The School of Vocation at the Anadolu University in Bozüyük was established in 1992 and has five Associate Degree Programs offered by Department of Technology and Department Economics and Administrative Programs. Normal duration of Associate Degree is two years. The aim of Associate Degree is to meet the demands for qualified personnel in respective marketing and accounting areas. The language of education is Turkish. The Bozüyük Vocational School is close in distance to both Eskisehir and Bilecik (approximately 40 km). Currently, 2 associate professor, 7 assistant professors, 15 lecturers and 1 instructor are working in the School. In addition to these academic staff, each academic year professors, associate professors and assistant professors whose academic fields are specific marketing and accounting areas come for courses from different faculties in campus of Anadolu University.

Director : Assoc. Prof. Dr. Salim SENGEL
Deputy Director : Lecturer Doctor Aysel GÜNEY
Deputy Director : Lecturer Kadir SEVIM
Secretary of High School :

STAFF

Associate Professors: Nermin GENCE, Salim SENGEL

Assistant professors: Ümmühan ASLAN, Berna DEMIR, Feride H.BASTÜRK, Nurgül ÖZBAY, Figen UYSAL, Ismail YARDIMCI

Lecturers: Mahpere ARGAN, Ferhat BORAZAN, Melih ERGEN, Aysel GÜNEY, Leyla KUBAT, Senol KUBAT, Yasar ÖDÜL, K. Özlem SARNIÇ, Kadir SEVIM, Nurdan SEVIM, Serif SUBASI, Bahar SUVACI, Ensar TAÇYILDIZ, Süheyla YEREL, Murat YURDAKUL

Instructors: Hasan UÇAR

DEPARTMENT OF ECONOMICS AND ADMINISTRATION

Bozüyük Vocational School has two department involving technical programs and administrative programs. Economics and Administrative Programs Department involves marketing program and accounting program. Accounting program was established in 1994-1995 academic year. The marketing program was established in 1997-1998 academic year. The main aim of the department in Bozüyük Vocational School is to meet the qualified personnel demand in respective areas. In addition to this aim, the principle education philosophy of the department is to provide the professional training which has been consistent with the needs of the contemporary business world. The education duration of the department is two years. In the first year, students in the department take general and basic courses about business administration and marketing/accounting. In the second year, the courses offered in the department especially emphasize the specific areas of marketing and accounting. The department in the Bozüyük Vocational School is close in distance to both Eskisehir and Bilecik (approximately 40 km). Currently, 1 associate professor, 3 assistant professors, 5 lecturers are working in the department. In addition to these academic staff, each academic year professors, associate professors and assistant professors whose academic fields are specific marketing and accounting areas come for courses from different faculties in campus of Anadolu University. The decisions related with the department are made with consensus of academic staff of marketing and accounting programs. The program governs by one head of department.

Head : Assoc. Prof. Dr. Salim SENGEL
ACCOUNTING

The accounting is an informative system producing various informative tables and reports which are contributing to legal and social responsibilities of all companies. The globalization of the world affects the accounting informative system with legal mutations and economic arrangements. This development changed the basic functions of the accounting. In the conclusion of that process, the accounting field needed more specialized accountants. In fact, the accounting programs in the vocational schools have begun for responding to this need in our country. The Accounting program depends on Economics and Administrative Programs Department. The accounting program of the Bozüyük Vocational School as an educational unit of Anadolu University has been started in 1995. The education in the accounting program has been given in four semiannual (two years in total). Students who graduated from this program are able to work in the accounting program at various companies. Also if they have vocational training and pass some exams concerning the law, they become certificated accountant. The students have the opportunity to have vocational training at well-known companies which has been established in Bozüyük area. The educational staff of the program is currently composed of 1 associate professor, 2 assistant professors and 2 lecturers. The accounting program is managed by the Chair of Economics and Administration Programs Department.

PROGRAM

<table>
<thead>
<tr>
<th>I. SEMESTER</th>
<th>II. SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIL 121 Introduction to Computer 2+0 2,0</td>
<td>HUK 118 Introduction to Commercial Law 2+0 3,0</td>
</tr>
<tr>
<td>HUK 117 Fundamentals of Law 2+0 2,0</td>
<td>IKT 116 Macroeconomics 2+0 2,0</td>
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<tr>
<td>IKT 115 Introduction to Economics 2+0 2,0</td>
<td>IST 108 Statistics 1+1 2,0</td>
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<td>ISN 105 Office Management and Communication Techniques 1+1 2,0</td>
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<td>MUH 112 Ended Period Transactions 3+1 5,0</td>
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<tr>
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<td>TAR 255 Atatürk’s Principles and History of Turkish Revolution 2+0 2,0</td>
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<td>TÜR 188 Turkish Language II 2+0 2,0</td>
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<tr>
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<tbody>
<tr>
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<td>HUK 222 Labour and Social Security Law 1+1 2,0</td>
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<tr>
<td>MUH 215 Accounting with Computers I 3+1 5,0</td>
<td>MLY 210 Turkish Tax System 3+1 4,0</td>
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<tr>
<td>MUH 217 Directed Study I 2+1 3,0</td>
<td>MUH 212 Auditing 2+1 4,0</td>
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<tr>
<td>MUH 219 Cost Accounting 3+1 4,0</td>
<td>MUH 214 Foreign Trade Transactions Accounting 1+1 3,0</td>
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<td>MUH 221 Corporate Accounting 2+1 3,0</td>
<td>MUH 216 Accounting with Computers II 3+1 5,0</td>
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<td>MUH 223 Management of Foreign Trade Transactions 1+1 3,0</td>
<td>MUH 218 Directed Study II 2+1 4,0</td>
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DEPARTMENTAL ELECTIVE COURSES

| FIN 203 Financial Management 3+1 4,0 | MUH 220 Financial Reports Analysis 3+1 4,0 |
| HUK 221 Law of Obligations 2+0 3,0 | MUH 222 Bank Accounting 2+1 3,0 |
| ISL 421 Entrepreneurship 2+0 3,0 | MUH 224 Desktop Publishing 3+1 4,0 |
| MLY 211 Public Finance 2+0 2,0 | MUH 225 Accounting Systems and Organization 1+1 2,0 |
| MUH 226 Inflation Accounting 1+1 2,0 | |

526
### MARKETING

Marketing program depends on Economics and Administrative Programs Department. The program was established in 1997-1998 academic year. The main aim of marketing program in Bozüyük Vocational School is to meet the qualified personnel demand in respective areas. In addition to this aim, the principle education philosophy of the program is to provide the professional training which has been consistent with the needs of the contemporary business world. The education duration of the marketing program is two years. In the first year, students in the program take general and basic courses about business administration and marketing. In the second year, the courses offered in the marketing program especially emphasize the specific areas of marketing. These specific areas contain sales management, advertising, marketing communications, consumer behavior, international marketing, marketing research, customer relationship management (CRM) etc. The program in the Bozüyük Vocational School is close in distance to both Eskişehir and Bilecik (approximately 40 km). Currently, three lecturers are working in the program. In addition to these academic staff, each academic year professors, associate professor and assistant professor whose academic fields are specific marketing areas have come for courses from different faculties in campus of Anadolu University. The decisions related with the program are made with consensus of academic staff. The program governs by one head of department.

### PROGRAM

#### I. SEMESTER

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>BIL 137</td>
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<tr>
<td>HUK 117</td>
<td>Fundamentals of Law</td>
<td>2+0 2,0</td>
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<td>Introduction to Economics</td>
<td>2+0 3,0</td>
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<tr>
<td>ISL 109</td>
<td>Introduction to Business</td>
<td>2+0 3,0</td>
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<tr>
<td>MAT 125</td>
<td>General Mathematics</td>
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<tr>
<td>MUH 113</td>
<td>Introduction to Accounting</td>
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<td>PZL 101</td>
<td>Marketing Principles I</td>
<td>3+1 4,0</td>
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<tr>
<td>TAR 255</td>
<td>Atatürk's Principles and History</td>
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<td>Turkish Language I</td>
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| Total |                                         | 30,0    |

#### II. SEMESTER

<table>
<thead>
<tr>
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<th>Credits</th>
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</tr>
<tr>
<td>IKT 118</td>
<td>Macroeconomics</td>
<td>2+0 3,0</td>
</tr>
<tr>
<td>IST 110</td>
<td>Statistics</td>
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</tr>
<tr>
<td>ISL 110</td>
<td>Management and Organization</td>
<td>2+0 3,0</td>
</tr>
<tr>
<td>PZL 102</td>
<td>Marketing Principles II</td>
<td>3+1 4,0</td>
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<tr>
<td>TAR 255</td>
<td>Atatürk's Principles and History of Turkish Revolution</td>
<td>2+0 2,0</td>
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<tr>
<td>TÜR 188</td>
<td>Turkish Language II</td>
<td>2+0 2,0</td>
</tr>
<tr>
<td>ING 104 (Eng)</td>
<td>English II</td>
<td>4+0 4,0</td>
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| Elective Courses (1) |                                         | - 2,0   |

| Total |                                         | 30,0    |

#### III. SEMESTER

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<td>PZL 213</td>
<td>International Marketing</td>
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<td>PZL 215</td>
<td>Marketing Research</td>
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<td>PZL 219</td>
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<td>PZL 221</td>
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<td>RHI 211</td>
<td>Advertisement</td>
<td>3+1 4,0</td>
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| Departmental Elective Courses (3) |                                         | - 6,0   |

#### IV. SEMESTER

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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<tbody>
<tr>
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<td>PZL 218</td>
<td>Direct Marketing</td>
<td>3+1 4,0</td>
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<tr>
<td>PZL 220</td>
<td>New Marketing Techniques</td>
<td>1+1 2,0</td>
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<tr>
<td>PZL 222</td>
<td>Retailing (Marketing in Store)</td>
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<tr>
<td>PZL 224</td>
<td>Marketing Law</td>
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<tr>
<td>PZL 228</td>
<td>Professional Study and Seminar</td>
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<td>PZL 240</td>
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| Departmental Elective Courses (3) |                                         | - 8,0   |
## DEPARTMENTAL ELECTIVE COURSES

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BIL 291</td>
<td>Computer III</td>
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<tr>
<td>BIL 293</td>
<td>Computer IV</td>
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<tr>
<td>ISN 201</td>
<td>Organizational Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>ISL 421</td>
<td>Entrepreneurship</td>
<td>3.0</td>
</tr>
<tr>
<td>PZL 223</td>
<td>Speech Training</td>
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</tr>
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<tr>
<td>PZL 226</td>
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</tr>
<tr>
<td>PZL 231</td>
<td>The Law of Customs</td>
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<tr>
<td>PZL 232</td>
<td>Physical Distribution Management</td>
<td>2.0</td>
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<tr>
<td>PZL 233</td>
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<tr>
<td>PZL 234</td>
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<td>3.0</td>
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<tr>
<td>PZL 236</td>
<td>Foreign Trade Law</td>
<td>2.0</td>
</tr>
<tr>
<td>PZL 238</td>
<td>Brand and Brand Strategies</td>
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</tr>
<tr>
<td>RHI 213</td>
<td>Public Relations</td>
<td>2.0</td>
</tr>
<tr>
<td>TRZ 246</td>
<td>Tourism Marketing</td>
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## ELECTIVE COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BEÖ 161</td>
<td>Physical Education</td>
<td>2.0</td>
</tr>
<tr>
<td>MÜZ 155</td>
<td>Turkish Folk Music</td>
<td>3.0</td>
</tr>
<tr>
<td>MÜZ 157</td>
<td>Traditional Turkish Art Music</td>
<td>3.0</td>
</tr>
<tr>
<td>SNT 161</td>
<td>History of Art</td>
<td>2.0</td>
</tr>
<tr>
<td>SOS 155</td>
<td>Folkdance</td>
<td>3.0</td>
</tr>
</tbody>
</table>

## PROGRAM IN BANKING AND INSURANCE

Because of the technological developments around the World, global economical structure and being as a candidate country to EU, Turkish Government has many shortness about Banking and Insurance system. Making only the legal changes about this topics is not enough to catch the western countries development level. The addition to legal changes we have to educate the people to follow the technological developments in this area and to have an ability to use finance and insurance technologies. Therefore, the Banking and Insurance Department was established to educate students about this area. The program depends on Economics and Administrative programs department. The program of the Bozüyük Vocational school as an educational unit of Anadolu University has been started in 2005. The education in the banking and insurance program has been given in four semiannual (two years in total). Students who graduated from this program are able to work in the banking and insurance at various companies. The students have the opportunity to have vocational training at well-known companies which has been established in Bozüyük area. The educational staff of the program is currently composed of 1 associate professor, 3 assistant professor and 2 lectureres. The program is managed by the Chair of Economics and administration programs department.

## PROGRAM

### I. SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIL 137 Computer I</td>
<td>2.0</td>
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<tr>
<td>HUK 117 Fundamentals of Law</td>
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<tr>
<td>IKT 151 Economics</td>
<td>4.5</td>
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<td>ISL 109 Introduction to Business</td>
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<tr>
<td>MAT 125 General Mathematics</td>
<td>4.0</td>
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<tr>
<td>MUH 151 Introduction to Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>TAR 255 Atatürk's Principles and History of Turkish Revolution</td>
<td>2.0</td>
</tr>
<tr>
<td>TÜR 187 Turkish Language I</td>
<td>2.0</td>
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<tr>
<td>ING 103 (Eng) English I</td>
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*Elective Courses (1)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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### II. SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<tr>
<td>BSI 104 Introduction to Banking</td>
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<td>BSI 106 Financial Services Marketing</td>
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<tr>
<td>HUK 118 Introduction to Commercial Law</td>
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<tr>
<td>IST 110 Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>TAR 255 Atatürk's Principles and History of Turkish Revolution</td>
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<td>2.0</td>
</tr>
<tr>
<td>ING 104 (Eng) English II</td>
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### III. SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>BSI 203 Financial Marketsand Institutions</td>
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### IV. SEMESTER

<table>
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<tr>
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<th>Credits</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>BSI 304 Risk Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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528
BSI 203  Financial Markets and Institutions 2+0 3,0  BSI 304  Risk Management 2+0 3,0
BSI 205  Banking and Insurance Law 3+0 4,0  BSI 306  Credit Analysis 3+0 3,0
BSI 207  Banking and Insurance Accounting 4+0 5,0  IKT 324  Financial Institutions and Banking 2+0 3,0
IKT 333  Foreign Trade and Foreign Exchange 2+0 3,0  ISL 405  Capital Markets 3+0 4,5
MAT 127  Commercial Mathematics 3+1 4,0  MLY 313  Turkish Taxation System 2+0 3,0

Departmental Elective Courses (3)  -  6,0  Departmental Elective Courses (3)  -  9,0

30,0  30,0

DEPARTMENTAL ELECTIVE COURSES
BSI 308  Fund Management 3+0 4,5
FIN 308  Financial Management 2+0 3,0
IKT 316  Money and Banking 2+0 3,0
IKT 421  Economy of Turkey 2+0 3,0
ISN 201  Organizational Communication 3+0 4,5
ISL 421  Entrepreneurship 2+0 3,0
MUH 225  Accounting Systems and Organization 1+1 2,0
PZL 223  Speech Training 1+1 2,0
RHI 213  Public Relations 2+0 2,0
SOS 253  Social Rules Of Conduct 2+0 3,0

ELECTIVE COURSES
BEÖ 161  Physical Education 2+0 2,0
BRI 101  Bridge 2+0 3,0
MÜZ 155  Turkish Folk Music 2+0 3,0
MÜZ 157  Traditional Turkish Art Music 2+0 3,0
SNT 161  History of Art 2+0 2,0
SOS 155  Folkdance 2+0 3,0

DEPARTMENT OF TECHNICAL PROGRAMS

The Technical Department has three main fields of sciences: Mining, Mechanics Drawing-Construction (Evening) and Ceramics. 1 Assoc. Prof. Dr., 2 Asst. Prof. Dr., 2 Asst. Prof., 7 Lecturer and 2 Research Assistants are currently working in the department. The department is governed by one chairman and two coordinators. The coordinators assists chairman in technical and academic activities in department. Normal duration is 2 years and the official language is Turkish. The two-year programs offer an 'Associate Degree' diploma. Students must take and pass all necessary courses and reach a minimum GPA (Grade Point Average) of 2.00 before he/she can graduate. All students are required to perform summer practice as a part of graduation requirements. They must complete a summer practice of at least 30 working days. Report prepared at the end of summer practice should reflect both the practical experience and the knowledge gained in the practice taken during the education. This course not included in curriculum since it does not carry any credits.

Head: Assoc. Prof. Dr. Nermin GENCE

CERAMICS

Ceramic was the first established program at the technical programs department of Bozyuk Vocational School. The courses offered in the ceramic program especially emphasize the industrial productions. In spite of this, the program is strongly interrelated with the fine arts faculty course of artfull ceramic designs and applications. At this program, the courses are advised with full applications and they’re also done at thechnology and computer laboratories, casting, serigraphy workshops and kilns. Design and serigraphy courses are supported with usage of computers. The graduates of the program are employed as ceramic technicians. Thus, at the last period of the education the labor law and introduction business courses are necessary, mecanic decorating application, industrial ceramic casting, ceramic process technics courses are optional. About 40 students are admitted to the program each years. 2 assistant Proffessors and 6 lecturers are currently working at the ceramic program.

PROGRAM

<table>
<thead>
<tr>
<th>I. SEMESTER</th>
<th>II. SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIL 137  Computer I</td>
<td>BIL 138  Computer II</td>
</tr>
<tr>
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<td>2+0  2,0</td>
</tr>
<tr>
<td>FIZ 109  Physics I</td>
<td>KIM 152  Chemistry II</td>
</tr>
<tr>
<td>2+0  3,0</td>
<td>2+2  3,0</td>
</tr>
<tr>
<td>KIM 151  Chemistry I</td>
<td>MAT 170  Mathematics II</td>
</tr>
<tr>
<td>2+0  2,0</td>
<td>3+0  3,0</td>
</tr>
<tr>
<td>MAT 169  Mathematics I</td>
<td>SAN 104  Basic Art Education II</td>
</tr>
<tr>
<td>3+0  3,0</td>
<td>1+2  3,0</td>
</tr>
<tr>
<td>SAN 103  Basic Art Education I</td>
<td>SER 102  Plaster Model Shaping I</td>
</tr>
<tr>
<td>1+2  3,0</td>
<td>2+2  4,0</td>
</tr>
</tbody>
</table>
### III. SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SER 201</td>
<td>Ceramic Decorating Techniques</td>
<td>1+2 4.0</td>
</tr>
<tr>
<td>SER 203</td>
<td>Ceramic Kilns</td>
<td>2+2 3.0</td>
</tr>
<tr>
<td>SER 207</td>
<td>Plaster Model Shaping II</td>
<td>2+2 4.0</td>
</tr>
<tr>
<td>SER 209</td>
<td>History of Ceramic Arts I</td>
<td>1+2 3.0</td>
</tr>
<tr>
<td>SER 213</td>
<td>Technical Drawing in Ceramics II</td>
<td>3+0 4.0</td>
</tr>
<tr>
<td>SER 215</td>
<td>Ceramic Technology III</td>
<td>2+2 4.0</td>
</tr>
<tr>
<td>SER 233</td>
<td>Computer Application in Ceramics</td>
<td>2+2 4.0</td>
</tr>
<tr>
<td>TAR 255</td>
<td>Atatürk's Principles and History of Turkish Revolution</td>
<td>2+0 2.0</td>
</tr>
<tr>
<td>TÜR 187</td>
<td>Turkish Language I</td>
<td>2+0 2.0</td>
</tr>
</tbody>
</table>

- **Elective Courses (1)**: 2.0 credits

- **Total Credit**: 30.0

### IV. SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUK 252</td>
<td>Labor Law</td>
<td>2+0 3.0</td>
</tr>
<tr>
<td>ISL 155</td>
<td>Introduction to Business</td>
<td>2+0 3.0</td>
</tr>
<tr>
<td>SER 210</td>
<td>History of Ceramic Arts II</td>
<td>1+2 3.0</td>
</tr>
<tr>
<td>SER 219</td>
<td>Applications in Ceramic</td>
<td>0+4 4.0</td>
</tr>
<tr>
<td>SER 232</td>
<td>Glaze and Mud Design</td>
<td>2+2 5.0</td>
</tr>
<tr>
<td>TAR 255</td>
<td>Atatürk's Principles and History of Turkish Revolution</td>
<td>2+0 2.0</td>
</tr>
<tr>
<td>TÜR 188</td>
<td>Turkish Language II</td>
<td>2+0 2.0</td>
</tr>
</tbody>
</table>

- **Departmental Elective Courses (1)**: 8.0 credits

- **Total Credit**: 30.0

### DEPARTMENTAL ELECTIVE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SER 202</td>
<td>Industrial Ceramic Kiln Technology</td>
<td>3+4 8.0</td>
</tr>
<tr>
<td>SER 204</td>
<td>Industrial Ceramic Moulding</td>
<td>3+4 8.0</td>
</tr>
<tr>
<td>SER 214</td>
<td>Mechanical Decoration Methods</td>
<td>3+4 8.0</td>
</tr>
<tr>
<td>SER 216</td>
<td>Ceramic Processing Techniques</td>
<td>3+4 8.0</td>
</tr>
<tr>
<td>SER 234</td>
<td>Artistic Ceramics Design</td>
<td>3+4 8.0</td>
</tr>
</tbody>
</table>

### ELECTIVE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEÖ 161</td>
<td>Physical Education</td>
<td>2+0 2.0</td>
</tr>
<tr>
<td>MÜZ 155</td>
<td>Turkish Folk Music</td>
<td>2+0 3.0</td>
</tr>
<tr>
<td>MÜZ 157</td>
<td>Traditional Turkish Art Music</td>
<td>2+0 3.0</td>
</tr>
<tr>
<td>SNT 161</td>
<td>History of Art</td>
<td>2+0 2.0</td>
</tr>
<tr>
<td>SOS 155</td>
<td>Folkdance</td>
<td>2+0 3.0</td>
</tr>
</tbody>
</table>

### COURSE CONTENTS

#### BEÖ 161 Physical Education **(2+0 2.0)**
Definition of Physical Education and Sports; Aims of Physical Education; Disadvantages of Inactive Life; Various Activities for Physical Education; Sport Criteria for Life; Representation of Various Sport Categories; What is Sport Heart; Evaluation of Physical Education Activities at Free Times; Recreation; Human Physiology; First Aid; Various Sport Laws and Applications; Physiological Princples of Sport; Keep Fit Programs for all Age Groups.

#### BIL 121 Introduction to Computer **(2+0 2.0)**
Historical Development of Computer and Basic Concepts; The Structure and Processing of Computer; Introduction to Information Technology; Information Age and Information Society; Computer Organization; Operating Systems: What is an operating system; Types of Operating Systems; Computer Software, Application Software: Wordprocessing Software

#### BIL 137 Computer I **(2+0 2.0)**
Windows Operating System: Introduction and using of desktop and objects, Options of Start Menu; Microsoft Office Suite: Opening file, Preparation, Arranging, Preparation of top and bottom information with MS Word, Cell, Line, Column, Page layout, Cell forming and formula editing with MS Excel, Slide editing and slide shows operations with MS PowerPoint, Using of dairy and calendar options, Mail importing and exporting with MS Outlook, Explorer objects and searching the web with Internet Explorer

#### BIL 138 Computer II **(2+0 2.0)**
Basic Concepts of Internet: Servers, Clients, TCP-IP Protocol, Web based Services, (HTTP, SMTP, DNS, FTP, TELNET, POP3, PROXY); Introduction to Web Design: Installing server side software for development; Developing WEB files, FTP Clients; Presentation Software: Applying Templates for Presentation, Generating Presentations.
Presentation Editing; Database Application: Generating Tables, Table design, Form generation and data input, Reports and report generating, Shortcut to tables, Queries.

**BIL 153 Computer Use in Marketing**  
2+2  3,0  
Marketing concept; Marketing and Environment; Technology in Marketing; System Concept, Information Technology and Tools; Information Technology and Marketing Effects; Data Information Concept and Marketing Information; Marketing Information Systems; Marketing Data Base; Characteristics of Data Base; Factors Effecting Marketing Systems with Data Base Success; Marketing Systems with Data Base Process; Consumer Management with Data Base; Marketing with Data Base and Consumer Management.

**BIL 291 Computer III**  
1+1  2,0  
Creating Database and Working with Database; Creating Brief Tables; Searching Target in Electronic Tables; Writing Scenarios in Electronic Tables; Statistical Operations in Electronic Tables; Introduction to Statistics Programs; Processing Statistical Data; Creating Statistical Tables and Getting Graphics; Applying Statistical Analysis Methods to Data; Documentation and Reporting of Statistical Results.

**BIL 293 Computer IV**  
1+1  2,0  
Preparing Presentation and Working with Presentation; Printing Presentation; Using Templates with PowerPoint; Changing Color; Creating Object; Inserting Information into PowerPoint; Creating and Editing Graphics; Preparing Slayt Shows.

**BRI 101 Bridge**  
2+0  3,0  
Introduction to Bridge; History; Basic Concepts; Bidding; Play; Hand Evaluation; Point Count; Opening Bids; Bidding Goals; Responses to one No-trump; More on Point Count; Responses to one of a Suit; Rebids by Opener; Declarer Play; Overcalls; Takeout Doubles; Two Club Opening; Weak Bids; No-Trump Structure; The Stayman Convention; Minor Suit Responses; Bidding after a Raise; Slam Bidding; Defensive Play.

**BSI 102 Introduction to Insurance**  
3+0  5,0  
Introduction of insurance concepts, insurance types, insurance history, function of insurance, principle of insurance, state control in insurance, government backing in insurance, insurance sector in Turkey.

**BSI 104 Introduction to Banking**  
3+0  5,0  
Concepts of banking system; general function of banking, resource utilization in banking, service of banking; service of save and deposit, service of payment and collection, transfer service, guarantee service, document and information service.

**BSI 106 Financial Services Marketing**  
3+0  4,0  
Defining Service Concept; Characteristics of services, Service economy, Services and marketing mix, Classification of services, Services and environment; Marketing Mix for Services: Service as a Product, Distribution of Services, Pricing Services, Promoting Services; Human Element in Service Sector: Role of customer in the production process of services, Role of Personnel for the Quality, Marketing of services; Management of Demand and Capacity in Service Sector; Service Quality: Dimensions of quality, Gap Model of quality, Lessons for Improving Quality, Management of Service Encounters; Relationship Marketing: Strategies for retaining customers.

**BSI 201 Retail and Corporate Banking**  
4+0  5,0  
Definition, Functions and type of retail banking, Structure and development of retail banking in Turkey. Retail banking operations, servis transaction, Money transfer, Definition, Functions and type of corporate banking, Functions of corporate banking, and corporate banking operations, Development of corporate banking in Turkey, Interbank money transfer, Type of operation, Different of retail banking and corporate banking, International operations in retail and corporate banking.

**BSI 203 Financial Marketssand Intitutions**  
2+0  3,0  

**BSI 205 Banking and Insurance Law**  
3+0  4,0  
Concepts of banking law; the elements of banking law, organization of banking, external audit of banking, banking operation, the elements of mergers, acquisitions and liquidation in banking, concepts of insurance law, elements of insurance contract.

**BSI 207 Banking and Insurance Accounting**  
4+0  5,0  
BSI 207 Banking and Insurance Accounting 4+0  4, 0 General information about banking; definition of accounting system in banking; accountability, operation Accounting in Bank Transactions: Providing funds, Establishing credit, Bank's services; Foreign exchange, Balance sheet and income statement; Accounting system in Insurance business ; Preparing Financial Statements and Closing Transactions in insurance business and banking, Balance sheet and income statement.

**BSI 302 Insurance Branch and Techniques**  
3+0  4,5  
Definition of insurance concepts, type of insurance, property insurance and principal condition, life insurance and principal condition, according to insurance type using insurance policy, prepare to insurance policy and price, prepare to proposal of insurance.
BSI 1304 Risk Management 2+0 3.0
Risk concept and important of risk, risk type, international market and exchange rate method of approach, relations rate of interest and risk, risk management and insurance, risk management and derivatives, spot market operations, forward markets, options markets, future markets, swap, hedging, risk management techniques inside of business, risk of international operation and protective method.

BSI 1306 Credit Analysis 3+0 3.0
Basic Concepts about credit analysis, important of credit analysis, use of statement on credit analysis; balance sheet, income statement, analysis techniques, Common Size Statements Analysis: Preparation of the statements, Trend Percentage Analysis: Analysis and interpretation; Ratio Analysis; Analysis and interpretation of solvency ratios, Analysis and interpretation of efficiency ratios, Analysis and interpretation of profitability ratios.

BSI 1308 Fund Management 3+0 4.5
Definition and Functions of Financial Markets; Financial Instruments; Context And Function; Equity Market, Bond Market; What is Portfolio: Fundamental analysis, Technics analysis, Relation of risk and yield, Financial instruments; Context And Functions: Investment Fund, Repos, Financial bond, Bank deposit, Interbank market.

ELE 102 Basics of Electricity 2+2 3.0
Formation and Properties of Electricity; Basic Electrical Laws; Direct Current and Alternative Current Sources; Electricity-Work and Electricity-Power Relations; Transformers and Electrical Installation Schemes; Operations and Connections of Electric Motors; Equipments Used in Electrical Installations; Stable Electrical Plants; Energy Sources.

FIN 203 Financial Management 3+1 4.0

FIN 308 Financial Management 2+0 3.0
Financial Management and its Functions; Purposes of a Company; Historical Evolution of Finance; Time Value of Money; Interest Calculation; Annuities; Financial Analysis; Analysis Techniques; Break-even analysis; Financial Planning and Control; Working Capital Management; Short Term Finance; Investment Projects; Long Term Finance; Capital Markets.

FIZ 109 Physics I 2+0 3.0
Measurement and Physical Quantities: Standarts international, Scalar and vector quantities, Addition of vectors, Components of vector; Kinematics: Displacement, Velocity, Acceleration, One-dimensional motion with constant velocity, One-dimensional motion with constant acceleration; Dynamics: Laws of dynamics, Weight and mass, Force of friction; Work and Energy: Conversion of energy, Conservation of energy, Power, Efficiency; Impulse and Momentum: Conservation of momentum, Collisions; Equilibrium: The conditions of equilibrium of a rigid object, Center of mass, Moment of any force.

FIZ 110 Physics II 2+0 3.0
Electrostatics: Atomic approximation to electrical phenomena, Insulators and conductors, Coulomb's Law, Electrical energy and power; Capacitance and capacitors, Energy Storing in capacitors; Direct Current Circuits; Electromotive force, Resistors in series and parallel, Ammeter, voltmeter and ohmmeter; Magnetic Field: Magnetic force on a current-carrying conductor, magnetic field of any current-carrying conductor and any solenoid.

HUK 117 Fundamentals of Law 2+0 2.0
Systems of Law: The Turkish law system; Branches and Sources of Law; The Turkish Judgement System; Judgement System and Types of Lawsuit; Legal Actions: Relationships and treatments; Personality Concept; Classified of Persons: Real and legal Persons; Efficiencies of Persons: Right efficiency, Action efficiency; Relationship, Residence; Inheritance Concept and Legal Inheritors; Rights, Examined of The Private Rights; Acquiring of Rights and Goodwill Rules: Losing and Protection of Rights and Proof Responsibility; Ownership Right, Purview and Types of Ownership Right; Obligation Concept and Types of Contract; Laws of Independent Accountancy and Financial Adviser.

HUK 118 Introduction to Commercial Law 2+0 3.0

HUK 156 Labour and Mining Law 2+0 2.0
Importance of Mining and Mining Laws; Characteristics of Mining Laws; History of Mining Laws; Mining Rights; Mining Law: Purpose, Concept, Assignment of mining rights, General regulations of mining; Mining Activities: Search period, Legal regulations, Permits, Customs? duties, Guarantees; Measures on Mines: Working order, Job arrangement for time and work place; Workers? Health and Employment Safety: Workers health issues and safety measures.
HUK 221 Law of Obligations 2+0 3,0
Concepts and Sources of Law of Obligations; Concept of Obligations and Responsibilities; Obligations Created Through Contracts: Formation, Form, Subject and enforceability of a contract; Representation; Obligations Created by Torts: Conditions, Liability and compensation; Obligations Created by Unjust Enrichment: Conditions and responsibilities; Paying Debts; Default of a Debtor; Default of a Creditor; Termination of Dept.

HUK 222 Labour and Social Security Law 1+1 2,0

HUK 252 Labor Law 2+0 3,0
History of Labor Law; Sources and Basic Principles of Labor Code: Employee, Employer, Representative to the employer; Work place; Contract of Service: Types and termination, Consequences of termination, Severance pay; Regulation of Work with regard to Workers; Groups to be Protected (Women, Children, Handicapped and Sentenced Workers); Health and Security at the Work Place; Working Time; Overtime Work; Night Work; Preparing, Completing and Cleaning at Work.

IKT 115 Introduction to Economics 2+0 2,0
Main Concepts of Economics and Economic Systems: Economic problems; Goals; Concepts; Scarcity and Consumer Choice; Economic Systems: What do we expect from economic systems; Capitalism; Socialism; The Other Economic Systems; The Price Theory; Introduction to price theory; Supply and Demand; Market Equilibrium; Price Mechanism in Perfectly Competitive Markets; Theory of Consumer Choice and Production: Analysis of consumer choice theory; Optimal Production and the Analysis of Costs; Market Structure; Competition in Markets and Firms in Competitive and Uncompetitive Markets; Perfectly Competitive Markets; Monopoly; Monopolistically Competitive Markets; Oligopoly; The Markets for the Factors of Production and General Equilibrium at These Markets: Wages; Interest; Profits; Rent.

IKT 116 Macroeconomics 2+0 2,0

IKT 117 Introduction to Economics 2+0 3,0
Main Concepts of Economics: Economic needs; Economic Goods and Services; Utility; Value; Production; Factors of Production; Consumption; Specialization and Productivity; Scarcity: Economics and the solution to the problem of scarcity; Main Economic Problems; The Concepts of Supply and Demand: Demand, Supply and equilibrium in the markets; Elasticity of Supply and Demand; Theories of Consumer and Production: Theory of consumer choice and analysis of optimal choice; Optimal Production and Analysis of Cost; Production in Short and Long Run: Production in the short run and costs; Production in the Long Run and Costs; Market structure: Perfectly competitive markets; Monopoly; Monopolistically Competitive Markets; Oligopoly; Policies for Better Income Distribution.

IKT 118 Macroeconomics 2+0 3,0
National Income (Gross Domestic Product-GDP); Main concepts; Measurement Methods of National Income; Aggregate Demand and General Equilibrium: Monetary theory; Definition of Money and its Functions; Different Types of Payment Methods; Monetary System; Money Demand; Money Supply and Monetary Markets; Stabilization Policies: Monetary policies; Fiscal Policies; Income Policies; Supply-side Economic Policies; Economic Growth and Development: Economic development; Measurement of Economic Growth; Determinants of Economic Growth; Contemporary Problems of Turkish Economy.

IKT 151 Economics 3+0 4,5
Basic Economic Concepts; Production Process; Optimal Consumer Behavior; Demand; Supply; Equilibrium Price; Market Types; Determination of Factor Prices; National Product; Nominal and Real National Income; Introduction to Monetary Theory; Factors Determining Fluctuation and National Income: Consumption expenditures, Investment expenditures, Employment; International Economic Relations: International mobility of goods and services, International mobility of factors of production; Economic Growth and Development.

IKT 316 Money and Banking 2+0 3,0
Basic Concepts in Financial System; Difficulty in Definition of Money; Portfolio Preference Theory and Determining Equilibrium Interest Rates; Risk, Term and Tax Structure of Interest Rates; Bank as a Business; Active and Passive Management in Banking; Credit, Interest and Foreign Currency Risk Management in Banking; Bank Balance Sheets and Mechanism of Creating Bank Money; Mechanism of Determining Money Supply, Monetary Policy tools of Central Bank, Money Demand Theories and Equilibrium in Money Market.
IKT 324 Financial Institutions and Banking  2+0  3,0
Definition and Functions of Financial Markets; Comprehensiveness and Elements of Financial Instruments; Structure and Functions of the Central Bank in Turkey and in the World; Commercial Banking Theory; Basic Functions of Commercial Banking in the World and Turkish Economy; Structure and Functions of Investment and Development Banking in Turkey; Stock exchange in the World and in Turkish Economy; Brokerage Houses in Turkey; Mutual Funds and Investment Corporations in Turkey; Islamic Banking in Turkey.

IKT 333 Foreign Trade and Foreign Exchange  2+0  3,0
Foreign Trade: Risks in Foreign trade and activities that reduce risks, Documents and certificates used in foreign trade, payment methods in international regulations, delivery forms, freight insurance; Export: export regulations and applications, Free trade zones, flow chart in export, export incentives; import: import regulations and applications, Custom regulations and laws, standardization regime in foreign trade, Foreign exchange regulations in foreign trade, Act no 1567 to preserve the value of Turkish Money, Decree number 32, Foreign exchange regulations in export, Foreign exchange regulations in import, New legal arrangements in foreign exchange regulations.

IKT 421 Economy of Turkey  2+0  3,0
The Place of Turkish Economy in World Economy; National Income and Income Distribution in Turkey; Developments of Public Finance in Turkey; Government Debt in Turkey; Sectoral Developments in Turkey: Agriculture, Industry, Energy, Service; Inflation in Turkey; Structural Stability Policies in Turkish Economy; A General Evaluation of International Trade Policies; Relations with EU; Policies Concerning Foreign Capital.

ILT 105 General and Technical Communication  2+0  2,0
Definition and Type of Communication: Communication and it's basic concepts, Types of communication; Oral Communication: Techniques, Principles and necessity of oral communications, It's effects in daily living written Communication; The kinds of written which is seen , The kinds of written which is institutional communication at business Life; Applying Communication Techniques at Business Life; Graphics Communication; Usage Purposes of Graphic and Schemes Communication with Technological Devices; Supplying Easiness of Technologic Equipments.

ING 103 English I  4+0  4,0
Articles; Prepositions: Place, Time, Movement; Singular and Plural nouns: Countable and Uncountable nouns; Tenses: Simple present tense, Present continuous tense, Past simple tense, Future tense, Present perfect tense; Modals: Will, Should, Shouldn't Must, Mustn't, Can; Comparisons; Pronouns: Subject, Object, Demonstrative, Possessives; Adjectives; Statements: Positive, Negative, Question; Conjunctions: And, But, When, While, Because.

ING 104 English II  4+0  4,0
Tenses: Present simple, Present continuous, Past simple, Past continuous, Will and going to, Present perfect continuous , Past perfect simple; Modals: Might, Could, Can, Must, May; Adverbs: Adverbs of manner, Purpose, Location; Adjectives: Order of adjectives, Comparative, Superlative forms; Passive Voice: Present, Past, Future, Modal passive; Conditional; Relative Clauses; Reported Speech; Infinitive and Gerund; Noun Clauses; Adverbial Clauses; Comparison and Contrast.

ISN 105 Office Management and Communication Techniques  1+1  2,0
Concept of Bureau; Definition; Functions of Bureau; Types of Bureau: Bureau workers; Bureau Management; History and Development of Management; Management Resources, Functions; Management of Bureau; Planning in Bureaus; Organizing Bureaus; Coordination Bureaus; Orientation and Inspection; Concept of Communication in Bureau; Basic Properties of Communication: Functions of communication; Process of Communication; Channels of Communication; Types of Communication: Written, Communication builtout word, Electronically communication; Verbal Data Processing; Office Automation and Its Purposes; Methods of Forming Data Base; Artificial Intelligence and Expert Systems.

ISN 201 Organizational Communication  3+0  4,5
Concept of Communication in Organizations and the Definition of Organizational Communication; Organization Theory; System of Approach in the Organizational Communication Process; Types of Communication; Organizational Culture; Organizational Climate; Communication Process in Organizations; Dual Relations in Organizations; Small Group Relations in Organizations; Public Relations in Organizations; Conflict in Organizational Communication; Morale in Organizational Communication; Motivation in Organizational Communication; Leadership in Organizational Communication.

IST 108 Statistics  1+1  2,0
Definition and Subject of Statistic; Basic Concepts: Data, Variable, Population, Sampling, Parameter, Statistic; Types of Data and Kinds of Data; Types of Data and Classification of Data; Series; Measures of Central Value: Mean, Median, Mode; Measures of Variety: Standard deviation, Mean deviation, Probability standart deviation, Variance; Probability and Random Variables; Regression Analysis; Trend and Correlation Analysis; Indexes.

IST 110 Statistics  2+2  3,0
Definition and Subject of Statistic; Management and Statistic: Place of Statistic in Management and its Importance; Basic Concepts: Data, Variable, Population, Sampling, Parameter, Statistic; Compilation of Data Variations; Classification and Grouping of Data; Series; Measures of Central Value: Mean, Median, Mode; Measures of Variety: Standard Deviation, Mean Deviation, Probability Standard Deviation, Variance; Statistical
ISL 106 Administration Skills and Group Work 1+1 2.0
Effective Speaking, Language and Speech, Analysing Conversation, Interview, Discussion, Body Language; Time Management, Stress Factor; Personal Learning, Development, Achievement, Self Change; Professional Ethic, Power Points and Pressure; Productivity and Motivation in Work; Restructuring Organization Due to Communication, Horizontal And Vertical Organization Structure; Organizational Culture; Management of Meetings: Conflict And Dialogue; What Is Communication Concept?; Problems In Organizational Management; Leadership: Workshop; Handicaps In Communication Process; Problem Solving Strategies; Human Resources; Total Quality: Cause and effect; Fishbone diagram, Deming cycle; Benchmarking; Discussion, Argumentation And Active Participation Process; Collecting Data.

ISL 107 Introduction to Business 3+1 4.0
Business Science; Relationship Between Business and Other Sciences; Fundamentals and Meanings of Business; Establishment Decision and Place of Business; The Law Structure of Business; The Capacity and Size of Business; Corporation and Integration in Businesses; Management and Organization Functions in Businesses; Marketing Function in Businesses; Production Function in Businesses; Staff Management in Businesses.

ISL 109 Introduction to Business 2+0 3.0
The Concept and History of Business; Relationship Between Business Science and Other Sciences; Environment in the Business; Goals of Business, Classification for Different Kind of Criterion; Law Forms; Union of Businesses; Functional Approaches in Businesses: Marketing Function, Product Function, Financial Management Function, Production Function; General Information about Cost Concepts; Variable and Standing Costs, Unit Costs and Total Costs, Job Order Cost System, Process Cost Systems, Case Studies.

ISL 110 Management and Organization 2+0 3.0
Definition of Management; Basic Characteristics of Management Process; Comparison of Management to Similar Concepts; Development of Management Science; Modern Management Trends; Management Consideration And Organization Theory; Management System; Decision Making in Management; Concepts of Authority and Power; Characteristics; Authority Deployment; The Organization Theory: Characteristics, Principles, Organization Process and Comparison to Planning Process, Segmentation, Staffing; Characteristics; Process of Staffing; Direction: Characteristics, Direction Process; Organization Structures; Change in Organization Structure to Today from Classic Approach; Comparison; Coordination; Controlling; Characteristics; Controlling Process.

ISL 155 Introduction to Business 2+0 3.0
Introduction to Business; Basic concepts, External environment of business enterprises; Structure of Business Enterprises; Foundations of Business Enterprises: Stages, Feasibility decisions; Functions of Business Enterprises: Management, Marketing, Production and financing; Cost Concept: Variable and fixed costs, Unit and total costs, Job order costing system, Process costing, Case studies.

ISL 405 Capital Markets 3+0 4.5

ISL 421 Entrepreneurship 2+0 3.0
Importance and Evolution of Entrepreneurship; Entrepreneurship within the framework of Manager, Concepts of Entrepreneur, Employer, Boss and Investor; Leadership in Entrepreneurship and Importance of Management Characteristics; Characteristics of Entrepreneurship; Changing Views of Entrepreneurship; General Evaluation of Entrepreneurship in Turkey: Change and Entrepreneurship; Entrepreneurship before and after the Republic; Female Entrepreneurs.

JEO 101 General Geology 2+0 3.0
Introduction to Geology; The Solar System and The Universe; General Properties of the Earth's Crust; Composition of The Earth: Minerals and Rocks; General Properties of Layered Rocks: Layer, Layering, Surface structures of layers; Determination of Age in Geology; Origin and Evolution of Life; Basis for Theory of Evolution; Evolution of Living Creatures; Tectonic Deformations: Magma, Volcanism, Plutonism; Metamorphism; Plate Tectonics; Weathering and Origin of Soil; Ground Water.

JEO 202 Geological Maps 2+2 4.0
What is a Map?; Types of Maps: Definition of topographic maps; Contours and Contour Types; Evaluation of Topographic Maps; What is Slope?; Calculation of Angular and Percentage Slope; Calculation of Slope by Using Maps; Getting Cross-Section by Using Topographic Maps; Definition of Geological Maps and Types of Maps; Some Structures in Rocks; What is Geological Compass and How to Use it?; Some Geometrical Properties of Layered Rocks; Layer Thickness, Real and pseudo thickness; Folds in Geology; Faults in Geology.

KGS 104 Quality Assurance and Standards 2+0 2.0
Standardization: Definition, Aims and principles, TSE (Turkish Standards Institute) and its mission, Regional and internal standardization associations; Quality and Quality Concept: Quality definition and concept, Quality approach, Quality costs and risks, Concept of quality control; Quality Assurance: Quality management principles, TS-EN-ISO.
KIM 151 Chemistry I 2+0 2,0
Basic Principles: Matter and status of matter; Compound and Classification of Matter; Chemical Equations; Energy in Chemical Reactions; Structure of Atom: Periodic table; Chemical Bonding; Naming of Compounds; Naming Single or Binary Ions; Mole Concept; Chemical Reactions and Calculations: Chemical reactions, Writing chemical equations and equilibrium, Calculation based on chemical equations; Gases and Important Gas Laws; Rate in Chemical Reactions; Chemical Equilibrium; Solutions.

KIM 152 Chemistry II 2+2 3,0
Solutions: Saturated-unsaturated-excessive saturated solutions, Concentration, Vapour pressure and boiling, Raoul law; Equations of Acid and Base and pH Concept: Theories of acid and base, Strength of acid-base, Ionisation of water, pH and pOH, Strong acid and base solutions, Weak acid and base solutions; Plug Solutions and Hydrolyse: Plug solutions, Indications, Hydrolyse; Precipitates Solubility: Solubility and equilibrium of solubility, Factors that effect solubility; Separating by Precipitation; Analyse: Procedures done before gravimetric calculations, Gravimetric calculating gravimetric analyse results; Volumetric Analyse.

KIM 157 Chemistry 2+2 4,0
Basic Concepts: Matter and states of matter, Chemical and physical properties of matter; Writing and Naming Formulas of Compounds; Chemical Equations; Chemical Reactions and Energy; Structure of the Atom; Periodic Table; Chemical Bonding; Concept of Mole; Chemical Reactions and Stoichiometry; Thermodynamics; Properties of Gases; Gas Laws; Properties of Solutions; Chemical Kinetics; Chemical Equilibrium.

KLP 201 Mould Design 2+2 3,0
The Importance, Properties and Choice of Mould Process in Machine Construction; The Study of Basic Mould Elements: Mould sets, Bushes, Guide pillars, Female mould and emeries, Skinning plates, Pilots; Fundamental Operations: Filing, Marking, Drilling, Pivoting and guiding, Centring, Removable joinings; Worktables Used in Mould Manufacturing; Manufacturing of Simple Cutting Moulds; Construction Basics in Blow and Injection Moulds; Manufacturing and Mounting of Blow and Injection Mould.

MAD 101 Introduction to Mining 2+0 4,0
History and Description of Mining; Main Methods of Mining; Exploration: Geological methods, Geochemical methods, Drilling; Preparation for Mining: Gallery opening; Mining Methods: Open cast mining, Underground mining methods; Transport and Haulage in Mining: Trains, Band conveyors, Hydraulic transportation, Cages and skips; Ventilation and Safety: Air amount, Methane explosion; Mining Accidents; Mineral Processing; Mining Economics.

MAD 102 Mineral Processing I 2+1 4,0
Description of Mineral Processing; Sampling; Particle Size Analysis: Illustrations as tables and graphs; Methods for Particle Size Analysis: Sieve analysis, Microscopic methods, Sedimentation methods; Particle Liberation; Commination Theory; Crushers: General properties of crushers; Mills; Sieving: Sieves, Sieving surfaces; Classification: Basic principles of classification, Classifier types, Hydro cyclones.

MAD 104 Mineralogy 2+0 3,0
Crystallography: Crystallisation, Internal structures and properties of crystals, Symmetry of crystals; Crystal Systems: Physical mineralogy, Responds of minerals to light, Electric and magnetic properties of minerals; Chemical Mineralogy: Types of bonding forces in crystals; Classification of Minerals; Elements: Sulphite, Oxide, Carbonate, Nitrate, Borate, Sulphate, Phosphate; Silicate Group Minerals and their Properties; Major Rock Forming Minerals and Ore Minerals; Analysing Minerals.

MAD 202 Ore Deposits 2+0 2,0
Definition of Ore Deposits; Factors Effecting Ore Deposit Definitions; Classification of Ore Deposits; Ore Deposits and Relationship with Contact Rocks; Ore Structures and Textures; Geochemical and Physicochemical Concepts of Ore Deposits: Oxidation and segmentation, Granitization and deposits which are related to granite rocks, Pegmatite, Phonomatolitic, Pyrometasomatic, Hydrothermal deposits, Deposits related to volcanism, Deposits related to ultra basic rocks.

MAD 203 Mineral Processing II 2+1 4,0
Objectives and Scope of Mineral Processing; Mineral Properties Exploited in Mineral Processing; Metallurgical Tables; Particle Liberation: Behaviour of locked particles in process, Determination of liberation ratios, Methods of separation; Principles and Equipment Used in Beneficiation Process: Ore sorting, Gravity separation, Heavy medium separation, Magnetic and electrostatic separation; Methods of Chemical Concentration: Beneficiation of gold and silver.

MAD 204 Mining Machines 2+0 3,0
Gallery Opening Machines: Gallery opening machines with boom; Parameters Effecting Digging Machines? Performance: Parameters involved in rocks and machines; Mechanised Coal Digging: Parameters effecting mechanisation; Digging with Ploughs; Types of Ploughs; Digging and Loading Machines: Working systems and types of digging and loading machines with pulley, L type diggers and loaders; Problems Involved in Particle Size.

MAD 207 Open Cast Mining 2+0 3,0
Basic Principles of Open Cast Mining; Drilling Machines; Degrazing of Rocks with Explosion: Dynamics, Technical ammonium nitrate, Explosion instruments; Digging and Loading Machines: Excavators, Hydraulic excavators, Draglines, Revolving head excavators; Open Pit Application: Overburden removal rate and Open pit...
geography, Drilling hole geometry, Explosives applications, Connection with electrical explosion circuits, Digging-loading machines and truck selection.

**MAD 209 Underground Mining Methods** 2+0 3.0
Classification of Mining methods: Classification of underground mining methods according to roof control and Face extraction position; Long Face Extraction Methods: Horizontal long wall mining, Long wall methods applied to direction of seam inclination and diagonal long wall and different applications; Short Face Extraction Methods: Roof face and floor face methods, Traverse face methods; Pillar Methods: Pillar mining, Sublevel caving, Stope Mining Methods: Room and stope mining, Sublevel stopping, Shrinkage stopping, Block caving mining methods and stowing procedures.

**MAD 212 Industrial Raw Materials** 2+0 2.0
Definition of Industrial Minerals; Raw Materials of Building Industry: Build and decoration stone, Brick-tile, Limestone, Dolomite; Raw Materials of Cement and Insulating; Industry of Ceramic and Refractory; Clay-Kaolin, Feldspar, Quartz, Magnesite, Olivine, Chromites, Disthene; Chemical Industry: Boron minerals, Salts, Clays, Fluorite, Phosphate, Precious and semi-precious minerals; Industry of Pigment and Filler; Optic Industry; Raw Materials Used in the Casting Industry and Technological Properties.

**MAD 213 Excavation and Development in Mines** 2+0 3.0
Exploration and Investigation of Mine Deposits; Factors Effecting Mine Deposits? Value; Digging Process: Properties of rocks, Excavation machinery, Cutting machines, Ploughs, Digging with explosives and other excavation methods, Drilling; Main Gallery Opening; Horizontal Galleries in Rocks; Gallery Opening in Mines; Shaft Boring.

**MAD 214 Marble Processing** 2+0 2.0
Description of Marble; Classification of Marble; Quality Control of Marbles; Determination of Pit Place; Methods for Marble Production: Cutting, Diamond wire cutting; Cutting with chain, Cutting with diamond disk, Hydraulic cutting, Cutting with laser beam and ultrasonic waves, Mix methods; Application of Diamond Wire: Equipment used in diamond wire cutting, Blocks production, Separation, Transportation; Technology for Marble Cutting and Processing; ST Machines.

**MAD 217 Computer Application in Earth Sciences** 2+2 4.0
Digital Maps in Mining Applications: Digital map applications, Digital map elements; Computer Aided Drawing in Mining: Computer drawing applications in mining; Some Computer Application Programs in Earth Sciences; Relational Database in Mining Applications; Geographic Information Systems (GIS): Introduction to GIS; Application of GIS in Mining Sector.

**MAD 218 Flotation** 2+0 4.0
Economy of Flotation; Flotation Reagents: Adsorption of reagents and collectors; Control of Flotation Pulp; Froth and Frothers; Flotation Machinery and Circuit; Flotation of Natural Hydrophobic Minerals; Flotation of Sulphur, Oxide, Silicate and salt type minerals; Flocculation; Agglomeration.

**MAD 219 Petrography** 2+0 3.0
What is Crust; Internal Structures of Crust; What is Mineral?; Rock Forming Minerals; Magma; Classification of Magmatic Rocks; Chemical Classification: Classification of magmatic rocks according to natural occurrence and shape, Textural classification, Mineralogical classification; Structure and Texture in Magmatic Rocks; Mineralogical Properties of Metamorphic Rocks; Structure and Texture of Metamorphic Rocks; Sedimentary Rocks and Their Related Minerals; Classification of Sedimentary Rocks.

**MAD 223 Transportation and Drainage in Mines** 2+0 3.0
Transportation in Mines: Oscillating conveyors, Band conveyors, Chain conveyors; Railway Haulage: Mine cars, Mine locomotives; Hydraulic Haulage; Haulage with Crane: Cranes, Ropes, Cages and skips; Drainage in Mines: Precautions against income from surface and underground; Drainage Methods: Piston pumps, Centrifugal pump; Watercourses: Water collection pools, Pump stores.

**MAD 224 Support in Mining** 2+0 3.0
Pressures for Underground Structures; Stress Distribution around Galleries; Long wall Mining and Room-Pillar Mining; Displacements in Surface (subsidsans); Wooden Support Systems; Engineering Characteristics of Timbers; Preparation of Timbers for Support Member; Wooden gallery sets, Wooden supports for long wall mining, Wooden supports for metal mining, Cribbing, Protection of wooden supports; Steel Support Systems: Steel supports for galleries and long walls; Hydraulic Support Systems: Powered support systems, Roof bolts, Concrete support and shaft lining.

**MAD 225 Coal Preparation** 2+1 3.0
Description and Properties of Coal; Turkish Coals; Coal Sampling; Coal Preparation; The Usage of Coal: Crushing, Sieving, Coal beneficiation, Desulphurisation methods, Reducing water in coal; Secondary Methods in Coal Preparation; Methods of Evaluation of Coal Washery; Coal Analysis Methods: Carbon in coal, Sulphur, Caloric value; Coal Technology: Coking, Carbonisation, Liquidification, Gasification, Briquetting.

**MAD 226 Ventilation, Safety and Health in Mines** 2+0 4.0
Air Quality in the Mine; Scope and Problems of Ventilation; Properties and Migration of Methane; Coal Dust Explosions; Protection Methods of Coal Dust Explosions; Stone Dust; Sources of Mine Dust; Precautions Against Mine Dust; Measurements of Dust Amount; Mine Climate; Auxiliary Ventilation Planning; Air Movements.
Underground; Ventilation Networks; Ventilation with Fan; Fans; Calculating of Necessary Air and Secondary Ventilation.

**MAD 228 Coal Technology**  
0+4  2,0
Coal and Usage Areas; Desulphurisation Methods: Physical methods, Biological methods, Chemical methods; Burning of Coal: Coal burning systems; Preparation and Burning of Coal-Water Mixtures; Coal Burning in Fluidised Bed Combustion; Coal Briquetting; Coking of Coal; Production of Ammonium from Coal; Pyrolysis; Coal Gasification; Coal Liquification.

**MAD 230 Enrichment Methods**  
0+4  2,0
History of Mineral Processing; Mineral Properties Exploited in Description, Evaluation and Mineral Processing: Physical properties, Physico-chemical Properties, Chemical properties; Enrichment Methods: Selection of methods, Basic circuits, Evaluation of results; Enrichment by Size Classification Method; Ore Sorting; Gravity Concentration: Heavy medium separation, Concentration by jig, Flowing film separation, Magnetic and electrostatic separation; Methods of Chemical Concentration.

**MAD 232 Flotation Technology**  
0+4  2,0
Importance of Flotation, History and Economy; Surfaces and Interfaces in Flotation; Surface Chemistry in Flotation; Equilibrium; Flotation Suspensions: Flocculation, Dispersion; Flotation Reagents; Collectors, Anionic, Cationic and fatty collectors; Modifiers, Frothers; Flotation Technology: Ore properties, Pulp properties, Flotation machinery, Flotation circuits; Auxiliary Equipment; Application of Flotation: Flotation of sulphur, Oxide and salt type minerals, Flotation of non-polar minerals.

**MAK 115 Mechanical Drawing I**  
3+1  4,0
Geometrical Drawings: Angle, Spring, Curved, Straight line, Constructs the common tangents to two circles; Projection, Drawing View: 1st angle projection, 3rd angle projection including the use of hidden detail lines; Dimensions; Identifying The Standard Symbols for Machined Surfaces; Section Views; Perspective Drawing: Spring, Curved; Standard Machine Components: Bolt, Loaf, Pin, Peg, Rivet, Welding.

**MAK 116 Mechanical Drawing II**  
1+1  3,0
Tolerances and Surface Roughness: Surface finish symbols, Lay of surface, Design a pair of mattinggears for specified gear centres; Production Drawings: Basic forms of standards screw thread, Single start square screw, Mulstart square screw, Acme square screw, Buttress threads screw, Screw threads, Bearings; Gears; Installation Drawing; Drawing Studies: Engineering drawings to Turkish standard, Working drawings, Turkish standard including tolerancing.

**MAK 117 Manufacturing Process I**  
3+1  4,0
General Information About Manufacturing in Mechanical Technology; Knowledge and Skills Process of Variable Equipment of Measurement and Control; Giving Information About the Equipment Related to the Handwork; Basic Drilling on Drilling Machine; Basic Turning on Universal Lathe; Basic Milling on Universal Milling Machine; Grinding Cutting Tools on Grinding Machine, Knowledge and Skills; Undetectable Elements; Basic Welding with Electrical Welding Machine.

**MAK 118 Manufacturing Process II**  
3+1  4,0
Basic Knowledge and Skills Process in Universal Turning Lathe; Basic Knowledge and Skills Process in Universal Milling Machine; Knowledge and Skills Process of Variable Equipment of Measurement and Control; Grinding Tool to Free Hand in Carborundum Disc Machines; Basic Knowledge and Skills Process of Abrasion Machine: Stones, Tarpered work internal and external using; Basic Knowledge and Skills Process of Welder’s Bench.

**MAK 119 Mechanical Technology I**  
1+1  2,0
Manufacturing Process; Cutting Tools for Scale Removing; Principles of Scale Removing in Turning Lathe; Principles of Scale Removing in Drill Bench: Describes the functions and uses of the centre lathe, Describes the machining of holes to a given tolerance; Undetectable Elements Principles of Scale Removing in Milling Machine: Describes the three main types of milling machine, Typical milling machine operations; Principles of Scale Removing in Guide and Screwplate.

**MAK 120 Mechanical Technology II**  
1+1  2,0
Principles of Scale Removing in Turning Lathe; Principles of Scale Removing in Drill Bench: Milling cutters, Up cut and down cut milling, Mill flats at different angles, Drill holes at different angles; Principles of Scale Removing in Mule and Shape Machine; Principles of Scale Removing in Abrasion Machine: Following on the speed, Feed of the work; Grinding Wheel: Wheel dressing; Principles of Scale Removing in Brooch.

**MAK 124 Engineering Science I**  
3+0  4,0
Circular Movement: Angular velocity, Angular haste, Torque, Moment of a couple; Potential Kinetic Energy and Momentum; Principle of Conservation of Momentum: Impulse, Involving torque, Constant torque, Potentional energies, Kinetic energies; Simple Machines: Flow, power and loss in fluid; Temperature and Temperature Measurement Equipments: Internal energies, Enthalpy, Specifical useful, Water depends, Freezing point, Steam; Foundation of Gas Laws: Constant volume, Constant temperature, Constant pressure, Cycle of Carnot.

**MAK 128 Materials Technology I**  
3+0  3,0
MAK 221 Computer Aided Design I 3+1 5,0
Basic CAD Applications: Commands of limits, Units, Grid, Snap, Ortho, Menu, Save, End, Quit, Screen; CAD Station Drawing Spring: Drawing sector, Drawing straight line; Coordinate Systems: Commands of zoom, Pan, Redraw, Regen Fillet, Chamfer, Break, Trim, Move, Copy, Array, Offset Mirrormirrertext, Rotate, Ellipse, Polygon, Rectangle, Trace, Fill, Solid, Donut, Polylime, Divide, Measure, Change Color, Linetype, Ltscale, Scale, Explode Extend, Stretch, Block, Wblock, Insert, Minsert, Layer, Hatch, Help, List, Area, Dblist, Dist, Id, Status.

MAK 222 Computer Aided Design II 1+1 3,0
Dimensions: Measuring line, Measuring arrow, Dimension line, Extension lines, Arrows, Text location, Text format, Style of drawing, Perspective drawing; Screenwriter; Three Dimensional Drawing: Characteristics, Colours; Linear Measuring: Horizontal measuring, Vertical measuring, Baseline measuring, Rotate measuring, Continue measuring, Angular measuring, Radial measuring, Diameter measuring, Radius measuring, Ordinate measuring; Three Dimensional Drawing.

MAK 225 Engineering Science II 3+1 4,0

MAK 227 Materials Technology II 3+1 4,0
Destructive Testes: Tensile testing, Impact testing, Brinell diamond testing, Vickers diamond testing, Rockwell diamond testing; Experiment; Forming Process, Metallography; Polymers; Plastic, Thermosetting plastic, Thermoplastic, Amorphous and crystalline polymer structures, Plasticisers, Fillers, Glass, Flexible pvc, Rigid pvc, Polyethylene, Nylon, Internal Plasticization, External plasticization; Corrosion.

MAK 229 Mechanical Science and Elements 3+1 5,0

MAK 236 Computer Aided Manufacturing 3+1 4,0
General Structure and Coding Systems of Machine Tools; Preliminary Studies Required to Program The Milling Machines; General Preperations of CNC Turning Machines Before Programming, and Programming in Common Codes; CYCLE and Subroutine Turning Functions of Turning Machines and Programming and Usage of The BOXFORD 280 TLC CNC Turning Machines; Programming of The EMCO Compact 5 Milling Machine, Coding Sysytems and General Structure of CNC Milling Machines; Preliminary Studies Required to Program the CNC Milling Machines.

MAK 238 System Analysis and Design 2+2 3,0

MAK 240 Hydraulic and Pneumatic Systems 3+1 4,0
Basic Terms of Hydraulic: Bernoulli's equation, Continuation, Flow variety, Reynold's number; Elements in Hydraulic Pneumatic: Gear pumps, Sliding pumps, Piston pumps, Screw pumps, Directional control valves, Flow control valves, Pressure control valves, Cylinders; Basic Terms in Pneumatic: Absolute temperature, Absolute pressure, Isothermal, Adiabatic, Compression; Elements in Pneumatic: Air lubrication, Compressor, Directional control valves, Flow control valves.

MAK 242 Administarting Management and Manufacturing Control 1+1 3,0
Management and Manufacturing: Preplanning, Forecasting, Planning, Organisation, Job, Batch, Flow and automatic types of production, Industrial wage, Waste of energy, Material consumption, Statistical of quality control, Production, Planning; Control Rules of Management: Quality control, Stock control, Buck keeping; Marketing; Planning, Orient and Check; Educational, Turkish work laws; Auditing: Strike, Lockout, Syndicate.

MAT 121 Mathematics I 3+1 4,0

MAT 122 Mathematics II 3+1 4,0
Linear Equation Systems and Matrix: Solution of linear equation systems, Calculation of Determinant, Reverse matrix finding; Limits: Continuity, Diagnosis of limit, Rules of limit, Continuity of functions; Derivative:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 123 Mathematics</td>
<td>2+1 3.0</td>
<td>Basic Concepts: Sets, Number Systems; Equations: First and second equations; Inequalities: Solution of first and second degree equations; Functions: Relation concepts, Function concept, Exponent and logarithmic functions; Matrix: Matrix concept, Operation on matrix, Determinant; Linear Equations Systems: Solution by matrix of equation systems; Derivation: Concept of derivation, Rules of derivation; Integral: Concepts of definite integral and indefinite integral.</td>
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</tr>
<tr>
<td>MAT 125 General Mathematics</td>
<td>3+1 4.0</td>
<td>Basic Concepts: Sets, Number Systems, Exponents and Roots Identities, Equations, First and Second Degree Equations; Proportion and Proportionally: Definitions, Types, Problem Solution by Proportionally; Percent and Interest Rate; Calculation of Percent and Interests, Functions: Concepts of Relation and Function, Operation by Functions, Direct and Second Degree Functions and Graphics, Exponent and Logarithmic Functions and Graphics.</td>
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</tr>
<tr>
<td>MAT 127 Commercial Mathematics</td>
<td>3+1 4.0</td>
<td>Calculation of Percentage; Calculation of Interest: Simple interest, Description of interest and its features, Compound interest; Calculation of Discount: Simple discount, Compound discount, Discount calculation related to internal discount method, Discount calculation related to external discount method, Equivalent Notes: Consolidation of notes; Calculation of Purchase; Cost, Sale and Profit; Ratio and Calculation Relevant Firms; Mixture; Composition and Alloy Problems; Money and Capital Markets; Annuities: Annuity and amount of annuity, Normal annuities, Other annuities; Debt Payoff: Debt payoff with equal installment, Debt payoff with equal principles, Debt payoff with payment fund.</td>
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<tr>
<td>MAT 169 Mathematics I</td>
<td>3+0 3.0</td>
<td>Basic Concepts: Sets, Number systems, Expressions with whole and rational powers, Identities; Equations: First and second degree equations, Equations reducible to second degree equations; Inequalities: Solutions of first and second degree inequalities; Relations: Definition, Equivalence relation; Functions: Definition, One to one function and subjective functions, Definition of inverse and composite functions, Graphs of some special functions; Limit and Continuity: Definition of limit, Principles of limit, Definition of continuity.</td>
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<tr>
<td>MAT 170 Mathematics II</td>
<td>3+0 3.0</td>
<td>Derivation: Definition of derivative, Rules of differentiation, Geometric meaning of derivative and equation of tangent line, Derivation of some special functions; Applications of Derivation: Extremum problems, Curve sketching; Integral: Definite integral, Indefinite integral; Techniques of Integration; Applications of Definite Integral: Computation of area and volume; Matrix: Definition, Operations on matrix; Determinants: Definition, Properties.</td>
<td></td>
</tr>
<tr>
<td>MAT 220 Commercial Mathematics</td>
<td>1+1 3.0</td>
<td>Calculation of Percentage; Calculation of Interest: Simple interest, Description of interest and its features, Compound interest; Calculation of Discount: Simple discount, Compound discount, Discount calculation related to external discount method, Discount calculation related to internal discount method; Equivalent Notes: Consolidation of notes; Calculation of Purchase; Cost, Sale and Profit; Ratio and Calculation Relevant Firms; Mixture; Composition and Alloy Problems; Money and Capital Markets; Annuities: Annuity and amount of annuity, Normal annuities, Other annuities; Debt Payoff: Debt payoff with equal installment, Debt payoff with equal principles, Debt payoff with payment fund.</td>
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<tr>
<td>MEK 207 Static</td>
<td>2+0 2.0</td>
<td>Introduction to Mechanics and Static; Forces; Vectors; Plane Force Systems; Statics of Rigid Systems and Solution of Problems; Equilibrium of Rigid Systems; Rigid Frame Systems and Solutions: Point equilibrium methods, Space frame systems, Uniform loads and forces, Weight centre; Analysis of Structures: Forces on cables and beams, Moment of inertia, Virtual work and friction.</td>
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<tr>
<td>MEK 208 Mechanics of Materials</td>
<td>2+0 4.0</td>
<td>Introduction to Mechanics of Materials; Mechanical Characteristics of Materials; Stresses and Tensors; Deformations of Materials; Linear Elasticity; Hoek Laws; Uniaxial and Biaxial Stresses: Bending moments, Shearer forces and stresses, Uniform loads on beams, Stresses on circular and noncircular sections, Buckling, Pressure on closed thin section materials; Moment of Inertia for Beams.</td>
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<tr>
<td>MEK 209 Mechanics of Materials (Dynamics)</td>
<td>3+0 3.0</td>
<td>Inner and Outer Force: Static loads, Dynamic loads, Tension and stress, Strength, Factor of safety; Pulling and Pressing Strength: Hooke's law, Trimming strength, Pins and Designing; Moment of Inertia; Torsion Strength Composite Stress Strength; Tender Columns; Wearing: Repeating loads, Examining broken weary cross sections.</td>
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<tr>
<td>MLY 209 Tax Law</td>
<td>3+1 4.0</td>
<td>Tax Law in the Legal System; Sources of Tax Law; Applications of Tax Laws; Side of Tax: Administration of tax, Taxpayer, Accountable; Taxation Process: A cot of tax, Levy tax, Tax assessment, Advice of tax, Collect tax; Tax and Tax Penalty; Reasons of Finding and Reduce the Weight of Tax Penalty and Tax Due: Statue of limitation, Proofreading error, Agreement, Deferring, Tax conflict and solutions.</td>
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<tr>
<td>MLY 210 Turkish Tax System</td>
<td>3+1 4.0</td>
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</table>
Income Tax: Types of liability, Categories of income, Exemptions, Exclusions, Discounts, Tax base, Filing system and consolidation of income, Tax schedule, Assessment, Paying of taxes; Corporate Income Tax: Types of liability, Tax payers, Exemptions and exclusions, Tax base, Filing system, Assessment and payment of tax, Liquidation and fusion, Withholding system; Value Added Tax: Taxable operations with VAT, Exemptions and exclusions, Tax base, Rate and deductions, Filing system, Assessment and payment; Inheritance and Gift Tax; Real Estate Tax; Motor Vehicles Tax.

**MRK 201 Advanced Computer Applications**  2+2  3,0
Standard Data Base between CAD Software's; Introduction to Solid Model Design with SOLIDWORKS: Working planes, Parametric design, Plane modeling, Images of solid model disassemble; Animation of Solid Model Mounting with Animation Software; Solid Model Calculation, Handling Construction Drawings; Solid Model Arrangement Command; Semester Project.

**MRK 203 Construction I**  2+2  4,0
Design and Construction of Organization; Sketch Drawings; Intersection and Side Views: Various examples of intersection and side views; Axle; Pulleys; Bevel Gear: Horizontal bevel gear; Bevel gears with bigger or lower than 90° axis angles; Worm Gear; Rock and Pinion; Steel Construction; Drawing Techniques of Standard Moulding Equipment.

**MRK 204 Construction II**  2+2  3,0
Construction Drawings of Casting Equipment: Model drawing, Moulding drawing; Clamping Stripper, Stripper Plate; Drilling, Stamping, Curling, Rolling, Hauling, Plastering, Montage and Detail Drawing of Pressure Mould; Blow and Injection Mould Drawing.

**MRK 213 Technical English**  3+0  3,0
Speaking: Introduction himself and others, Subjects interested with working place, Demands in formal place, Offering help, Excuse, Apology, Necessity, Obligation, Quantity, Ratio Percentages, Estimating, Instruction; Listening-Understanding: Understanding in professional subject; Writing: Taking note, Curriculum vitae, Business letters, Passive structure usage; Reading-Understanding: Conjunctions indicate time, purpose, condition, Expressions in passive structure, Expressions indicate contrariness, Dictionary usage.

**MRK 216 Measurements Techniques**  2+0  2,0
Mechanical, Optic, Digital, Electric, Electronic, Pneumatic Measuring Equipments, Principles and Equipments of Coordinate Measure; Measuring Rates; Measuring Sensitivity; Measuring Errors and Calculations: Control hardware and equipment, Specific control and measuring equipment; Surface Strength; Surface Roughness; Template; Presentation of New Control and Measuring Hardware.

**MRK 218 Technical English**  2+0  2,0
Rules of Drawing; Heat Transfer; Machine Construction; Manufacturing, Transportation, Montage, Conveniences; equipment; Surface Strength; Surface Roughness; Standardization, Precaution of tensile stress; New Design's Construction Properties: Lightness, Simplicity, Safety, Standardization, Precaution of tensile stress; New Design's Construction According to Strain Types; Precaution to Facilitate Surface Processes; Rules of Drawing; Heat Treated Piece Design; Hint Points in the Design of Casting Piece; Development of Usual Systems.

**MLY 211 Public Finance**  2+0  2,0
Introduction to Public Finance; Functions of Public Finance; Public Expenditure, Definition, Features, Classification; Border of Public Expenditure; Types of Financing: Definition of Tax; Object of Tax and Principles of Tax; Classification of Tax; Tax Obligations and Shifting of Taxation.

**MLY 313 Turkish Taxation System**  2+0  3,0
Scope of Turkish Tax Law; Income Tax: Types of liability, Categories of income, Exemptions, Exclusions, Discounts, Tax base, Filing system and consolidation of income, Tax schedule, Assessment, Paying of taxes; Corporate Income Tax: Types of liability, Tax payers, Exemptions and exclusions, Tax base, Filing system, Assessment and payment of tax, Liquidation and fusion, Withholding system; Value Added Tax: Taxable operations with VAT, Exemptions and exclusions, Tax base, Rate and deductions, Filing system, Assessment and payment; Inheritance and Gift Tax; Real Estate Tax; Motor Vehicles Tax.

**MLY 219 Advanced Computer Applications**  2+2  3,0
Standard Data Base between CAD Software's; Introduction to Solid Model Design with SOLIDWORKS: Working planes, Parametric design, Plane modeling, Images of solid model disassemble; Animation of Solid Model Mounting with Animation Software; Solid Model Calculation, Handling Construction Drawings; Solid Model Arrangement Command; Semester Project.

**MUH 109 Introduction to Accounting**  3+1  5,0
Concepts of Business and Accounting; Financial Transactions; Balance of Assets-Liabilities; Balance Sheet and Income Statement; Accounts: Concept of account, Types of accounts, Account chart; Document and Books; Accounting Process; Follow up Goods Transactions: Inventories and transactions of the purchase and sale of goods, Periodic inventory system, Perpetual inventory system; Liquid Assets: Cash, Banks, Checkups; Marketable Securities: Share certificates, Bonds; Receivables: Trade receivable, Other receivable; Long Term Assets; Liabilities; Shareholders Equity; Transactions of Income and Expenses; End of Period Transactions; Preparing Financial Statements and Closing Transactions.

**MUH 110 Computer Bureau Programs**  3+1  5,0
Concept of Systems and Data Processing; Technology of Data Processing Information about Hardware, Information about Software; Process of Programming; Windows Operating System; Word-Processing Software: Applications about MS Word, Speared-sheet software; Applications about MS Excels: Explanation of menus, Preparing formula, Using macros, Application of business.

**MUH 112 Endded Period Transactions**  3+1  5,0
Definition of Firm and Accounting; Types of Firm; Definition of Inventory; Concepts about Inventory; Necessity and Including of Inventory; Measurements of
Valuation: Valuation at the Turkish Trade Laws, Valuation at the tax laws, Valuation at accounting principles; Commercial Balance Sheet and Financial Balance Sheet; Inventory Transactions about Preparation Financial Statements; Inventory Transactions about Income and Expenses; Preparation Balance Sheet; Preparation Income Statements; Preparation Trial Balance; Closing Account; Financial Profit Compute from Commercial Profit; Accounting Mistakes and Errors.

MUH 113 Introduction to Accounting 2+2 4.0
Concepts: Financial Transactions, Balance of Assets-Liabilities, Balance Sheet and Income Statement; Accounts: Concept of account, Types of accounts, Account Chart; Document and Books; Accounting Process: Follow up Goods Transactions; Liquid assets, Marketable Securities, Receivables, Long Term Assets, Liabilities, Shareholders Equity, Transactions of Income and Expenses; Ended Period Transactions: Concepts About Inventory and Inventory Transactions; Measurements of Valuation; Inventory Transactions About Preparation Financial Statements; Inventory Transactions About Income and Expenses; Preparation Trial Balance; Accounting Mistakes and Errors; Preparation Balance Sheet; Preparation Income Statements.

MUH 151 Introduction to Accounting 3+0 4.5
Concepts of Business and Accounting; Financial Transactions; Balance of Assets-Liabilities; Balance Sheet and Income Statement; Accounts: Concept of account, Types of accounts, Account chart; Document and Books; Accounting Process: Follow up Goods Transactions; Periodic inventory system, Perpetual inventory system; Liquid Assets: Cash, Banks, Checkups; Marketable Securities: Share certificates, Bonds; Receivables: Trade receivable. Other receivable; Long Term Assets; Liabilities; Shareholders Equity; Transactions of Income and Expenses; End of Period Transactions; Preparing Financial Statements and Closing Transactions.

MUH 212 Auditing 2+1 4.0
Concepts and Historical Development; Relationship of Accounting and Auditing; Generally Accepted Auditing Standards; Concept of Evidence in the Auditing and Techniques of Gathering Evidence; Working Papers: Definition, Contents, Types, Filing; Audit Process: Responsibility, Planning and performing audit; Internal Control System; Audit of Assets and Liabilities; Audit of Income and Expense Accounts and Financial Statements; Auditing With Computer; Sampling in Auditing; Income and Expense Accounts and Financial Statements; Preparing Financial Statements and Closing Account; Financial Profit Compute from Commercial Profit; Accounting Mistakes and Errors.

MUH 214 Foreign Trade Transactions Accounting 1+1 3.0

MUH 215 Accounting with Computers I 3+1 5.0
Basic Concepts and Accounting System: Basic concepts related to accounting, Accounting recording system, Creating of an account; Information Processing Systems With Computers; Accounting Information Systems and Computers; Organization of Computer Aided Accounting Information Systems; Accounting Applications With Computers; Balance and Income Table: Processing and properties of accounts in the balance sheet; Packet Program Usage: Importance of packet programmes in business life, Arrangement of income table in computer media.

MUH 216 Accounting with Computers II 3+1 5.0
Packet Program Applications; Applications of Operation Account Method in the Computer: Introduce transaction code, Preparing income/expense transactions about this code, Operating ledger, Reports of value added tax, Financial analysis and take reports of inventory and of period; Transactions Insurance and Personal: Payroll of personal, Drawback, Transactions of Card; Applications of Declaration in the Computer.

MUH 217 Directed Study I 2+1 3.0
Study About Plan, Preparation, Spelling, Exposition in the Some Subject; Practicing the Theoretical Knowledge Students Have Got at I. and II. Semesters; Transferring the Present Methods and Techniques of Accounting Sector Through a Seminar; The Students Offering The Documents and Certificates About Their Learning in Accounting as a File; Getting the Applications of Accounting at Various Private or Public Companies Through Research and Making Comparisons.

MUH 218 Directed Study II 2+1 4.0
Study About Plan, Preparation, Spelling, Exposition in the Some Subject; Practicing the Theoretical Knowledge Students Have Got at I., II. and III. Semesters; Transferring the Present Methods and Techniques of Accounting Sector Through a Seminar; The Students Offering The Documents and Certificates About Their Learning in Accounting as a File; Getting the Applications of Accounting at Various Private or Public Companies Through Research and Making Comparisons.

MUH 219 Cost Accounting 3+1 4.0
Main Concepts of Cost Accounting and Classification of Costs; Item of Cost: Materials costs, Labor costs, Manufacturing overhead costs; Cost Centers and Method of Cost Allocations: Simple, Graded and mathematical methods of cost allocations; Cost Systems: Job order cost system, Process costing system, Mixed cost systems; Computing and Accounting Wastage and Spoilage.
MUH 220 Financial Reports Analysis 3+1 4.0

MUH 222 Corporate Accounting 2+1 3.0
Variety of Companies; Partnership Company: Establishing and accounting records, Increasing and reducing of capital, Distribution of profit or loss and refinement; Partnership in Commended: Establishing and accounting records, Increasing and reducing of capital, Distribution of profit or loss and refinement; Stock Company: Establishing and accounting records, Increasing and reducing of capital, Distribution of profit or loss and refinement, Merger; Limited Partnership Companies: Establishing and accounting records, Increasing and reducing of capital, Distribution of profit or loss and refinement, Merger; Holding Company: Establishing, Profit distribution, Deriving conversion and financing bands.

MUH 223 Management of Foreign Trade Transactions 1+1 3.0
Foreign Trade, Custom, Foreign Exchange Market and Concepts Related to Foreign Exchange Regime: Basic concepts related to foreign trade; Foreign Trade Theories: Classical theory of foreign trade and its depending assumptions; Documents Using in Foreign Trade Transactions; Payment Models in Foreign Trade; Customization; Foreign Exchange Legislation: Basic concepts in foreign exchange, Foreign exchange legislation in Turkey, General foreign exchange arrangements.

MUH 225 Accounting Systems and Organization 1+1 2.0
Accounting Systems: Concept of accounting system, Types of accounting system, Developments in information technology and its effects to the accounting systems; Acconting Organization: Concept of account plan, Elements of accounting organization and its advantage; Account Plan: Accordance of accounting organization of companies and international accounting organization.

MUH 226 Inflation Accounting 1+1 2.0
Definition Inflation Accounting; Effect of Inflation at Accounting and Accounting Models of Removing Effect of Inflation; Effect of Inflation to Balance Sheet; Effect of Inflation to Income Statement; Standards of Inflation Accounting and Bulletin of Board of Stock Exchange; Models of Inflation Accounting: General price level accounting, Substitution Cost Accounting, General Price-substitution cost accounting, Compare of inflation accounting models; Applications of Inflation Accounting and Samples.

MUH 227 Cooperative Accounting 1+1 2.0
Concepts: Definition, Organization of cooperative society, Structure, General characteristic, Financial and legal organization, Law of cooperative, Establish conditioners of cooperative, Enter into foreign trade partnership and withdraw from partnership, Responsibility and right of partnership, Part of cooperatives; Accounting System in the Cooperatives: Account chart, Obligatory book of accounts, Transactions of establishing, Entrance and exit partnership, Distribution of difference at income and expense and transactions of dissolution; Accounting Applications in the Cooperative Society.

MUH 228 Accounting for Hospitality Industries 1+1 2.0
Accomodation Enterprice Organization and Accounting Transactions; Reception-Accounting in Accomodation Enterprices: Function of reception and its relation with the accounting, Application of the methods of customer account reservation; Food-Drink Department-Accounting in Accomodation Enterprices: Functions of food-drink department; Workmanship and Wages in Accomodation Enterprices: Elements of wage, wage systems and wage accrual in accomodation enterprices, determination of room and meal costs.

MUH 229 Construction Accounting 1+1 2.0
Main Concepts of Construction Commitment Transactions: Construction, Owner of construction, Process of construction commitment transactions; Accounting Systems at the Construction Commitment Companies; Identification and Accounting of the Cost of Construction Commitment; Accounting of Materials Costs; Accounting of Labor Costs; Accounting of Manufacturing Overhead Costs; Cost of Transactions by Sub-contractor; Accounting of Sub-
MUH 231 Business English I 2+2 3.0
Speaking: Speaking of foreign language in business life with correct words and expressions; Listening-Understanding: Understanding of the technical concepts spoken in normal speed; Writing: Writing of technical concepts proper to the aim, making correspondences; Reading-Understanding: Comprehension of technical writings, development of vocabulary.

MUH 232 Business English II 2+2 3.0
Speaking: Speaking of foreign language in business life with correct words and expressions and with proper pronunciations; Listening-Understanding: Understanding of the technical concepts spoken in normal speed in more advanced level; Writing: Writing of technical concepts proper to the aim, making correspondences; Reading-Understanding: Comprehension of technical writings, development of vocabulary.

MUH 236 Management Accounting 2+1 3.0
Analysis of Accounting and Function of Management Decision-Making; Information for Planning; Cost-Volume-Profit Analyses; Break-even analysis; Use of Budgets as Planning Tools: Sales forecasting, Production budget, Direct materials budget, Direct labor budget, Manufacturing overhead budget; Budgeted Income Statement and Performa Balance Sheet; Control and Decision Making.

MÜZ 155 Turkish Folk Music 2+0 3.0
Folk songs from different Regions of Turkey are taught: Aegean Region Zeybek Folk Songs: Eklemedir koca konak, Ah bir ates ver, Çökterte, Kütahya'nın pınarları, Çemberinde güld oya; Kars Region Azerbaijani Folk Songs: Bu gala daslı gala, Yollaraına baka baka, Daglar gizi Reyhan. Ayrilik, Dut agaci boyunca; Central Anatolian Region Folk Songs: Seherde bir baba girdim, Uzun ince bir yoldayım, Güzellen on para etmez, Mihriban ve Acem kizi; Southeastern Anatolian Region; Urfa and Diyarbakir Folk Songs: Alli turnam, Urfanın etrafi, Mardin kapisından atlayamadım, Fırat türküsü, Evlerinin önünü kuyu; Blacksea Region; Trabzon, Rize, Artvin Folk Songs: Maçka yolları taslı, Ben giderim Batuma, Dere geliyor dere.

MÜZ 157 Traditional Turkish Art Music 2+0 3.0
Description of Traditional Art Music: Basic concepts, Characteristics, Types, Notes, Instruments: The Mode System of Traditional Turkish Art Music; The Rhythmic Pattern of Traditional Turkish Art Music; Samples from Different Modes; Samples from Different Rhythmic Patterns.

PZL 101 Marketing Principles I 3+1 4.0
Definition of Marketing; Context; Development; Modern Marketing Management, Marketing Management and Relation of Environment; Strategically Marketing and Role of Marketing; Business Mission, Enterprise Objects, Making Portfolio; Marketing Information System and Marketing Research; Concept of Market; Concept of Market and Consumer Behavior; Industrial Market and Behaviors of Industrial Buyer; Segmentation of Market; Basic of Marketing Segmentation: Psychological, Demographic, Geographical, Behavioral Segmentation; Selection of Target Market; Focusing Market; Positioning Market.

PZL 102 Marketing Principles II 3+1 4.0
Concept of Promotion; Decisions of Promotion; Concept of Product; Features and Kinds of Product; Decisions of Marketing Mix; Product Life Cycle; Price, Price Politics, Methods of Price, Decisions of Distribution; Marketing Mediators; Design of Distribution Channel; Promotion; Concept of Promotion and Significance; Creating Process of Promotion Mix; Advertising; Public Relationship; Personal Selling; Sales Promotion; Service Marketing; Internet Marketing; Marketing Management; International Marketing.

PZL 207 Service Marketing 2+0 2.0
Developments of Marketing and Services; Definition of Service Concept; Common Features of Services Classifications of Services; The Importance of Service Sector in Recent Days; Service Marketing Mix; Traditional Marketing Mix; Classifications of Services; Product Concept in Services (Service As Product); Distribution of Services; Pricing of Services; Promotion; Human Element in Service Marketing; Staff, Customer, Physical Evidence; Environment, Dimensions of Service Facilities; Demand and Capacity Management in Services Businesses; Capacity of Services; Model, Dimensions, Improving Quality, Service Encounter; Relationship Marketing.

PZL 213 International Marketing 3+1 4.0
International Marketing and International Commerce; Significance and Definition of International Marketing; Collecting Data in International Marketing Research; Integration to International; Internationalization Process; Environment of International Marketing; Market Segmentation and Selection of Target Markets; Export and Insurance Transactions in International Marketing; Banking Transactions; Marketing Mix: Product Decisions and Strategies, Brand Selection, Brand and Strategies, Packing and Labeling; Price Strategies; Distribution Strategies; Promotion Strategies; International Marketing Organization.

PZL 215 Marketing Research 2+2 4.0
Concept of Marketing Research; Definition; Significance; Applying Areas; Relationship to Other Disciplines and Limitation; Place of Marketing Research in the Organization; Definition of Research Process; Identifying the Problem, Determining of Data Sources; Sampling Methods of Sampling and Errors; Choosing the Methods Using in Collecting Data: Questionnaire, Observation, Experiment, Projection, Method of Scaling; Collecting
Data, Analysis of Data; One Parametric and Multi Metric Analysis; Preparing of Research Report; Kinds of Marketing Research.

**PZL 216 Consumer Behavior  2+0  3,0**
Introduction to Consumer Behavior; Concept of Consumer; Socio-Cultural Factors Affecting Consumer Behavior: Groups, Family, Social class, Culture and sub-cultures; Psychological Factors Affecting Consumer Behavior: Personality and self concept, Motivation, Learning, Personal attitude, Beliefs; Consumer Decision Process; Community and Consumer Behavior; Protection of the Consumer; Consumer Rights; Legal Aspects of Consumer Behavior.

**PZL 217 Marketing Communications  1+1  3,0**
Marketing and Communication; Features of Marketing Communication; Characteristics of Marketing Communication; Objectives and Strategies of Marketing Communication; Promotion Mix and its Management; Advertising; Public Relations and Publicity; Personal Sales; Sales Promotion; Dimensions of Product, Brand and Package; Distribution and Price; Direct Marketing; Marketing Communication Management.

**PZL 218 Direct Marketing  3+1  4,0**
Concept of Direct Marketing; Development of Direct Marketing; Objectives of Direct Marketing; Advantages and Disadvantages of Direct Marketing; Characteristics of Direct Marketing; Marketing Mix and its Relation to Direct Marketing; Direct Marketing Tools and its Management; Direct Sales; Automatic Sales; Mail Order; Tele Marketing; Electronic Shopping; Characteristics.

**PZL 219 Sales Management  3+1  4,0**
Concept of Sales Force; Sales Force Management; Sales Management and Planning; Organization of Sales Management; Demand and Sales Schedule; Sales Budgets; Sales Quota and Organizing of Sales Quotas; Sales Regions; Selecting and Training a Sales Force; Payment of Sales Force; Sales Force Motivation; Estimation of Demand; Sales Based on Region; Sales Based on Product; Strategic Sales Planning; Sales Process: Preparation, Stages, Dealing with objections, Selling; Ethic and Legal Dimensions of Sales Management.

**PZL 220 New Marketing Techniques  1+1  2,0**
Concept and Important of New Techniques in Marketing; Marketing According to Marketing Target; Marketing According to Market Gaining Types; Relationship Marketing; Modern Managerial Marketing According to Demand Situation; Database Marketing; Maxi Marketing; Value Marketing; Post-Modern Marketing; Closed Marketing; Electronic-Siber Marketing; Franchising as a Distribution Channel.

**PZL 221 Customer Relationship Management  2+0  3,0**
Customer Relationship Management: Characteristics and concept of consumer relationship; New Dimension of Customer Relationship Management; Total quality management in marketing and sales, Creating value for customer; Communication with Customers: Communication model and its elements; Customer Service: Quality and systems; Customer Retention; Measuring Customer Relations: Focus groups, Panels, Critical incident techniques, Questionnaires, Benchmarking; Organization Culture and Change: Creating a customer oriented culture, Barriers of cultural change; Management.

**PZL 222 Retailing (Marketing in Store)  1+1  2,0**
Customer Service in Stores; Creating Good First Impressions; Meeting the customer, Understanding Customer Demand; Meeting the Customer Demand; Product Presentation to Customer; Bridging the Gap between the Customer and the Product; Answering Customer Objections and Offering Solutions; Timing; Concluding Sales; Key Sales Points in the Stores: Cashier, Information, Security.

**PZL 223 Speech Training  1+1  2,0**
Communication Skills; Individual Communication; Communication Methods; Persuasion Theories; Resisting Persuasion; Persuasive Message; Constructing Message; Persuasion Campaigns; Speaking; Basic Principals of Speaking; Speaker; Types of Speech; Persuasive Speech; Speech Organization and Planning; Listening; Body Language; Tone; Presentation in a Sale’s Campaign.

**PZL 224 Marketing Law  2+0  3,0**
Fundamentals of Market Law; Relationship Between Law and Marketing; Contracts Law; Legal Dimensions of Sales? Contracts; Consumer Protection; Legal Rights and Responsibilities of Sales Personnel; Rights and Responsibilities of Consumers; Competition; Legal Aspects of Competition; Commercial Title and Business Title; Brand and Brands; Law of Brands; License Law; Copyright Laws for Creative Work; Ethics in Marketing.

**PZL 225 Technical English I  2+2  3,0**
Active and Passive Voice; Noun Clauses: Structure and Function; Adverb Clause and Its Structure; Relative Clause: Its Structure and Functions; Mixed Clauses and Keys For Translation; Vocabulary Products; Reading Product Catalogues; Adds in Foreign Language; Indirect Object; Exercises for Vocabulary Development in Marketing.

**PZL 226 Technical English II  1+1  2,0**
Concept of Technical Language; Turkish Equivalence of English Terms in Marketing Technology; English Equivalence of Turkish Terms; Translation Studies in Marketing Literature; Translations from Turkish to English and from English to Turkish in Marketing; Commercial Correspondence in English: CV writing, Letters of inquiry, Letters of complaint, Job application.

**PZL 228 Professional Study and Seminar  2+2  4,0**
Studies in Marketing Theories; Practical Studies in Special Topics; Studying Marketing Functions in Private Sector; Group Studies; Group Work and Discussions on Particular Marketing Topics; Analyses of Different Marketing Activities in the Media; Case Studies and Analyses of Different Marketing Topics.

**PZL 230 Marketing Management** 2+0 3,0
Marketing Concept; Evolution of Marketing; Functions of Marketing; Decision Making in Marketing; Marketing Planning; Marketing Management Process; Environmental Conditions of Marketing; Internal Conditions of Business; External Conditions of Business; General Environment Conditions; Consumer Behaviors; Decisions of Target Market; Decisions about Mixed Elements of Marketing; Product Decisions, Price Decisions, Distribution Decisions, Promotion Decisions; Marketing Organizing; Practice; Inspection of Marketing Activities.

**PZL 231 The Law of Customs** 1+1 2,0
Customs; Customs Duty; Funds and Other Taxes and Fees; The Law of Customs; Calculation of Taxes; Criminal Charges and Practices; Regulations Fees and Taxes; Lump-Sum Tax; Exceptions and Exemptions; Unloading and Loading; Customs’ Regimes: Temporary storing regime, Introduction regimes, Quotation regimes, Entrepot regimes; Individual Goods; Household Goods; Determination and Control of Customs Value of Goods; Exit Regime: Temporary exit and returned goods; Temporary Acceptance and Temporary Exempt Regime.

**PZL 232 Physical Distribution Management** 2+0 2,0
International Marketing and International Commerce; Collecting Data in International Marketing Research; Integration to International Markets; Internationalization Process; Environment of International Marketing; Market Segmentation and Selection of Target Markets; Export and Insurance Transactions in International Marketing; Banking Transactions; Marketing Mix; Product decisions and strategies, Brand selection, Brand and strategies, Packing and labeling; Price Strategies; Distribution Strategies; Promotion Strategies; International Marketing Organizations.

**PZL 233 Commercial Documents** 2+0 2,0
Commercial Documents Used in Business; Optimal Documents Used in Business; Business letters; Tax Documents: Invoices, Expense slips, Production receipts, Independent professional receipts; Documents in Turkish Commercial Code: Stocks and bonds, Promissory notes, Merchandise promissory notes; Documents Used by Airlines; Post Documents.

**PZL 234 Foreign Trade Procedures** 2+2 3,0
Export Procedures: Documents; Procedures and Stages of Exporting; Export Regulations; Notifications; Kinds of Export; Import Procedures: Importing procedures and stages, Import; Payment Techniques: Pre-pay, Payment with goods, Letter of credit, Consigned sale, Acceptance credit, Open account; Foreign Trade Organizations; Delivery Techniques in Foreign Trade.

**PZL 236 Foreign Trade Law** 2+0 2,0
Foreign Trade Law; The Concept of Exporting and It’s Basic Structure; The Regime Decisions of Exporting; Export Regulations and Notification; Government Aid and Incentives for Exporting; Interior and Exterior Processing Taxes; Foreign Exchange Laws; Foreign Exchange Process; Import Structure and Procedures; Import Regime Decisions; Import Regulations and Notification.

**PZL 238 Brand and Brand Strategies** 2+0 2,0
The Brand Concept; Brand Name; Brand Strategy Decisions; Branding Process; Creating Awareness of a Brand; Brand Familiarity; Brand Value; Advertisement; Reference Rules in Advertisement; Quality Rules in Brand; Category Rule in Brand: Lower brand, Shape in brand, Color, Limit of brand; Stability and Continuity of Brand; Changing; Uniqueness in Brand; Disappearing of Brands.

**PZL 240 Sales Techniques** 2+2 4,0
Personal Sales; Development of Personal Sales Techniques; Selling Efforts; Advantages and Disadvantages of Individual Selling; Process of Selling: Determining potential buyers, Determining customer approach, Role of speech and body language, Objection of buyers, Completing sales process; Consumer Relationship after the Sale: Consumer follow up, Additional services; Care and Repair Services.

**RHI 211 Advertisement** 3+1 4,0
Concept of Advertisement; Goals of Advertisement; Kinds of Advertisement; Process of Advertisement; Development of Advertisement; Social, Economic and Legal Aspects of Advertisement; Advertisement Theories; Market Studies in Advertisement; Product Analysis, Market Analysis, Media Analysis, Competition, Economic Structure, Legal Limits; Planning Advertisement Campaigns; Process of Advertisement Campaigns; Writing Advertisement Text; Creating Advertisement for Print Media; Planning and Choosing Advertising Media; Advertisement Budget; Measuring Effectiveness of Advertisement; Advertisement in Turkey; International Advertisement.

**RHI 213 Public Relations** 2+0 2,0
The Concept and Development of Public Relations; Public Relations as a Tool of Marketing Communication; Public Relations and the Concept of Targeted People; Behavior Dimension of Public Relations; Basic Principles of Public Relations; Relationship Between Marketing and Public Relations; Management of Public Relations Activities: Activities, Stages; Tools and Techniques of Public Relations, Evaluation of Results, Public Relations During Crisis.

**SAN 103 Basic Art Education I** 1+2 3,0
Basic Art Education; The Design Stages; Elements of Basic Art; The Definition and Connection of Point-Applications; The Definition and Types of Line-Applications; Plane and
Form-Applications; The Creation of Dimensional Light-Shadow; The Concept of Volume; The Definition of Colour: Degrade of colour, the functions of colour; Colour and its Effects: The contrasts of colour, the contrast of light-dark colour, the contrast of hot-cold colour, the simultaneous contrast of colour, the contrast of quality, the contrast of quantity; Applications.

SAN 104 Basic Art Education II 1+2 3.0
Elements and Theories Design Process: The general texture-exterior constitution, the natural textures, Actual textures, Artificial textures, Optical textures, the possibilities of texture in visual exposition; Structure-Interior Constitution: The main principles of natural interior constitution, Interior constitution to design; Rhythm, Balance and Opposition of the Visual Exposition; The General Opposition and Balance; The Relation of Opposition in Visual effect; Rhythm and Balance in Visual Exposition; The Effects of Depth in the Visual Exposition and Optic Eye Mistakes: The effects of depth of colour, the effects of depth in form relations; Optic Eye Mistakes-Applications.

SER 101 Ceramic Raw Materials 2+0 4.0
Introduction To The Ceramic Raw Materials; Plastic raw materials: Miscellaneous types of clays, Kaolin, High silica clays, White fusing clays, Fireclays, Bentonites; Non-plastic materials: Feldspars, Nepheline syenite, Quartz; The other minerals and oxides: Collemonite, Borax, Talk, Wollastonite, Cordierite, Dolomite, Barium carbonate, Zinc oxide, Aluminum oxide, Boric acid.

SER 102 Plaster Model Shaping I 2+2 4.0
The Materials Used in Ceramic Moulding: Plaster, Soft plaster, Hard plaster, Graffity, Polyester, Araldite, Silicone, Polyurethane, Urol; Plaster Use in Ceramic Product; The Chemical and Physical Properties of Plaster; The Main Property of Plaster Used in Ceramic Moulding: Mixing and preparing plasters, Proportion of water and plaster; Plaster Model Preparation: Preparations of cored and uncored forms, Single piece moulds, Multi-piece moulds; Main Points in Moulding; Mould Faults: Fault caused by moulding, Faults caused by formation and model.

SER 104 Ceramic Machines 2+0 3.0
Preparation of Ceramic Raw Materials for Ceramic Industry; Various Methods and Instrumentation for Ceramic Raw Material Preparation; Communion and Commination Theories: Jaw crushers, Gyratory crushers, Roll crushers, Impact crushers; Crushing Circuits and Calculations; Grinding: Ball mills, Rod mills, Pebble mills, Autogenous mills, Grinding circuits; Mill Capacity Calculations; Sieving: Sieves used in industry, Classification and used equipment; Material Mixing.

SER 106 Technical Drawing in Ceramics I 3+0 3.0
Application and Drawings on Ceramic Work: Drawing an oval plate, A soup bowl, Service plate, Drawings of different sized vases, Drawings of pencil boxes; Sectional Drawings of Ceramic Works in Three Dimension: Half-section drawings, Display of whole-sectional drawing techniques; Measurement of Ceramic Works; Structuring of Measured Drawings; Drawing of Model Technique Picture; Display Techniques in Products; Picture Drawing Technique.

SER 107 Ceramic Technology I 2+2 4.0
Introduction to the Ceramic Raw Materials; The Preparation of Ceramic Raw Materials and Control systems; Preparation of the Industrial Ceramic Bodies; The Tests and Applications on the Industrial Ceramic Bodies; Shaping Methods; Chemical Formula and Calculation of Compounds; Mud Types and Production Methods Used in Ceramic Industry.

SER 108 Ceramic Technology II 2+2 5.0
Body and Ball Mill charging Calculations: Drying and firing of ceramic products; The Raw Materials Used in Ceramic Glazes and Its Properties; The Characteristic Properties of the Various Ceramic Products and Production Technology; The Properties of Oxides Used on the Industrial Ceramic Glazes; Introduction to Glaze Calculations; Preparation of Industrial and Artistic Ceramic Glazes; Tests Applied to the Glazes; Preparation of the Slip Engobes; Effects of the Raw Materials on Physical Properties of Body; Relation Between Physical Properties.

SER 201 Ceramic Decorating Techniques 1+2 4.0
Decorative Techniques on Wet-Body: Trailing-spotting-sharpening-sculpturing-pierced decors, Cutting-adding of piece decors, Embossed line decors, graffito decors, Casting in moulds with decors, Emboss decors, Flowing decors, by sliptrailler terra sigillata; Ceramic Pigments and Applications; Under glaze Colours; Overgraze colours; Glycerine Pigments; In glaze Pigments; Decors by Brushes and Hands; Decoration whit Brush, Sponge, Paraffin; Decoration Methods: Spray, Silk screen printing, Photo-ceramic decors.

SER 202 Industrial Ceramic Kiln Technology 3+4 8.0
Properties of Ceramic Kilns Used in Industry; Details of Quality and Work Conditions; Variety of Use in Industry; Materials for Construction of Ceramic Kiln; Variety of Construction Materials; Features of Construction Materials; Developments of Ceramic Projects; Construction Steps of Ceramic Kilns; The Design and Application Studies of Ceramic Kilns.

SER 203 Ceramic Kilns 2+2 3.0
The Importance of Dryer and the Dryer Types and its Properties: Defects Caused by Drying and the Precautions; Introduction to the Kilns and their Historic Development; Conditions For Burning Process; The Kiln Types; Heating Control Systems For Kilns; Defects Caused by Kiln Firing Programs; Firing Methods; Firing Elements; The Frit Kilns; Calcinations and its Importance.
SER 204 Industrial Ceramic Moulding  
Multi-Pieces Mould Making and Producing Methods; Multi Mold Production Techniques: Types and producing methods; Properties of Production of Moulding Systems Used in Ceramic Industry: The principals and types of working; Applications, Shanks system, Battery system, Pressure slip casting system, Press moulding, Inside and outside moulding.

SER 207 Plaster Model Shaping II  
Introduction to Plaster Mould Types: Model mould, Multiplication mould, Working mould; Single pieced mould, Multi-piecied mould, Passing mould, Dubbing mould, Operation mould, Battery mould, Model and model mould; An Industrial Ceramic Product Developing Phase and the Points Which Must Pay Attention in Its Formation Process; Marketing Design; Technical Paint Drawing; Model Preparation; Model Moulding; Slip Casting and Glazed Product.

SER 209 History of Ceramic Arts I  
The Definition of Ceramics; Brief History Account of Ceramics; Before History: Palaeolithic period, Neolithic period, Calcholitic period, Bronze period, Assyria trade colonies, Hittite period, Phrygian civilization, Lydian civilization, Urartu civilization; Antiquity Ceramics: The characteristic properties of antiquity ceramics, the understandings of form; Aegean Civilization: The ceramics of Grit, Myken, Greek, Roman, Byzantine, the characteristic properties of Aegean civilization, the understanding of form.

SER 210 History of Ceramic Arts II  
The Ceramics of Seljukian Period: The General properties of early period ceramics, the understanding of form, the centres of production; The general properties of late period ceramics, the understanding of form, the centres of production; Ceramics of Ottoman Period: The characteristic properties, the understanding of form, the centres of production; The Ceramics of Pre-Republic; Turkish Modern Ceramics of Post Republic Era: Understanding of form, the centres of production; Turkish Modern Ceramic Artists and Their Work; Shaping, Decoration and Firing Methods in History.

SER 213 Technical Drawing in Ceramics II  
Drawings of Hand-held Ceramic Objects: Drawings of different dimensional mugs, Drawings of cups, Drawings of jugs and similar objects; Drawings of Forms With Handles: Drawings of storage utensils, Sugar bowl and teapot with handles, Drawings of forms with flowing instrument: Teapot, Milk pot, Jugs and similar forms drawings; Drawings of Sanitary Objects: Whatnot, Mirror-desk, paper-tissue handle, Soap handle and towel handle drawings; Application of Mould Systems on Technical Drawings.

SER 214 Mechanical Decoration Methods  
Definition of Mechanical Decorating Units Used in Ceramic Industry; Computer Use and Computer Programmes in Decorating; Spray Decorations; Chromolithograph Decors; Printing Decors; Embossed-Chroma; Gold Chroma; Decors with Serigraphy; Photo-Ceramic Decors.

SER 215 Ceramic Technology III  
Introduction to Glazes; Glaze Properties and Properties of Glazing Materials; Basics of Glaze Preparation; Melting Properties of Glazes; Glaze Calculations; Glaze Types and their Industrial Use; Acid-Base Ratio of Glazes; Melting Coefficient; Surface Tension; Calculations of Thermal Expansion; Glazing Methods; Colouring Oxides and Pigments; Defects Caused by the Relation Between Glaze and Body; Glazing Work; Tests Applied to Ceramics; The Properties of Refractories; Quality Control Tests.

SER 216 Ceramic Processing Techniques  
The Collared Ceramic Wastes: The production methods for ceramics, the production methods for the tiles and bricks, the production methods for wall and floor tiles, Refractory, the production methods for the ceramic bricks, the Production methods for the granite ceramics; The Ceramics With the White Wastes: Earthen ware ceramics, the production methods for the earthen ware ceramics, the production methods for the sanitary wares, the production methods for the porcelain; Ceramic Processing and the Technological Developments; Ceramic Phase Diagrams; The Tests; Controls and Quality Standards Applied in Processing.

SER 219 Applications in Ceramic  
Design and Investigatigation; The Basic Properties Found in Design and Investigation; Experimental Studies; Preparation of Raw Materials; Preparation of Glazes; Preparation of Slips; Colouring of Clay and Glazes; Shaping; Shaping of Plastic Bodies; Dry and Semi-Dry Pressing; Slip Casting; Glazing and Decorating; Drying of Shaped Ceramic; Firing and Kilns; Project Preparation; Preparation, Presentation, Formal report.

SER 232 Glaze and Mud Design  
Raw material of mud and glaze, and effect of selection in industry, formulation ; Classification of mud and glaze ; Types of body; the tests and controls ; Types of body; the tests and controls ; Applications of mud and glaze in industry ; Applications of mud and glaze in industry ; Calculation and design of mud recipe; Calculation and design of glaze recipe ; Special, artistic glaze and applications ; Opaque-industrial and raw glazes ; Frit glaze, coloring of glaze, Firing of glaze products, application of test and controls on glaze products ; New production methods and techniques

SER 233 Computer Application in Ceramics  
Computer Supported Ceramic Design; Importance of Design as a Design Tool; General Information About the Computer Systems; Working and Filing Methods; Basic Program Types in Computers; Introduction to Freehand as a Vectorel Program; Properties of drawing, Usage of tools and windows, Properties of dimension and scheme,
Relation with other programs, Filters, Page set-up; Introduction to Adobe Photoshop as a Raster program; Scanning Inside the Program; Storing Files; Kinds of Recording; Scanner; Printer Set-ups; Color Separation; Preparation to Production Techniques.

SER 234 Artistic Ceramics Design 3+4 8,0
Description and History of Ceramics: Development of ceramics from the beginning until today, Technological developments, Classification of ceramic products. Porosity and non porosity in ceramics, Low temperature and high temperature firing products. Formation, Classification, Temperature in characteristics of clay and kaolinite. Non plasticity raw material and formations, Silica, Feldspar, Calcite, Dolomite, Pegmatite, Marble, Chalk, Applying tests, Water of plasticity, Density, drying and firing shrinkag, Water absorption, Machine of giving a shape, pottery water of plasticity, Wheel, Jigger.

SNT 161 History of Art 2+0 2,0
History of Civilization and Evolution of Art: Prehistoric to Present; Concepts and Terminology in Art with Samples; Interrelation among Art-Religion and Society; Effects of Religion on Artistic Development; Reflections and Interpretations of Judaism, Christianity and Islam on Art; Renaissance: Emergence, Effects, Artists, Works of Art, Architecture and Plastic Arts; Art in XIX. and XX. Centuries: Relation to the main historical currents of the period.

SOS 118 Behavioral Sciences 2+0 2,0
Introducing the Behavioral Sciences; Introduction to Sociology and the Sociological Method; The Emergence of Science of Sociology and Sociological Theories; Society and Social structure; Culture; Socialization; Social Groups; The Family; Social Stratification and Social Change; Technology and Environment; Psychology of Lifelong Development; Motives and Emotions; Sensation and Perception; Learning; Psychology of Personality and Personality Theories; Deviant Behaviors and Conformity; Social Effects on Behavior; Attitudes; Application Areas of Psychology and Some Measurement Tools Used in Psychology.

SOS 155 Folkdance 2+0 3,0
Dance in Primitive Cultures; Dance in Earlier Civilizations; Dance in the Middle Age and Renaissance; Dance in the 18th and 19th Centuries; Dances of the 20th Century; Ballet; Turkish Dances; Emergence of Folkdance; Anatolian Folkdance: Classification, Accompanying instruments; Methods and Techniques of Collecting Folkdance; Problems in Collecting Folkdance; Teaching of Folkdance; Adapting Folkdance for Stage: Stage, Stage aesthetics and Choreography, Orientation and choreography.

SOS 253 Social Rules Of Conduct 2+0 3,0
Aim of soscial rules conduct, important of soscial conduct, effect of soscial conduct on social community and individuals. Cause of the soscial conduct. Relation between soscial conduct and law.

TAR 255 Atatürk's Principles and History of Turkish Revolution 2+0 2,0
Reforms in the Ottoman Empire; Trabulusgarp Battle; Balkan Battles; The First World War; Mondoros Cease-fire Treaty and Fall of the Ottoman Empire; Beginning and Organization of National Struggle by Mustafa Kemal Pasha throughout Anatolia: Mustafa Kemal Pasha's arrival in Samsun, Amasya Circular, Congresses of Erzurum and Sivas; Opening of the First Grand National Assembly; Sevres Peace Treaty; Foundation of Regular Army. Fronts of Independence War: Eastern front, Southern front, Western front; Battles on the Western Front: Battles of İnönü, Battles of Eskisehir and Kutahya, Battle of Sakarya, Major Offensive; Mudanya Cease-Fire Treaty; Lausanne Peace Treaty; Declaration of Republic; Revolution and Counter Revolution; Foundation of Constitutional System; Politics during Turkish Republic: Domestic and Foreign; Fundamentals of Turkish Republic and Background Intellectual Movements; Foundation of Democratic-Juridical State; Innovations in Law, Education, Economy and social life; Atatürk's

TEK 107 Scientific Principles of Technology 3+1 4,0
Material Properties: Chemical operations in burning and oxidation, Prevention from oxidation, Elasticity of material and Hook's Law; Static: Static balance state, Victorial and scalar quantities, Moment, Center of gravity; Dynamics: Path, time, velocity and acceleration; Mechanic and Electromagnetic Wave Movement: Wave length, Frequency; Fluid Pressure: Pressure and its units, Absolute pressure, Relative Pressure; Electric and Magnetism; Simple circuits with serial and parallel connected resistants, Current, voltage difference and resistant problems.

TOP 102 Topography 2+2 4,5
Concepts Related to Topography; Simple Measurement Tools and Horizontal Measurement: Application of right angles, Application of right angles by the help of prisms, Application of lines; Length Measurement: Calculation of Surveying and levelment; Calculation of Area: Calculation of area according to measurement values, Calculation of area according to coordinate values, Calculation of area according to Cross Method; Theodolite and Angle Measurement: Measuring horizontal and vertical angles, Length measuring; Drawing Maps and Plans Using The Dimensions of a Field: Calculation of Coordinates; Calculation of Polygons.

TRS 109 Technical Drawing 1+2 3,0
Graphic Instruments and Their Use; Basics of Lettering; Constructional Geometry: Straight and Curved Lines; Orthographic Drawing and Multiview Projection; Dimensioning; Sectioning; Perspective; Isometric and Oblique Perspective; Surface Finishing and Tolerance.
TRZ 246  Tourism Marketing  2+0  2,0
Concept of Tourism Marketing; Development and Importance of Tourism Marketing; Structure of Market in Tourism; Tourist Behavior; Tourist Products and Service Policies; Promotion Studies in Tourism; Destination Management in Tourism; Marketing Planning in Tourism; Strategic Planning and Management in Tourism; Marketing Controlling and Performance Measurement; Marketing Research in Tourism; Global Tourism Strategies; Meeting Tourism Planning; importance of Communication in.

TÜR 187 Turkish Language I  2+0  2,0
What's Language: Theories about the born of the language, Language and culture and society relationship; Language-reform: Turkish language association; Languages of the World: Language families, Position of Turkish on the World Languages; Properties of Turkeys Turkish: Voice properties, Format properties, Sentence properties; Punctuation; Correspondence: Phonetics, Morphology, Syntax, Spelling, Bussines letter.

TÜR 188 Turkish Language II  2+0  2,0
Features and Rules of Spoken Turkish: Eloquent Speech; Listening: Rules of listening; Reading: Reading comprehension, Critical reading; Text Types: Short story, Novel, Article, Essay, Poetry, Drama.