxes |
| **15** | Taxes on wealth like motor vehicle tax, inheritance and real estate taxes |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 3 | 42 |
| Homework | 1 | 5 | 5 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) | 1 | 10 | 10 |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 15 | 15 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **136** |
|  | **Total workload / 30** | | **4,53** |
|  | **Course ECTS Credit** | | **5** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)**  (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 4 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 4 |
| **9** | Awareness of professional and ethical responsibility. | 4 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 4 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 2 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 3 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| LABOUR AND SOCIAL INSURANCE LAW | 221514130 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | It is aimed to teach the rights and debts of the workers working in the private sector. |
| **Short Course Content** | All rights and debts related to workers covered by labor law in the private sector. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To know the rights and obligations of the worker working in the private sector | PO10 | 1, 2 | A |

|  |  |
| --- | --- |
| **Main Textbook** | İş ve Sosyal Güvelik Hukuku, Prof. Dr. Müjdat Şakar, Beta Yay, 2024 |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **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** | Mid-term 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 2 | 28 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 15 | 15 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **107** |
|  | **Total workload / 30** | | **3,56** |
|  | **Course ECTS Credit** | | **4** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 1 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 4 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 4 |
| **9** | Awareness of professional and ethical responsibility. | 4 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 5 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| FINANCIAL ANALYSIS | 221514133 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 4 |

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| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
| X |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | 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. |
| **Short Course Content** | 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. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | 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 | PO2 PO8 | 1 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Accounting Auditing and Financial Statement Analysis, Anadolu University Press, 2010 |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

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| **Course Schedule** | |
| **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** | Mid-Term 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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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 2 | 28 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 20 | 20 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **112** |
|  | **Total workload / 30** | | **3,73** |
|  | **Course ECTS Credit** | | **4** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 4 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 4 |
| **9** | Awareness of professional and ethical responsibility. | 4 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 3 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 3 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 4 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| ACCOUNTING AUDIT | 221514132 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | This course aims to teach the concept of financial statement auditing. |
| **Short Course Content** | Auditing profession, types of auditing in business, generally accepted auditing principles, explanation of internal control concepts |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to explain the theoretical knowledge of accounting auditing | PO2 | 1 | A |
| **2** | To learn the regulations regarding the practices of the auditing profession in Turkey | PO2 | 1 | A |
| **3** | To be able to comment on audit risk and materiality issues | PO2 | 1 | A |
| **4** | To be able to explain the main parts of the audit report | PO2 PO11 | 1 | A |

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| --- | --- | --- |
| **Main Textbook** | | Muhasebe Denetimi, Anadolu Üniversitesi, Açık öğretim Fakültesi Yayınları, 2018 |
| **Supporting References** | | Muhasebe Denetiminde Örnek Olaylar Doç. Dr. Eymen Gürel Seçkin Yay. 2021 |
| **Necessary Course Material** | | Board Computer and Projector |
| **Course Schedule** | | |
| **1** | Understanding the concepts of auditing and control | |
| **2** | Regulations related to the auditing profession in Turkey | |
| **3** | Generally accepted auditing principles | |
| **4** | Auditing process, Auditing papers | |
| **5** | Planing the audit | |
| **6** | Concept of materiality and concept of audit risk | |
| **7** | Components of audit risk, Natural risk, Control risk, Detection risk | |
| **8** | Mid-Term Exam | |
| **9** | Internal control in business | |
| **10** | Sampling in accounting auditing | |
| **11** | Sampling process and sample selection techniques in audit | |
| **12** | Auditing the balance sheet and income statement | |
| **13** | Auditing completion process | |
| **14** | Preparation of the audit report and legal liability | |
| **15** | Examination of sample audit reports of companies in Turkish Stocks | |
| **16,17** | Final Exam | |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 2 | 28 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 15 | 15 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 20 | 20 |
|  | **Total workload** | | **107** |
|  | **Total workload / 30** | | **3,56** |
|  | **Course ECTS Credit** | | **4** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)**  (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 4 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 3 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| INTERNSHIP APPLICATIONS | 221514131 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 0 | 5 | 0 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  | x |  |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Compulsory |

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| --- | --- |
| **Prerequisite(s) if any** | No |
| **Objectives of the Course** | Business Application |
| **Short Course Content** | Internship work |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Business Application | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,12 | 6, 7, 8, 10, 11, 12 | E, K |

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| **Main Textbook** |  |
| **Supporting References** |  |
| **Necessary Course Material** |  |

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| --- | --- |
| **Course Schedule** | |
| **1** | Internship |
| **2** | Internship |
| **3** | Internship |
| **4** | Internship |
| **5** | Internship |
| **6** | Internship |
| **7** | Internship |
| **8** | Internship |
| **9** | Internship |
| **10** | Internship |
| **11** | Internship |
| **12** | Internship |
| **13** | Internship |
| **14** | Internship |
| **15** | Internship |
| **16,17** | Final Exam |

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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) |  |  |  |
| Classroom Studying Time (review, reinforcing, prestudy,….) |  |  |  |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) | 1 | 150 | 150 |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam |  |  |  |
| Studying for Mid-Term Exam |  |  |  |
| Final Exam |  |  |  |
| Studying for Final Exam |  |  |  |
|  | **Total workload** | | **150** |
|  | **Total workload / 30** | | **5** |
|  | **Course ECTS Credit** | | **5** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
|  |  |
|  |  |
|  |  |
| **Final Exam** | 100 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 3 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 5 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 3 |
| **7** | To have and use legal knowledge. | 3 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 3 |
| **9** | Awareness of professional and ethical responsibility. | 4 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 3 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 3 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 3 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| BEHAVIORAL ECONOMICS | 221514135 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

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| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | The aim of this course is to explain the behavioral economics approach, to ensure the assimilation of the methods used under behavioral economics, and to analyze the decision-making processes of individuals by comparing traditional economic theory and new approaches. |
| **Short Course Content** | Basic Concepts (Bounded Rationality, Decision Making Under Risk and Uncertainty, Expected Utility, Market Efficiency-Expectation Theory, Bayes Theorem, Probability Theory, Justice as Motives of Behavior, Shame, Values, Beliefs, Preferences, Choices), Behavioral Finance, Behavioral Game Theory, Experimental Economics, Neuroeconomics. |

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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To be able to comprehend the basic concepts, theories and methods related to behavioral economics. | PO4 PO8 | 1 2 | A |
| **2** | To be able to analyze the factors that are effective in the decision-making process. | PO4 PO8 | 1 2 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Davranışsal Ekonomi Kavram Teori Uygulama Hasip Aluınöz Utku Altunöz Seçkin Yayıncılık 2019 |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

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| **Course Schedule** | |
| **1** | The Concept of Behavioral Economics |
| **2** | Schools of Economics and Behavioral Economics Approach |
| **3** | Bounded Rationality Decision Making under Risk and Uncertainty |
| **4** | Market Efficiency Prospect Theory Bayes Theorem Probability Theory |
| **5** | Justice Shame as Behavior Motives Values Beliefs |
| **6** | Preferences Choices |
| **7** | Behavioral Finance and Financial Decision |
| **8** | Mid-Term Exam |
| **9** | Choice under Risk and Uncertainty |
| **10** | Behavioral Finance Price Bubbles |
| **11** | Investor Psychology Consumer Confidence |
| **12** | Behavioral Game Theory |
| **13** | Decision Making Model |
| **14** | Social Preferences |
| **15** | Experimental Economics Happiness Economics |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **83** |
|  | **Total workload / 30** | | **2,76** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 5 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 5 |
| **9** | Awareness of professional and ethical responsibility. | 1 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 2 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

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| --- | --- |
| **Course Name** | **Course Code** |
| FOREIGN TRADE TRANSACTIONS ACCOUNTING | 221514136 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | 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. |
| **Short Course Content** | 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. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | 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. | PO2 PO12 | 1 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Dış Ticaret İşlemlerinin Muhasebeleştirilmesi Anadolu Üniversitesi Açık Öğretim Fakültesi Yay. |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **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** | Mid-Term 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **83** |
|  | **Total workload / 30** | | **2,76** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 4 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 2 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 2 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 4 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| FINAL ACCOUNTING OPERATIONS | 221514137 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | It aims to provide skills preparing inventory and en-of-period trasactions that need to be carried out at the end of the period in business, as well as financial statements (balance sheet and income statement). |
| **Short Course Content** | Correction of erroneous records, determination of inventory, income and expenses, preparation and accounting of profit distribution table, depreciation and revaluation transactions according to tax procedure law |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To train professional staff who can carry out accounting practices in businesses in accordance with a uniform chart of accounts. | PO1 PO2 PO12 | 1, 2 | A, K |
| **2** | Preparing the transactions and financial statements that need to be done at the end of the period in business | PO1 PO2 PO12 | 1, 2, 6 | A, D, K |

|  |  |
| --- | --- |
| **Main Textbook** | Dönem sonu İşlemleri, Anadolu Üniversitesi, Açık Öğretim Fakültesi Yayınları, 2018 |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Capital Markets, Concept of Investment and Financial Investment Instruments |
| **2** | Stock Markets |
| **3** | Basic Concepts of Stock Markets P/E P/B Profotability Ratios etc. |
| **4** | Government Domestic Debt Security and Deposit Investment Interest |
| **5** | Gold Precious Metals Foreign Exchange |
| **6** | Crypto Assets |
| **7** | Investment Funds Individual Pension System |
| **8** | Mid-Term Exam |
| **9** | Model Portfolio Construction Studies |
| **10** | Futures and Options Market |
| **11** | Fundamental Analysis of Stocks |
| **12** | Technical Analysis of Stocks |
| **13** | Concept of Risk in Financial Markets |
| **14** | Portfolio Analysis and Evaluation |
| **15** | Portfolio Analysis and Evaluation |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **83** |
|  | **Total workload / 30** | | **2,76** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

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| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 5 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 3 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 3 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 2 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 3 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 4 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 5 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| ENTREPRENEURSHIP | 221514138 |

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| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | To provide the knowledge of entrepreneurship to the students who want to find a firm after the graduation. |
| **Short Course Content** | The concept of Entrepreneurship, the knowledge that is required about entrepreneurship, business management, functions of business, success factors of entrepreneurship. |

|  |  |  |  |  |
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| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Giving the necessary information about entrepreneurship to the students who want to take the initiative after graduation. | PO2 PO9 | 1 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Entrepreneurship and The Management of Little Firms. |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

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| **Course Schedule** | |
| **1** | Entrepreneurship |
| **2** | Success and failure factors in entrepreneurship |
| **3** | The process of establishment of enterprises |
| **4** | Types of businesses |
| **5** | New management concepts |
| **6** | Total Quality Management |
| **7** | SWOT |
| **8** | Mid-Term 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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| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
|  |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 10 | 10 |
|  | **Total workload** | | **78** |
|  | **Total workload / 30** | | **2,6** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 3 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 2 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 2 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 2 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| QUALITY MANAGEMENT SYSTEMS | 221514129 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  | x |  |  |  |

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| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | NO |
| **Objectives of the Course** | The aim of this course is to gain competencies related to quality assurance and standards in business life. |
| **Short Course Content** | The concept of quality, standard and standardization, the importance of the standard in the production and service sector, management quality and standards, quality costs, problem identification and solving tools in quality, quality management systems, strategic management, process and resource management system, control diagrams and distributions. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | To establish the infrastructure of the quality management system. | PO4, PO6 | 1,5,11,15 | A,D |
| **2** | Able to learn and apply Quality standards | PO4, PO6 | 1,5,11,15 | A,D |
| **3** | Gain knowledge about quality management system models. | PO4, PO6 | 1,5,11,15 | A,D |

|  |  |
| --- | --- |
| **Main Textbook** | 1.DİLSSIZ İ.,KARTAL C.S.,Quality Assurance and Standards, Detay Publishing, Ankara, 2012.  2.BURNAK N., Total Quality Management (Statistical Process Control), Osmangazi University Publications, Eskisehir, 1997. |
| **Supporting References** | Course Content Slides, Lecture Notes |
| **Necessary Course Material** | Projection, Computer |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Quality and basic concepts |
| **2** | Quality, quality control |
| **3** | Quality assurance, total quality management and the relationships between them |
| **4** | Quality costs |
| **5** | Standard and standardization |
| **6** | Certification and accreditation |
| **7** | Calibration and metrology |
| **8** | Midterm Exam |
| **9** | Quality management systems |
| **10** | Quality management systems |
| **11** | Quality management systems |
| **12** | Quality management systems |
| **13** | Quality problem identification and solving tools |
| **14** | Process and resource management system |
| **15** | Control Diagrams and distributions |
| **16,17** | Final exams |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 2 | 28 |
| Classroom Studying Time (review, reinforcing, prestudy,….) | 14 | 1 | 14 |
| Homework | 1 | 8 | 8 |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) | 1 | 2 | 2 |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) | 1 | 2 | 2 |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 7 | 7 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 2 | 7 | 14 |
|  | **Total workload** | | **77** |
|  | **Total workload / 30** | | **2,566666** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 30 |
| Homework | 20 |
| **Final Exam** | 50 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)** (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 1 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 1 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 1 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 4 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 4 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 1 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 1 |

**ESOGU SİVRİHİSAR VOCATIONAL SCHOOL**

**ACCOUNTING AND TAX PRACTICES PROGRAM**

**COURSE INFORMATION FORM**

|  |  |
| --- | --- |
| **Course Name** | **Course Code** |
| ACCOMMODATION ACCOUNTING | 221514128 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Number of Course Hours per Week** | | **Credit** | **ECTS** |
| **Theory** | **Practice** |
| 4 | 3 | 0 | 3 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Category (Credit)** | | | | |
| **Basic Sciences** | **Engineering Sciences** | **Design** | **General Education** | **Social** |
|  |  |  |  | X |

|  |  |  |
| --- | --- | --- |
| **Course Language** | **Course Level** | **Course Type** |
| Turkish | Associate degree | Elective |

|  |  |
| --- | --- |
| **Prerequisite(s) if any** | None |
| **Objectives of the Course** | Learning the accounting procedures specific to accommodation businesses. |
| **Short Course Content** | Accounting operations in accommodation establishments. |

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| --- | --- | --- | --- | --- |
| **Learning Outcomes of the Course** | | **Contributed PO(s)** | **Teaching Methods \*** | **Measuring Methods \*\*** |
| **1** | Professional staff who can make accounting records and prepare financial statements in accommodation establishments | PO2 PO11 | 1 | A |

|  |  |
| --- | --- |
| **Main Textbook** | Konaklama İşletmeleri Muhasebesi, Prof. Dr. Salim Şengel, Detay Yayıncılık, 2018 |
| **Supporting References** |  |
| **Necessary Course Material** | Board Computer and Projector |

|  |  |
| --- | --- |
| **Course Schedule** | |
| **1** | Introduction to Accommodation Business Accounting |
| **2** | Financial Statements in Accommodation Businesses |
| **3** | Accounts in Accommodation businesses |
| **4** | Records in Accommodation Accounting |
| **5** | Accommodation accounting process |
| **6** | Accommodation accounting applications |
| **7** | Accommodation accounting applications |
| **8** | Mid-Term Exam |
| **9** | Accounting for the establishment procedures of Accommodation Businesses |
| **10** | Accounting for capital increase and decrease transactions in accommodation businesses |
| **11** | Profit distribution transactions and accounting in accommodation establishments |
| **12** | Cost calculations in accommodation establishments |
| **13** | Accommodation accounting applications |
| **14** | Accommodation accounting applications |
| **15** | Accommodation accounting applications |
| **16,17** | Final Exam |

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation of Course Workload** | | | |
| **Activities** | **Number** | **Time (Hour)** | **Total Workload (Hour)** |
| Course Time (number of course hours per week) | 14 | 3 | 42 |
| Classroom Studying Time (review, reinforcing, prestudy,.) | 14 | 1 | 14 |
| Homework |  |  |  |
| Quiz Exam |  |  |  |
| Studying for Quiz Exam |  |  |  |
| Oral exam |  |  |  |
| Studying for Oral Exam |  |  |  |
| Report (Preparation and presentation time included) |  |  |  |
| Project (Preparation and presentation time included) |  |  |  |
| Presentation (Preparation time included) |  |  |  |
| Mid-Term Exam | 1 | 1 | 1 |
| Studying for Mid-Term Exam | 1 | 10 | 10 |
| Final Exam | 1 | 1 | 1 |
| Studying for Final Exam | 1 | 15 | 15 |
|  | **Total workload** | | **83** |
|  | **Total workload / 30** | | **2,76** |
|  | **Course ECTS Credit** | | **3** |

|  |  |
| --- | --- |
| **Evaluation** | |
| **Activity Type** | **%** |
| Mid-term | 40 |
| Quiz |  |
| Homework |  |
| **Final Exam** | 60 |
| **Total** | 100 |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO)**  (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low) | | |
| **NO** | **PROGRAM OUTCOME** | **Contribution** |
| **1** | To be able to perform basic mathematical and statistical operations and to have the necessary skills to provide analytical thinking ability. | 2 |
| **2** | To be able to practice the profession of independent accountant affiliated with a workplace or on behalf of oneself, or to contribute to the accounting management of public institutions and organizations, to have basic professional knowledge, to assimilate professional basic concepts. | 5 |
| **3** | To gain comprehension, analysis and application skills, to have the ability to analyze, interpret and evaluate information related to the field of accounting and tax applications. | 4 |
| **4** | To gain skills related to cause, effect and solution suggestions, to have the ability to work individually and to make independent decisions, and to convey their suggestions to the relevant parties in written and verbal form. | 2 |
| **5** | To use basic information technologies in the profession, to use internet technologies and office software, to use computers, peripherals and programs effectively in office management. | 1 |
| **6** | To be able to communicate effectively in Turkish, both orally and in writing. Ability to write effective reports and understand written reports, make presentations, give and receive clear and understandable instructions, and have an intermediate level of foreign language knowledge in the field. | 1 |
| **7** | To have and use legal knowledge. | 1 |
| **8** | To be able to make economic and financial analysis by gaining financial management and decision-making skills. | 1 |
| **9** | Awareness of professional and ethical responsibility. | 3 |
| **10** | To follow the legislation for the public interest, to have knowledge of social security rights in matters related to the field. | 1 |
| **11** | To have accounting knowledge, to be able to use accounting package programs and to perform accounting audit. | 5 |
| **12** | Cost calculations, company accounting transactions, period-end transactions, taxation in accordance with tax legislation, foreign trade transactions. | 3 |