



# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

103 PRINCIPLES OF ATATÜRK AND HISTORY OF REVOLUTION I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	103	PRINCIPLES OF ATATÜRK AND HISTORY OF REVOLUTION I	2	2	1

#### Language of Instruction:

Turkish

#### Course Level:

Associate

#### Work Placement(s):

No

#### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

#### Course Type:

Zorunlu

#### Goals:

Ensuring the collapse of the Ottoman Empire and the Turkish struggle for independence of this course will be exposed.

#### Teaching Methods and Techniques:

To study and teach revolution and similar concepts which prepare the Turkish Revolution and the collapse of the Ottoman Empire, 1st World War, National reactions after the Occupation of Anatolia, Atatürk, his life and principles, Preparation period of Turkish Grand Independence War, Opening the Turkish National Assembly (TBMM) , Abolishment of the Sultanate, Lozan Peace treaty, Declaration of Republic.

#### Prerequisites:

#### Course Coordinator:

#### Instructors:

Instructor Talat KOÇAK

#### Assistants:

#### Recommended Sources

Textbook	:	
Resources	:	Akarsu,B.(1981)Atatürk Devrimi ve Yorumları, Ankara: Milli Eğitim Basimevi *Atatürk,M.Kemal (1962)Nutuk.I.ve II.Ciltler.Ankara: Milli Eğitim Y.
Documents	:	
Assignments	:	
Exams	:	

#### Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	:	Field	:

#### Course Content

Week	Topics	Study Materials	Materials
1	Revolution and Revolutionary Concepts; State and its components, evolution, Reforms, upheaval. Governmental coup, revol		
2	The reasons causing Turkish Revolution, the collapse of Ottoman Empire, interior reasons. Exterior reasons		
3	Renovation movements in Ottoman Empire, The reforms in Tanzimat period, The First and The Second Constitutional Mon		
4	The Movements of Ideas in the late years of the Ottoman Empire (Ottoman, Islam, Western and Turkish Reflections), The I		
5	The causes of World War I, the outset of the war, The Involvement of the Ottoman Empire in the war. Fronts and their res		
6	The treaties about the allocation of the Ottoman Empire (The Bosphorus Treaty, London Treaty, Skyes Picot Treaty, St. Jee		
7	MidTerm Exam		
8	Arasınay ve Ders Tekrarı		
9	National Struggle Period, the condition of the country in face of the occupations, Committees and their activities, Atatürk's		
10	Balikesir and Alasehir Congresses, The Importance of the Sivas Congress and other Congresses during the National Struggle		
11	Amasya Negotiations, the meeting held with the Commanders in Sivas, The arrival of Representative Committee. The meeti		
12	From the National Pact to the Turkish Grand National Assembly, The Media in the Nation		
13	The foundation of the National Army (The Nationalist Forces, Systematic Army) The Southern and Southeastern Fronts, Th		
14	Armenian Problem, The wars against the Armenians, Turkish - Georgia Relations, The Western Front. (The First and Second		

#### Course Learning Outcomes

No	Learning Outcomes
C01	Assess the causes which have prepared Turkish War of Independence
C02	Define revolution/reform concepts. Build up differences from concepts of Reform, usurpation and revolution
C03	Compare managerial, economical, political and social condition of the empire with the developments in the world
C04	Analyse the occurred processes World War I and the policies of Mustafa Kemal and his friends in view of the facts
C05	Give multi-dimensional responses when it is asked why the occupation started in Anatolia by evaluating the approach of palace and authorities of Istanbul against occupations.
C06	Figure out political, social and psychological valuations in subject how the resistance efforts of Turkish folk were conjoined when Mustafa Kemal Pasha reached Anatolia.
C07	Appraise why Amasya circular was defined as "revolution announcement". Cognize and debate about the severity of Erzurum and Sivas congresses in aspect of Turkish War of Independence
C08	Compare and appraises the fundamental of nation self determination and gathering process of Istanbul parliament. Analyse the place of national pact in Turkish revolution

#### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	13	2	26
Hours for off-the-c.r.stud	1	5	5
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	5	5
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
<b>Total Work Load</b>			<b>41</b>
<b>ECTS Credit of the Course</b>			<b>1</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

129 INFORMATION AND COMMUNICATION TECHNOLOGY I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	129	INFORMATION AND COMMUNICATION TECHNOLOGY I	2	2	2

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

The scope of the basic concepts of computer hardware, software, information networks, information security issues, file and folder operations, word, excel, power point, the concept and use of the internet, giving information on topics related to e-mail applications

### Teaching Methods and Techniques:

Basic concepts, file management, word, excel, power point, internet and e-mail contains topics

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Ahmet YURDADUR

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	Temel Bilgi teknolojileri I-II Book AKÜ
<b>Resources</b>	:	<a href="http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/">http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/</a>
<b>Documents</b>	:	<a href="http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/">http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/</a>
<b>Assignments</b>	:	
<b>Exams</b>	:	

### Course Category

<b>Mathematics and Basic Sciences</b>	:	50	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	50

### Course Content

Week	Topics	Study Materials	Materials
1	Basic concepts		
2	File management- Application		
3	MS Word: Working with documents, improving productivity, entering text-Application		
4	Word: paragraph settings, styles, table creation, graphics and objects-Application		
5	Word: Address - mail merge, output preparation, control and print-Application		
6	Excel spreadsheet: to work with tables, insert, select, edit, sort, copy, move, delete-Application		
7	Mid-term and recourse		
8	Mid-term and recourse		
9	Excel: Rows, columns, worksheets, arithmetic formulas, functions-Application		
10	Excel: numbers, dates, alignment, graphics, output settings, control and print-Application		
11	Powerpoint Presentations: Presentations work, presentation, appearance, slides-Application		
12	Power point: the use of text, formatting, tables, graphics use, diagrams-Application		
13	Power point: Adding, editing, drawing, output preparation, control and provide-Application		
14	Internet and e-mail-Application		

### Course Learning Outcomes

No	Learning Outcomes
C01	Knows that the computer operating system the properties of the computer's hardware components
C02	Knows the information networks and properties
C03	The computer file copy, move, view file properties, file compression, decompression on the compressed files can
C04	Create a folder, rename the folder, the folder can delete, and edit operations
C05	Word text into a word processor program provides for adjustment of the line and paragraph
C06	Add Word table format your table
C07	Excel worksheet, row, column and cell selection, copy, move and delete operations will
C08	Knows the rules and formulas, the formulas work
C09	Slide on the text, tables, graphs and diagrams adds Takes on the slide makes editing and output
C10	Can modify the slide layout
C11	Information using the Internet reaches

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%100
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%160</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	5	5
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
<b>Total Work Load</b>			<b>66</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

137 ENVIRONMENTAL PROTECTION					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	137	ENVIRONMENTAL PROTECTION	2	2	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

To gain the ability and obtain the information of the Human and Environmental Protection

**Teaching Methods and Techniques:**

Environment Regulations Information, Risk Analysis, Storage, Personal Protection Precautions, International Health and Safety Warnings, Health and Safety Regulations (Codes), Harms of the Different Sectors/Industries to the Environment, Air Pollution

**Prerequisites:****Course Coordinator:****Instructors:**

Asist. Prof. Dr. Riyad ŞİHAB

**Assistants:****Recommended Sources**

**Textbook** :  
**Resources** :  
**Documents** :  
**Assignments** :  
**Exams** :

**Course Category**

<b>Mathematics and Basic Sciences</b> :		<b>Education</b> :	
<b>Engineering</b> :	30	<b>Science</b> :	30
<b>Engineering Design</b> :		<b>Health</b> :	20
<b>Social Sciences</b> :	20	<b>Field</b> :	

**Course Content**

Week	Topics	Study Materials	Materials
1	Environment Regulation Information	Teaching the terms	
2	Environment Regulation Information		
3	Risk analysis		
4	Waste storing		
5	Waste storing		
6	Waste disposal		
7	Lecture review and midterm exams		
8	Lecture review and midterm exams		
9	Personal protection precautions		
10	Environmental problems caused by different sectors		
11	Environmental problems caused by different sectors		
12	Environmental problems caused by different sectors		
13	Environmental problems caused by different sectors		
14	Environmental problems caused by different sectors		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Information about the Environment Regulations
C02	Comply with the Human and Environment Protection Rules
C03	Information about the International Health and Safety Warnings and International Health and Safety Regulations
C04	Recycling and importance of recycling
C05	Effects of the Industries to the Environment
C06	Air pollution

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	3	42
Assignments	1	10	10
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>90</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

119 GENERAL MANAGEMENT					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	119	GENERAL MANAGEMENT	3	3	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Acquire competencies related to the establishment and business development operations

**Teaching Methods and Techniques:**

1-Follow to microeconomic data 2-Analyze the macroeconomic indicators 3-Identify gaps in the market 4-Selecting the most appropriate one with evaluating investment alternatives 5-Carry out feasibility studies 6-Recognize the business environment 7-Demand analysis and forecast, determine the location of the business organization

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Serkan GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	İsmet MUCUK, Modern İşletmecilik, Türkmen Kitapevi 2011,Rıdvan KARALAR, Genel işletme, Meta Basım 2011
<b>Documents</b>	:	Ders sunumları
<b>Assignments</b>	:	
<b>Exams</b>	:	Ara sınav-test, Final sınavı-test,Bütünleme sınavı-test

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	40	<b>Field</b>	:	60

**Course Content**

Week	Topics	Study Materials	Materials
1	Follow to microeconomic data	Explore the lesson issues for the week	Text books, course notes, web pages
2	Analyze the macroeconomic indicators	Explore the lesson issues for the week	Text books, course notes, web pages
3	Identify gaps in the market	Explore the lesson issues for the week	Text books, course notes, web pages
4	Selecting the most appropriate one with evaluating investment alternatives	Explore the lesson issues for the week	Text books, course notes, web pages
5	Carry out feasibility studies	Explore the lesson issues for the week	Text books, course notes, web pages
6	Recognize the business environment	Explore the lesson issues for the week	Text books, course notes, web pages
7	Midterm exam-repeating courses	Study for the exam subjects since the first	Notes
8	Midterm exam-repeating courses	Study for the exam subjects since the first	Notes
9	Demand analysis and forecast, Determine the location of the business organization	Explore the lesson issues for the week	Text books, course notes, web pages
10	Determine the structure of the legal entity	Explore the lesson issues for the week	Text books, course notes, web pages
11	Determine the capacity of the workplace, make estimated income and expenditure account	Explore the lesson issues for the week	Text books, course notes, web pages
12	Make a production plan and workplace	Explore the lesson issues for the week	Text books, course notes, web pages
13	Carry out the installation investment	Explore the lesson issues for the week	Text books, course notes, web pages
14	Open the workplace to create the appropriate structure	Explore the lesson issues for the week	Text books, course notes, web pages

**Course Learning Outcomes****No Learning Outcomes**

C01	Analysis the basic economic indicators
C02	Creates the idea of setting up business
C03	Carries out workplace organization
C04	Open workplace activity
C05	Learn the property to manage

**Program Learning Outcomes****No Learning Outcome**

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	4	56
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	6	6
<b>Total Work Load</b>			<b>110</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

115 GENERAL ACCOUNTING					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	115	GENERAL ACCOUNTING	4	3,50	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

To teach Financial Accountancy theory and implement

**Teaching Methods and Techniques:**

Financial accountancy is defined, accountancy basic statements and accountancy methods is explained. Documents and notebooks which is used around VUK and TTK is explained. TDHP is explained. The procedures of account and record is shown. Financial notebooks is explained. about basic financial statements are informed. The accounts of Balance sheet incomes are saved. Financial accounts are explained and exemplified.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Serkan GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	: Finansal Muhasebeye giriş(Veysel Kula), Genel Muhasebe(Vasif Haftacı), Genel Muhasebe(Kemalettin Conkar ve Diğerleri), Vergi Rehberi.
<b>Resources</b>	: Finansal Muhasebeye Giriş(Veysel Kula), Genel Muhasebe(Vasif Haftacı), Genel Muhasebe(Kemalettin Conkar ve Diğerleri), Finansal Muhasebe (N
<b>Documents</b>	: ders kitapları, kaynak kitaplar, hesap makinası, bilgisayar, projeksiyon, örnek ödev çıktıları, monografiler, defter, kalem
<b>Assignments</b>	: bir işletme kuruluşundan dönem sonuna kadar yapılan muhasebe işlemleri, kayıtlar, belgeler, defterler, bilanço ve gelir tablosu tanzimi
<b>Exams</b>	: 1 ara sınav ve 1 final sınavı

**Course Category**

<b>Mathematics and Basic Sciences</b>	: 15	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	: 5	<b>Field</b>	: 80

**Course Content**

Week	Topics	Study Materials	Materials
1	the importance of accounting and accounting basic concepts	discusses the concept of accounting bas	textbook textbooks calculator
2	the basic accounting equation and financial statements	the balance sheet are taught the princip	textbook, reference books, calculator, ex
3	accounting accounting concept and operation of accounts	discusses the concept of accountability	textbook, reference books, calculator, ex
4	cash and cash equivalents, marketable securities, trade receivables	discusses chart of accounts, current a	textbooks, reference books, calculator, ex
5	stocks	describes the perpetual inventory and	itextbooks, supplementary books, calcula
6	stocks	examples of stocks dissolved	textbooks, supplementary books, calcula
7	mid term exam questions and answer key, course repetition	the key to mid term exam questions an	text books, supplementary books
8	mid term exam, course repetition	the key to mid term exam questions	artext books, supplementary books, calcula
9	value added tax accounts fixed asset accounts	learned the value added tax accounts	text books, supplementary books, calcula
10	tangible fixed assets intangible fixed assets	tangible fixed assets and intangible fi	textbooks, supplementary books, calcula
11	short-term liabilities long term liabilities	describes the short-term liabilities and	ltext books, supplementary books, calcula
12	equity tax calculations and accounting	describes shareholders equity net incom	text books, supplementary books, calcula
13	income and expenditure accounts and accounting	income and expense accounts are discl	textbooks supplementary books, , accou
14	arrangement of the balance sheet and income statement to be issued	are arranged in the balance sheet and	irtext books, reference books
15	final exam questions	final exam questions are prepared, pri	final exam questions

**Course Learning Outcomes**

No	Learning Outcomes
C01	To learn the producers of accounting, books and documents
C02	To learn the principle of balance sheet and revenue tables
C03	To open and close account
C04	To learn how to do current and fixed asset account
C05	To learn how to do short and long foreign resources and equity accounts
C06	To explain the flow of income and expenditure and cost accounts.
C07	To analyze the firm as a whole system

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	1	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	3	42
Assignments	1	4	4
Presentation	0	0	0
Mid-terms	1	2	2
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	2	2
<b>Total Work Load</b>			<b>106</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

139 CONTACT					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	139	CONTACT	2	2	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

With this course, students, verbal, nonverbal, written, formal, non formal and gain competencies in the organization to communicate between the inside and the outside.

**Teaching Methods and Techniques:**

A CONTACT The concept of a Contact 1.1 Definition 1.2 Communication process and types 1.3 Contact elements and features 1.4 Communication barriers 2. Verbal communication 2.1 Verbal communication techniques 2.2 Oral Communication rules 2.3 Oral communication tools used in 2.3.1 Face to face communication 2.3.2 Telephone Communication 2.3.3 Video and audio communication 3. Effective speech 3.1 Voice intonation, stress 3.2 to properly use the language B. WRITTEN COMMUNICATION 1. Description 2. Written communication techniques 3. Written Communication rules 4. Tools used to communicate in writing 4.1 The report, report preparation techniques 4.2 E-mail Contact 4.3 within the organization and communicating with the network 4.4 Fax and communication Communication within the organization forms 4.5 5. Text to properly use your tongue C. Nonverbal Communication 1. Body language and its effects Meanings of the head movements of 1.1 1.2 Eye contact and the importance 1.3 Gestures and facial expressions 1.4 Stance Using 1.5 Distance 1.6 Sitting 1.7 Hands 1.8 Feet 2. Clothing (symbolic communication) 3. Personal Image

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	General and Technical Communication, Detail Publishing, MISIRLI Dr. İrfan
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:	20
<b>Engineering</b>	:	<b>Science</b>	:	
<b>Engineering Design</b>	:	<b>Health</b>	:	
<b>Social Sciences</b>	:	<b>Field</b>	:	60

**Course Content**

Week	Topics	Study Materials	Materials
1	To communicate verbally		
2	To communicate verbally		
3	Communicate in writing		
4	Communicate in writing		
5	Communicate in writing		
6	Non-verbal communication to establish		
7	Midterm Exam and Course Repetition		
8	Midterm Exam and Course Repetition		
9	Formal (Formal) to communicate		
10	Formal (Formal) to communicate		
11	Non-Formal (Informal) to communicate		
12	Non-Formal (Informal) to communicate		
13	Communicate outside the organization		
14	Communicate outside the organization		

**Course Learning Outcomes****No Learning Outcomes**

C01	Communicate Bireysel
C02	Organizational communication

**Program Learning Outcomes****No Learning Outcome**

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	2	4	8
Assignments	2	2	4
Presentation	1	4	4
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>60</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

135 FIRST AID					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	135	FIRST AID	2	2	3

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Seğmeli

### Goals:

To make one teach and gown intervention in case it necessities first aid

### Teaching Methods and Techniques:

1-to comprehend the importance of life saving through first aid methods 2To use data related to health in first aid services 3-to explain the technigves of respiratory cut and heart-lung animation 4-to compnehend first aid in the event of bleeding 5-To explain first aid in the event of broken,dislocation and wrich 6-to compane the first aid in the event of broken dislocated and wrick 7-to comprehend the importance of bardaye and dressing by defining them 8-to explain first aid in the event of differeaset objects , poisoning and stung by inspects 9- to explain first aid in the event of burn, theat rise and freezing 10- to compnehend first aid applications in the event of burn, heat rise and freezing. 11-to explain first aid in the event of shock, syncope and coma 12- to comprone first aid in the event of shock, syncope and coma 13- to explain the necessity of transfer and care after first aid

### Prerequisites:

### Course Coordinator:

### Instructors:

Asist Prof.Dr. Riyad ŞİHAB

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	Theoric, powerpoint, practice examination
<b>Resources</b>	:	Dramal, Alev: Temel İlk Yardım Uygulamaları - T.C Sağlık Bakanlığı Ankara İl Sağlık Müdürlüğü: Temel İlk Yardım Uygulamaları Eğitim Kitabı, ANKA
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

### Course Category

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:	10
<b>Engineering</b>	:	<b>Science</b>	:	
<b>Engineering Design</b>	:	<b>Health</b>	:	80
<b>Social Sciences</b>	:	<b>Field</b>	:	10

### Course Content

Week	Topics	Study Materials	Materials
1	General first aid information		
2	Evaluation of the injured patient, and the scene		
3	Basic life support		
4	basic life support (practice)		
5	Bleeding first aid		
6	first aid injuries		
7	Exam		
8	Exam		
9	Heat shock, burns, first aid freeze - Fractures, dislocations and sprains first aid		
10	Disordes of consciousness, first aid		
11	first aid in poisoning - Animal bite first aid		
12	Eye, Ear and Nasal Foreign Body sank first aid choking on water, first aid		
13	Injured Patient hondling Techniques (Theory and Practice)		
14	Dressing and bandages (Theory and Practice)		

### Course Learning Outcomes

No	Learning Outcomes
C01	One can the importance of saving life through first aid methods
C02	One can use the data related to health upon first aid services
C03	One knows the necessity of transfer and came after first aid
C04	hemorrhages knows first aid applications can be made
C05	poisoning and animal bites, makes the necessary first aid applications
C06	need to know and apply basic life support

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	2	2
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	4	4
<b>Total Work Load</b>			<b>62</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

131 VOCATIONAL MATHEMATICS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	131	VOCATIONAL MATHEMATICS	3	3	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Increasing the ability of basic arithmetic and algebraic operation and it is aimed to know the basic mathematical and geometrical definitions. In addition, these basic mathematical concepts used in practice to know which areas and fields to associate with.

**Teaching Methods and Techniques:**

The course provides using fundamental mathematical knowledges efficiently in business life and to know practical areas

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Theoretical expression question-answer, testing and practical techniques.
<b>Resources</b>	:	General Mathematics, Associate Professor Dr. Hüseyin Yıldırım, Afyon Kocatepe University Press, 1998., General Maths., Professor Dr. Mustafa Balç
<b>Documents</b>	:	Tüm Temel ve Mesleki Matematik Ders Kitapları ve Notları
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	80	<b>Education</b>	:	
<b>Engineering</b>	:	5	<b>Science</b>	:	5
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	10

**Course Content**

Week	Topics	Study Materials	Materials
1	Logic and its applications.		
2	The Theory of Sets		
3	Operations on Real numbers and their properties.		
4	Exponential and Rooted numbers		
5	Absolute value, the exact value and applications		
6	Equation and equation systems		
7	Midterm Exams and Course Repetitions		
8	Midterm Exams and Course Repetitions		
9	Inequalities and solutions.		
10	The properties of relation and function.		
11	Special functions and graphic drawings.		
12	Trigonometric functions.		
13	analytics of straight line and applications		
14	Conics and applications.		
15	Final Exams		
16	Final Exams		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Understanding general mathematics knowledge and using this knowledge intercommunicating with their field.
C02	Reaching the result with mathematics knowledge and being able to use this with the other aims.
C03	Being able to solve the problems about their field, using standard mathematical methods.
C04	For mathematical calculations, being able to use computer programs.
C05	Being able to use mathematical calculation appliances.
C06	Being able to comment obtained results.
C07	Improving practice thinking and making quick decision ability.
C08	Analysing all situations which can come across.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	4,25	59,50
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>89,50</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

133 BASIC LAW					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	133	BASIC LAW	2	2	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Getting to be a general knowledge of law. Then an infrastructure to be taught in law classes.

**Teaching Methods and Techniques:**

Basic legal concepts to be taught in other periods in order to learn the necessary lessons of civil law, constitution, administration, contains general information about criminal hukukları.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	3-Kemal Gözler, Introduction to Law, PrenticeHall Publishing, 2006.,2. The Constitution of 1982,1 - NecipBİLGE, Introduction to Law, Turhan Books
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	:	<b>Field</b>	: 100

**Course Content**

Week	Topics	Study Materials	Materials
1	The concept of law, rules of social order, law and law enforcement resources		
2	The general provisions of civil law, honesty rule, the judge and the judge the discretion to create law		
3	Real people, acquire rights, veil, license, residence, kinship, personality termination		
4	Legal personality, associations and their formation		
5	Ownership of real estate, condominium and irtifaklar		
6	Relationship between debt, liabilities arising from these agreements, arising from tort liabilities, liabilities arising from unius		
7	Midterm Exam + Repeating Courses		
8	Midterm Exam + Repeating Courses		
9	Constitutional law of the state structure and properties of the functional bodies and the state		
10	Fundamental rights and freedoms, the Constitutional Court and the proceedings		
11	Administrative proceedings and administrative law, public service and public power, centralization and decentralization		
12	Official and working order, the administrative courts, administrative proceedings, cancellation proceedings, full judicial proc		
13	Normative structure of crime and punishment, crime and the elements of the concept of		
14	The penalties, security measures, termination of litigation and penalties		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Assets provides a better understanding of the justification of social norms.
C02	Law provides recognition of
C03	Law enforcement provides the learning.
C04	Legal Rules provides an understanding of the importance of the life of society.
C05	People and the family defines the legal system
C06	Definition of the basic concepts of law and the rights of law defines the types of system

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	4	4
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
<b>Total Work Load</b>			<b>79</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

101 TURKISH LANGUAGE I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	101	TURKISH LANGUAGE I	2	2	1

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

The aims of this course are to get students comprehend their mother tongue's grammar rules and structure.

### Teaching Methods and Techniques:

The followings are aimed for the students in this course: To teach Turkish phonetics and morphology To gain the academic writing and speaking ability. To comprehend the unifying feature of lingua franca in education and importance of using the lingua franca according to its rules.

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Özge SÖNMEZLER DURAN

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	Theoretical knowledge, Sampling
<b>Resources</b>	:	Textbook:
<b>Documents</b>	:	Türk Dili Ders Kitabı, Afyon Eğitim Sağlık ve Bilim Araştırma Vakfı Yayını, Afyonkarahisar, 2010
<b>Assignments</b>	:	
<b>Exams</b>	:	References: Türkçe Sözlük. TDK Yayınları. Ankara 2009

### Course Category

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	50	<b>Field</b>	:	50

### Course Content

Week	Topics	Study Materials	Materials
1	Language and Culture	Reading "Language and Culture" section	
2	The location of Turkish language in the world's languages	Dünya dillerini ve konuşulduğu yerleri ar	
3	The historical development of the Turkish language - I	Dil devrimi hakkında araştırma yapma.	
4	The historical development of the Turkish language - II	Türklerin kullandığı alfabeler bölümünü i	
5	Alphabets used by Turks	Ses Bilgisi hakkında araştırma yapılması	
6	Dialects of Turkish	Sözcük türlerinin kitaptan okunması	
7	Types of Words I	İşlenen konularla ilgili görsel içerik (vide	
8	Midterm Exam - course recurrence	İşlenen konularla ilgili sorular hazırlama	
9	mid term exam - course recurrence	Yapım eklerinin kitaptan okunması	
10	The derivational suffixes	Cekim ekleri hakkında araştırma	
11	The inflectional suffixes I	Cekim eklerinin ktaptan okunması	
12	The inflectional suffixes II	Kelime grupları ve cümle hakkında kitap	
13	Phrases and syntax	Noktalama işaretlerinin kitaptan okunma	
14	Punctuation	Yazım Kılavuzunun incelenek gelinmesi	
14	Orthography		

### Course Learning Outcomes

No	Learning Outcomes
C01	Know the structure of Turkish and its operating structures.
C02	Use Turkish language in written and oral properly.
C03	Know types of words and use them properly
C04	Say the stages of development of Turkish language and their characteristics
C05	Apply the punctuation rules and orthographic rules.
C06	Know the rules of lingua franca and apply them.

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>58</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

109 ENGLISH I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	109	ENGLISH I	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Compulsory English I curriculum CEF (Common European Framework) prepared in accordance with the objectives. For this purpose, the student's ability to use language as a way to have a very targeted.

**Teaching Methods and Techniques:**

1. To understand himself, his family and close environment, the familiar words and very basic phrases 2. To understand a catalog, for example on notices and posters or familiar names, words and very simple sentences 3. A slower rate of speech, in a simple way to communicate verbally 4. To communicate with people and know his place and use simple phrases and sentences to describe 5. To obtain the skills to write short, simple postcard.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Kemal Muhammet ERTEN

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Lectures, Question and Answer
<b>Resources</b>	:	Suat Akca, Practical English, Murat Kurt, English Grammar Today
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	10	<b>Education</b>	:	10
<b>Engineering</b>	:		<b>Science</b>	:	10
<b>Engineering Design</b>	:		<b>Health</b>	:	10
<b>Social Sciences</b>	:	30	<b>Field</b>	:	30

**Course Content**

Week	Topics	Study Materials	Materials
1	Meeting, Jobs, Alphabet, Spelling, Singular and plural nouns, Numbers, Ordinal numbers		
2	That's life episode 1, Countries, Nationalities, Languages		
3	Wh-questions, Times, Days, Everyday life activities		
4	Simple present tense		
5	That's life episode 2, Free-time activities		
6	Reading, Conjunctions		
7	Midterm exam and Lesson repetition		
8	Midterm exam and Lesson repetition		
9	Like-ing, Would you like...?, Family members		
10	Have/has got, Reading		
11	That's life episode 3, Places in a town, There is/are		
12	Prepositions, Giving directions, Furnitures, Parts of a house		
13	Present continuous tense, Reading, That's life episode 4		
14	Months, Years, Dates, Can/can't		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Acquiring to talk and communicate
C02	A simple sentence structure and spelling skills with words development
C03	Speech at a basic level of understanding and responsiveness
C04	Basic level of knowledge required to read and understand

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	1	14
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>62</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

104 PRINCIPLES OF ATATÜRK AND HISTORY OF REVOLUTION II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	104	PRINCIPLES OF ATATÜRK AND HISTORY OF REVOLUTION II	2	2	1

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

This course will provide the elements of intellectual thought in the Turkish and Kemalst revolution

**Teaching Methods and Techniques:**

To study Revolution and similar concepts which prepare the Turkish Revolution and the collapse of the Ottoman Empire, the 1st World War, National reactions after the Occupation of Anatolia, to teach the Preparation Period of Turkish War of Independence, Opening the Turkish National Grand (TBMM) , Abolishment of Sultanate, The Treaty of Lausanne Pact, Proclamation of Republic.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Talat KOÇAK

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	Akarsu,B.(1981)Atatürk Devrimi ve Yorumları, Ankara: Milli Eğitim Basimevi *Atatürk,M.Kemal (1962)Nutuk.I.ve II.Ciltler.Ankara: Milli Eğitim Y.
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	100	<b>Field</b>	:	

**Course Content**

Week	Topics	Study Materials	Materials
1	The abolishment of the Sultanate, Lausanne Peace, the inauguration of the Second Turkish Grand National Assembly		
2	Turkish Revolutionary Movements		
3	The First Political Parties of the Republican Period, İzmir Assassination, Menemen Incident		
4	Legal Revolution		
5	Educational Revolution		
6	Cultural Revolution (the studies in the fields of History, Language and fine arts)		
7	MidTerm Exam		
8	The revolutions in the field of Social Life		
9	The Regulations in economic field. The Studies of forming National Economy		
10	The Foreign Policy of Turkish Republic during Atatürk Period. 1923 ? 1932 Foreign Policy Events		
11	1932-1939 Foreign Policy Events. The features of Foreign Policy during Atatürk period		
12	The Second World War Turkey. The outcomes of World War II.		
13	The principles of Atatürk (Republicanism, Nationalism) Populism, Secularism		
14	Statism. Revolutionism. The complementary principles of Atatürk		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Appraise the conditions at the front lines of the Independence War from political and military view
C02	Sample military achievements at the front lines and their factors
C03	Evaluate with results how military achievements were moved to political ground.
C04	Compare multi-dimensional Mondros caese-fire agreement with Mudanya caese-fire agreement.
C05	Understand how Atatürk tried to improve Turkish Republic in the fields of politics, economics, law, education and culture
C06	Comprehend the importance of foreign affairs so that they will have the same ideas and ideals and behaviours as Atatürk had, with a consciousness of peace and stabilization with the help of Atatur
C07	Comprehend aims and the importance of Atatürk's principles to defend them consciously.
C08	Reserach various visual and written sources, materials and documents related to these subjects

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	13	2	26
Hours for off-the-c.r.stud	1	5	5
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	5	5
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
<b>Total Work Load</b>			<b>41</b>
<b>ECTS Credit of the Course</b>			<b>1</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

130 INFORMATION AND COMMUNICATION TECHNOLOGY II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	130	INFORMATION AND COMMUNICATION TECHNOLOGY II	2	2	2

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

The scope of the basic concepts of computer hardware, software, information networks, information security issues, file and folder operations, word, excel, power point, the concept and use of the internet, giving information on topics related to e-mail applications

### Teaching Methods and Techniques:

Basic concepts, file management, word, excel, power point, internet and e-mail contains topics

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Ahmet YURDADUR

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	Temel Bilgi teknolojileri I-II Book AKÜ
<b>Resources</b>	:	<a href="http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/">http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/</a>
<b>Documents</b>	:	<a href="http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/">http://enformatik.aku.edu.tr/uzaktan-egitim-dersleri/bilgisayar-2/</a>
<b>Assignments</b>	:	
<b>Exams</b>	:	

### Course Category

<b>Mathematics and Basic Sciences</b>	:	50	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	50

### Course Content

Week	Topics	Study Materials	Materials
1	Basic concepts		
2	File management- Application		
3	MS Word: Working with documents, improving productivity, entering text-Application		
4	Word: paragraph settings, styles, table creation, graphics and objects-Application		
5	Word: Address - mail merge, output preparation, control and print-Application		
6	Excel spreadsheet: to work with tables, insert, select, edit, sort, copy, move, delete-Application		
7	Mid-term and recourse		
8	Mid-term and recourse		
9	Excel: Rows, columns, worksheets, arithmetic formulas, functions-Application		
10	Excel: numbers, dates, alignment, graphics, output settings, control and print-Application		
11	Powerpoint Presentations: Presentations work, presentation, appearance, slides-Application		
12	Power point: the use of text, formatting, tables, graphics use, diagrams-Application		
13	Power point: Adding, editing, drawing, output preparation, control and provide-Application		
14	Internet and e-mail-Application		

### Course Learning Outcomes

No	Learning Outcomes
C01	Knows that the computer operating system the properties of the computer's hardware components
C02	Knows the information networks and properties
C03	The computer file copy, move, view file properties, file compression, decompression on the compressed files can
C04	Create a folder, rename the folder, the folder can delete, and edit operations
C05	Word text into a word processor program provides for adjustment of the line and paragraph
C06	Add Word table format your table
C07	Excel worksheet, row, column and cell selection, copy, move and delete operations will
C08	Knows the rules and formulas, the formulas work
C09	Slide on the text, tables, graphs and diagrams adds Takes on the slide makes editing and output
C10	Can modify the slide layout
C11	Information using the Internet reaches

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%100
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%160</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	5	5
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
<b>Total Work Load</b>			<b>66</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

140 E - COMMERCE					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	140	E - COMMERCE	2	2	3

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Seçmeli

### Goals:

Ensure for the student, according to business' product and sales strategies determine e-commerce customers , according to customer specifications, creating a data base on the internet that can help build marketing / sales strategies, able to e-Sales ,according to customer specifications with the enterprise sales strategy and policies, able to updates related to the sales department .based on business, market and technological developments.

### Teaching Methods and Techniques:

1-Determine e-commerce customers 2-Create a database over the Internet and t help building marketing / sales strategies 3-E-sales 4- Get updates on sales section on a Web page

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor ELİF CÖNK

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	
<b>Resources</b>	:	Erkan AKAR, Cantürk KAYAHAN, Elektronik Ticaret ve Elektronik İş, Nobel Yayıncılık 2010,İbrahim KIRCOVA, İnternette Pazarlama, Beta Yayıncılık 2
<b>Documents</b>	:	Ders sunumları
<b>Assignments</b>	:	
<b>Exams</b>	:	Ara sınav-test, Final sınavı-test, Bütünleme sınavı-test

### Course Category

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	50	<b>Field</b>	:	50

### Course Content

Week	Topics	Study Materials	Materials
1	Determine e-commerce customers	Explore the lesson issues fort he week	Text books, course notes, web pages
2	Determine e-commerce customers	Explore the lesson issues fort he week	Text books, course notes, web pages
3	Determine e-commerce customers	Explore the lesson issues fort he week	Text books, course notes, web pages
4	Create a database over the Internet and t help building marketing / sales strategies	Explore the lesson issues fort he week	Text books, course notes, web pages
5	Create a database over the Internet and t help building marketing / sales strategies	Explore the lesson issues fort he week	Text books, course notes, web pages
6	Create a database over the Internet and t help building marketing / sales strategies	Explore the lesson issues fort he week	Text books, course notes, web pages
7	Midterm exam, repeating courses	Study fort he exam subject since the fir	Notes
8	Midterm exam, repeating courses	Study fort he exam subject since the fir	Notes
9	E-sales	Explore the lesson issues fort he week	Text books, course notes, web pages
10	E-sales	Explore the lesson issues fort he week	Text books, course notes, web pages
11	E-sales	Explore the lesson issues fort he week	Text books, course notes, web pages
12	Get updates on sales section on a Web page	Explore the lesson issues fort he week	Text books, course notes, web pages
13	Get updates on sales section on a Web page	Explore the lesson issues fort he week	Text books, course notes, web pages
14	Get updates on sales section on a Web page	Explore the lesson issues fort he week	Text books, course notes, web pages

### Course Learning Outcomes

#### No Learning Outcomes

C01	Coordinate the activities of E-commerce
C02	Coordinate the activities of E-commerce

### Program Learning Outcomes

#### No Learning Outcome

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%100
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%160</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	5	5
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
<b>Total Work Load</b>			<b>80</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

132 GENERAL ACCOUNTING II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	132	GENERAL ACCOUNTING II	4	3,50	5

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

To teach Financial Accountancy theory and implement

**Teaching Methods and Techniques:**

Financial accountancy is defined, accountancy basic statements and accountancy methods is explained. Documents and notebooks which is used around VUK and TTK is explained. TDHP is explained. The procedures of account and record is shown. Financial notebooks is explained about basic financial statements are informed. The accounts of Balance sheet incomes are saved. Financial accounts are explained and exemplified.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor SERKAN GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	: Finansal Muhasebeye giriş (Veysel Kula), Genel Muhasebe (Vasif Haftacı), Genel Muhasebe (Kemalettin Conkar ve Diğerleri), Vergi Rehberi.
<b>Resources</b>	: Finansal Muhasebeye Giriş (Veysel Kula), Genel Muhasebe (Vasif Haftacı), Genel Muhasebe (Kemalettin Conkar ve Diğerleri), Finansal Muhasebe (N)
<b>Documents</b>	: ders kitapları, kaynak kitaplar, hesap makinası, bilgisayar, projeksiyon, örnek ödev çıktıları, monografiler, defter, kalem
<b>Assignments</b>	: bir işletme kuruluşundan dönem sonuna kadar yapılan muhasebe işlemleri, kayıtlar, belgeler, defterler, bilanço ve gelir tablosu tanzimi
<b>Exams</b>	: 1 ara sınav ve 1 final sınavı

**Course Category**

<b>Mathematics and Basic Sciences</b>	: 15	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	: 5	<b>Field</b>	: 80

**Course Content**

Week	Topics	Study Materials	Materials
1	the importance of accounting and accounting basic concepts	discusses the concept of accounting bas	textbook textbooks calculator
2	the basic accounting equation and financial statements	the balance sheet are taught the princip	textbook, reference books, calculator, ex
3	accounting accounting concept and operation of accounts	discusses the concept of accountability	textbook, reference books, calculator, ex
4	cash and cash equivalents, marketable securities, trade receivables	discusses chart of accounts, current a	textbooks, reference books, calculator, ex
5	stocks	describes the perpetual inventory and	itextbooks, supplementary books, calcula
6	stocks	examples of stocks dissolved	textbooks, supplementary books, calcula
7	mid term exam questions and answer key, course repetition	the key to mid term exam questions an	text books, supplementary books
8	mid term exam, course repetition	the key to mid term exam questions	text books, supplementary books, calcula
9	value added tax accounts fixed asset accounts	learned the value added tax accounts	text books, supplementary books, calcula
10	tangible fixed assets intangible fixed assets	tangible fixed assets and intangible fi	textbooks, supplementary books, calcula
11	short-term liabilities long term liabilities	describes the short-term liabilities and	ltext books, supplementary books, calcula
12	equity tax calculations and accounting	describes shareholders equity net incom	text books, supplementary books, calcula
13	income and expenditure accounts and accounting	income and expense accounts are discl	textbooks supplementary books, accou
14	arrangement of the balance sheet and income statement to be issued	are arranged in the balance sheet and	itext books, reference books
15	final exam questions	final exam questions are prepared, pri	final exam questions

**Course Learning Outcomes**

No	Learning Outcomes
C01	To learn the producers of accounting, books and documents
C02	To learn the principle of balance sheet and revenue tables
C03	To open and close account
C04	To learn how to do current and fixed asset account
C05	To learn how to do short and long foreign resources and equity accounts
C06	To explain the flow of income and expenditure and cost accounts.
C07	To analyze the firm as a whole system

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	1	%20
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%120</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	3	42
Assignments	1	4	4
Presentation	0	0	0
Mid-terms	1	2	2
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	2	2
<b>Total Work Load</b>			<b>106</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

128 STATISTICS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	128	STATISTICS	2	2	3

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Seçmeli

### Goals:

Teaching basic statistical concepts, displaying and interpreting data.

### Teaching Methods and Techniques:

History of statistics, identification and importance of statistics, basic statistical concepts, data collection, display and interpretation of data, measures of central tendency, measures of dispersion, skewness and kurtosis, box plot.

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Emin ÇAĞLAK

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	History of statistics, identification and importance of statistics, basic statistical concepts, data collection, display and interpretation of data, measure
<b>Resources</b>	:	İstatistik Ekrem Yıldız, İstatistiğe Giriş Vasfi Nadir TEKİN, İstatistik Açık Öğretim Fakültesi Yayınları, Uygulamalı İSTATİSTİK1 Doç.Dr.Süleyman DÜND
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	1 ARA SINAV, 1 FİNAL

### Course Category

<b>Mathematics and Basic Sciences</b>	:	25	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	25	<b>Field</b>	:	50

### Course Content

Week	Topics	Study Materials	Materials
1	Historical development, scope, identification and importance of statistics		
2	Basic statistical concepts		
3	Collecting, displaying and interpreting of data		
4	Frequency distribution, Graphs and charts		
5	Measures of Central Tendency, Measures of Dispersion		
6	Skewness and kurtosis, box plots.		
7	Midterm exam and review		
8	Midterm exam and review		
9	Population, Sample, Parameter, Statistics, Probability measure and its properties, Probability space.		
10	Homework Problem solving		
11	Probability distributions of discrete random variables. Homework.		
12	Homework Problem solving		
13	Probability distributions of continuous random variables.		
14	Joint and marginal probability distributions. Independency. Conditional distributions		
15	Final exam		

### Course Learning Outcomes

No	Learning Outcomes
C01	Student gets familiar with basic statistical concepts and learns to display and to interpret data.
C02	Understanding the importance of statistical methods understanding the subject variable and variability
C03	Understanding the types of variables, understanding related graphical methods to the data summarization
C04	Interpretation of statistical measures
C05	Understanding the concept of probability and the rules, ability to solve problems
C06	Ability to apply theoretical information into practice. Ability to participate in teamwork
C07	Ability to work in accordance with certain rules

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	4	56
Assignments	2	2	4
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>90</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

138 LABOR AND SOCIAL SECURITY LAW					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	138	LABOR AND SOCIAL SECURITY LAW	2	2	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

Relations, workers' or employers of the students in working life, according to the law to devise solutions to business problems, provide karşılacakları

**Teaching Methods and Techniques:**

Employment contract, labor agreement obligations, the termination of the employment relationship and collective labor law, including information about

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

Textbook	:
Resources	:
Documents	:
Assignments	:
Exams	:

**Course Category**

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	:	Field	: 100

**Course Content**

Week	Topics	Study Materials	Materials
1	Business Act, the employers and the workplace to determine the concepts of		
2	Determine the parties' labor agreement obligations		
3	Regulate the employment contract		
4	The work contract driver's license, shapes and types		
5	Wages, wage systems, the minimum wage and wage prote		
6	Operation times and permissions		
7	Midterm exam + course repetition		
8	Midterm exam + course repetition		
9	General reasons for termination of employment contract-		
10	Termination of employment contract, termination is declared		
11	Calculation of severance pay requirements and		
12	Collective labor law		
13	Trade unions and confederations		
14	Strike and lockout collective bargaining agreement		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Arrange a contract of employment
C02	Fulfill obligations arising from labor agreement
C03	Terminate the business relationship
C04	May apply, and learn how to severance pay.
C05	Learns the circumstances of the case worker's rights and
C06	Carry out operations on the union

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	4	4
<b>Total Work Load</b>			<b>74</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

142 QUALITY MANAGEMENT SYSTEMS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	142	QUALITY MANAGEMENT SYSTEMS	2	2	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

Implementation of quality management systems to gain qualifications, standardization and seeks to provide information about quality.

**Teaching Methods and Techniques:**

Standard and standardization, concepts to related standard, benefits of standardization, purpose of standardization, standard varieties, standardization and efficiency, standardization in education, standard work in Turkey, concept of quality, elements of quality, quality costs, concept of quality control, total quality control

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Liyaddin YEŞİLKAYA

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Reference books related to the quality and standardization.
<b>Resources</b>	:	Lecture slides.
<b>Documents</b>	:	Books on quality control
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	50
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	20	<b>Field</b>	:	30

**Course Content**

Week	Topics	Study Materials	Materials
1	Standard and standardization		Lecture slides.
2	Concept to related standard		Lecture slides.
3	Benefits of standardization		Lecture slides.
4	Management quality and standards, Environmental standards		Lecture slides.
5	Environmental standards, Quality management system models		Lecture slides.
6	Quality management system models, strategic management		Lecture slides.
7	Strategic management, Government participation		Lecture slides.
8	Process management system, Resource management system		Lecture slides.
9	Overview and Midterm Exam		Lecture slides.
10	Production quality control, Inspection and samples		Lecture slides.
11	Inspection and sampling, Total quality control		Lecture slides.
12	Total quality control		Lecture slides.
13	Control diagrams		Lecture slides.
14	Statistical distributions		Lecture slides.

**Course Learning Outcomes**

No	Learning Outcomes
C01	Will have information about standard and standardization
C02	Have knowledge about the concepts of quality and quality
C03	Quality management system learns
C04	Learn to set up the quality management system

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%100
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%160</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	1	12	12
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>60</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

136 MICRO ECONOMICS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	136	MICRO ECONOMICS	3	3	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

The aim of this course is to inform students about the principles of micro-economy

**Teaching Methods and Techniques:**

This course provides the application of the concepts of supply and demand to current economic issues. Market price determination and consumer preference are analyzed. Profit maximization, cost minimization and market types are explained.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Serkan GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Economy, professor dr. Zeynel Dinler, 2009
<b>Resources</b>	:	
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	30	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	70

**Course Content**

Week	Topics	Study Materials	Materials
1	Definition of economics, the economic problems		textbook
2	Scarcity, Utility, Alternative cost, Alternative economic systems		Lecture notes
3	Demand and supply, Equilibrium price		Lecture notes
4	Price elasticity of demand, Elasticity of supply, Determinants of supply and demand elasticity		Textbook
5	Supply and demand in action, Government controlled prices, Consumer's and Producer's surplus		Textbook
6	Household behavior and consumer choice		Textbook
7	Mid-term exam + repeating courses		
8	Mid-term + Repeating course		
9	The Production Process: The Behavior of Profit maximizing firms.		Textbook
10	The Production Process: The Behavior of Profit maximizing firms.		textbook
11	Short-Run Costs and output decisions.		textbook
12	long-Run Costs and Output decisions		textbook
13	Markets and pricing, competitive markets, the theory of perfect competition, Short run and long run equilibrium		textbook
14	Imperfect competition, monopoly, the theory of monopolistic competition, characteristics of oligopoly		Lecturer notes
15	Final		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Learn the basic concepts of economics.
C02	Analyze the changes in supply and demand and the effects of these changes on market equilibrium.
C03	Apply knowledge of basic economic concepts such as opportunity cost, elasticity, economic profit and marginal analysis.
C04	Explain and analyze differences between perfect and imperfect competition.
C05	Define main microeconomic concepts and use them for interpreting consumer and firm behavior.
C06	Analyze the optimal choice of the consumer that maximizes consumer utility and the optimal choice of the producer that maximizes producer profit.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiative and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	11	11
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	13	13
<b>Total Work Load</b>			<b>94</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

134 COMMERCIAL LAW					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	134	COMMERCIAL LAW	2	2	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

In this course, students interested in commercial life in the functioning and administration of business managers who need to know the basic knowledge of commercial law and commercial law provisions aimed to teach.

**Teaching Methods and Techniques:**

Commercial Enterprise Law, Negotiable Instruments Law, Partnership Law as a theoretical and practical teaching.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	İMREGÜN, Chris. (2003) Commercial Law. Publications in Anadolu University. Eskisehir.,The Lion, the Yilmaz-ERGÜN, Mevci (2007), Commercial Law
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	100

**Course Content**

Week	Topics	Study Materials	Materials
1	Commercial legal system to classify		
2	And interpret the provisions of the Trade		
3	Monitor the structure and functioning of the Judicial System in Commercial and Financial. Trade Registry to monitor operati		
4	Title Of merchant, merchant, to monitor the terms and results		
5	Determine the duties of Assistant Merchant		
6	Identify the types of notebooks		
7	Midterm exam + course Terkrarı		
8	Midterm + Repeating Courses		
9	Determine the results of competition and unfair competition with the provisions of		
10	Trading companies, to classify		
11	Stocks and transactions related to securities trading companies		
12	Bankruptcy and mortgage companies to make trade operations		
13	Negotiable Instruments, responsibilities, making the export and transfer procedures		
14	Foreign exchange transactions related to securities		

**Course Learning Outcomes**

No	Learning Outcomes
C01	The provisions of trade law, trade law and learn basic information.
C02	Operation of businesses and trades as a commercial enterprise split
C03	Knows what you need to do to become a merchant and responsibilities
C04	You can select the title of Commerce, understand the importance of trade books from a legal point
C05	Prepare a trading partnership agreement outlines
C06	Trade partnerships and learn the responsibilities of the partners, is intended to prepare a bill of exchange.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	4	56
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
<b>Total Work Load</b>			<b>89</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

146 COMMERCIAL MATHEMATICS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	146	COMMERCIAL MATHEMATICS	3	2,50	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

It is aimed to better understand that basic shopping problems, especially, the concept of interest by application of the basic mathematical concepts.

**Teaching Methods and Techniques:**

The course provides using fundamental commercial mathematical knowledges efficiently in business life and to know practical areas

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Theoretical expression question-answer, testing and practical techniques.
<b>Resources</b>	:	Financial Mathematics, Professor Dr. Veyssel Kula, Asa Press, 2010., Commercial Mathematics, Siddik Arslan, Nobel Press, 2007.
<b>Documents</b>	:	Tüm Temel ve Mesleki Matematik Ders Kitapları ve Notları
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	80	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	5
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	15

**Course Content**

Week	Topics	Study Materials	Materials
1	Ratio & proportion concepts: direct, inverse and compound proportion.		
2	Calculating Cost and sales; calculating profit & loss according to the rate on cost, calculating profit & loss according to the		
3	Mixture, compound and shopping problems		
4	calculations concerning proportional dividing and companies calculations		
5	Alloy problems.		
6	Resolve examples questions.		
7	Midterm Exams and Course Repetitions		
8	Midterm Exams and Course Repetitions		
9	Concept of interest and calculating simple interest.		
10	simple interest and calculating simple interest.		
11	Concept and calculating of compound interest.		
12	Concept of discount and calculating simple discount.		
13	Calculating compound discount.		
14	To review all subjects with the help of examples.		
15	Final Exams		
16	Final Exams		

**Course Learning Outcomes**

No	Learning Outcomes
C01	To utilize the theoretical information they have acquired in applications and practices.
C02	To manage a process effectively to meet the demands.
C03	To identify vocational problems and resolve them effectively.
C04	To comply with occupational ethics and sense of responsibility.
C05	To access and assess about the sectoral problems.
C06	To provide developing an awareness for lifelong learning.
C07	To utilize communication and information technologies, as well as other technologies and equipment.
C08	To give comprehend, appreciate and comply with cultural and social responsibilities.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	4,25	59,50
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>89,50</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

102 TURKISH LANGUAGE II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	102	TURKISH LANGUAGE II	2	2	1

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

The aims of this course are to get students comprehend their mother tongue's grammar rules and structure.

### Teaching Methods and Techniques:

The followings are aimed for the students in this course: To teach Turkish phonetics and morphology To gain the academic writing and speaking ability. To teach the written and speaking tips. To comprehend the unifying feature of lingua franca in education and importance of using the lingua franca according to its rules.

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Özge SÖNMEZLER DURAN

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	Theoretical knowledge, Sampling. Practice
<b>Resources</b>	:	Textbook:
<b>Documents</b>	:	Türk Dili Ders Kitabı, Afyon Eğitim Sağlık ve Bilim Araştırma Vakfı Yayını, Afyonkarahisar, 2010
<b>Assignments</b>	:	
<b>Exams</b>	:	References: Türkçe Sözlük. TDK Yayınları. Ankara 2009

### Course Category

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	50	<b>Field</b>	:	50

### Course Content

Week	Topics	Study Materials	Materials
1	Failures of statement	Anlatım Bozukluğu örnekleri bulunması	
2	Informations of composition	Kompozisyon hakkında kitaptan bölüm o	
3	Writing of composition	Bir atasözünün açıklanarak gelinmesi	
4	The methods of statement in composition	Kompozisyonda anlatım biçimlerinin kiti	
5	Types of written statement - I	Yazılı Anlatım Türleri hakkında araştırma	
6	Types of written statement - II	Yazılı Anlatım Türleri hakkında araştırma	
7	Types of written statement - III	Örnek Soru çözümü	
8	Mid term	Örnek soru çözümü	
9	Types of Narrative	Anlatı Yazılar hakkında internetten araşt	
10	Correspondences	Bir Dilekçe yazılarak ve özgeçmiş yazara	
11	Types of poetry	Beğenilen şiir örneklerinin getirilmesi	
12	Verbal statement and features of expression in Turkish	Kitaptan Sözlü Anlatım ve Türkçenin Söyl	
13	Types of speeches to audience	Topluluk önünde konuşmalardan birinin	
14	Techniques of preparation on articles	Bilimsel Yazıları Hazırlama Tekniklerinin	

### Course Learning Outcomes

No	Learning Outcomes
C01	Speak and write in accordance with the rules of Turkish.
C02	Know the written tips and write in accordance with the rules of these tips.
C03	Know the speaking tips and make a speech in accordance with the rules of these tips.
C04	Know the rules of lingua franca and apply them.
C05	Make a speech to audience properly.
C06	Write a scientific papers regularly.

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>58</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

110 FOREIGN LANGUAGE II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	110	FOREIGN LANGUAGE II	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Provide students to use English accurate and meaningful and to acquire reading, writing, speaking knowledge by learning basic grammar rules.

**Teaching Methods and Techniques:**

Prepositions of time, Polite requests, Jobs, Present simple and continuous, Places to go and events, Past simple, Making arrangements, School subjects, Parts of the body, Buying medicine, Problems, Medicines, Travel, Going to, Sequences, Food, Countable and uncountable nouns, Quantities, Menu, At a restaurant, Clothes, Adjectives, At the post office, Have to, On the telephone, The weather, Comparatives and superlatives, Compass directions, Geographical features, Paragraph planning, Giving measurements, Everyday jobs

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Kemal Muhammet ERTEN

**Assistants:****Recommended Sources**

<b>Textbook</b>	: English for Life Book, Workbook, Turkish Companion Grammar and Vocabulary, Tom Hutchinson, Carol Tabor, Jenny Quintana, OXFORD University
<b>Resources</b>	: Suat Akca, Practical English, Murat Kurt, English Grammar Today
<b>Documents</b>	:
<b>Assignments</b>	:
<b>Exams</b>	:

**Course Category**

<b>Mathematics and Basic Sciences</b>	: 10	<b>Education</b>	: 10
<b>Engineering</b>	:	<b>Science</b>	: 10
<b>Engineering Design</b>	:	<b>Health</b>	: 10
<b>Social Sciences</b>	: 50	<b>Field</b>	: 10

**Course Content**

Week	Topics	Study Materials	Materials
1	Lesson 31-32-33: Prepositions of time, Polite requests, Jobs		
2	Lesson 34-35-36: Present simple and continuous, Reading, That's life episode 5		
3	Lesson 37-38-39-40: Places to go and events, Past simple, Reading, Making arrangements		
4	Lesson 41-42-43-44: School subjects, Past simple, Reading, That's life episode 6		
5	Lesson 45-46-47: Parts of the body, Past simple, Reading		
6	Lesson 48-49-50-51: Buying medicine, Problems, Medicines, Travel, Going to, Sequences		
7	Midterm exam and lesson repetition		
8	Midterm exam and lesson repetition		
9	Lesson 52-53-54: That's life episode 7, Food, Countable and uncountable nouns		
10	Lesson 55-56-57-58: Quantities, Menu, At a Restaurant, Clothes, Adjectives		
11	Lesson 59-60-61: Reading, That's life episode 6, At the post office		
12	Lesson 62-63-64-65: Have to, Reading, On the telephone, The weather		
13	Lesson 66-67-68-70: Comparatives, Compass directions, That's life episode 9, Superlatives		
14	Lesson 69-71-72-73: Geographical features, Paragraph planning, Giving measurements, Everyday jobs		

**Course Learning Outcomes**

No	Learning Outcomes
C01	In accordance with listening skills, he recognizes words, becomes familiar with them, when one speaks slowly and clearly he understands the spoken.
C02	In accordance with reading skills, he understands simple and easy words and sentences.
C03	In accordance with speaking skills, he introduces himself, asks questions and answers with simple sentences.
C04	In accordance with writing skills, he writes personal information, paragraph, short text with simple words.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	1	14
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>62</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

144 FOREIGN LANGUAGE II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	144	FOREIGN LANGUAGE II	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

Compulsory English I curriculum CEF (Common European Framework) prepared in accordance with the objectives. For this purpose, the student's ability to use language as a way to have a very targeted.

**Teaching Methods and Techniques:**

1. To understand the patterns and the very common words directly related to areas of the student 2. Read a short, simple text, advertisement, prospectuse, menu and understand information in simple everyday material such as timetables and understand short simple personal letters. 3. Direct exchange of information on familiar topics and activities that require simple and routine tasks to communicate 4. Simple terms my family and other people, living conditions, my educational background and my work to use to describe a series of phrases and sentence 5. Write short, simple notes and messages, such as the very simple personal letter, or write a letter of thanks.

**Prerequisites:****Course Coordinator:****Instructors:**

Asist Prof.Dr. Riyad ŞİHAB

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Lectures, Question and Answer
<b>Resources</b>	:	English for Life Book, Workbook, Turkish Companion Grammer and Vocabulary,1. Technological Equipment, 2. Test Book, 3. Supporting Books, 4. C
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	80	<b>Field</b>	:	20

**Course Content**

Week	Topics	Study Materials	Materials
1	countable and uncountable nouns, would you like...? / I'd like... / Can I have...?Food		
2	countable and uncountable nouns, would you like...? / I'd like... / Can I have...?Food		
3	past simple: was/were positive, negative and question, past time expressions,		
4	past simple: regular verbs		
5	past simple: irregular verbs compound adjectives, sequencers		
6	comparative and superlative adjectives		
7	Midterm exam and Lesson repetition		
8	Midterm exam and Lesson repetition		
9	too + adjective, (not) as...as possessive pronouns, the weather, first conditional, when / if adjectives of feeling		
10	past continuous, past continuous vs. past simple when and while		
11	present perfect, ever / never animals		
12	comparative adverbs, defining relative clauses		
13	defining relative clauses, question tags adjective order		
14	present perfect simple, yet, already and just		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Acquiring to talk and communicate
C02	A simple sentence structure and spelling skills with words development
C03	Speech at a basic level of understanding and responsiveness
C04	Basic level of knowledge required to read and understand

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%100
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%160</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	1	14
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>62</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

100 INTERNSHIP I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	100	INTERNSHIP I	0	0	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Theoretical knowledge, professional field to apply in the workplace.

**Teaching Methods and Techniques:**

application of lessons learned to make the issues

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor AYHAN TAŞMAN

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	All kinds of materials and resources for accounting and tax practices
<b>Resources</b>	:	
<b>Documents</b>	:	Muhasebe ve vergi uygulamalarına yönelik her türlü materyal ve kaynak
<b>Assignments</b>	:	
<b>Exams</b>	:	staj defterini teslim ettiğinde öğrenciye sözlü sınav yapılır.

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	10	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	90

**Course Content**

Week	Topics	Study Materials	Materials
1	implementation of workpla		Duty to recognize and identify the locati
2	Occupational grasp of legislation,		
3	Recognize and filing the documents,		
4	Organizing and filing of accounting vouchers		
5	Organizing and filing of accounting vouchers		
6	Great books to check out		
7	Journal bookto control,		
8	To check compliance with the trial balances,		
9	Declaration of KDV, edit		
10	Wages sheet, edit		
11	Edit withholding tax return		
12	Temporary tax organize		
13	To make the final operation		
14	Financial analysis and reporting.		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Application of lessons learned to make the issues
C02	Çalışma hayatına uyum sağlama
C03	Reinforcement theory and practice together
C04	Application of business processes related to the profession
C05	Work discipline to ensure
C06	To bring the solutions to the problems in business processes
C07	Recognition of documents related to the field
C08	Field, use the appropriate sectoral tools

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	0	%0
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	1	%100
Project	0	%0
Final examination	1	%100
<b>Total</b>		<b>%200</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	15	8	120
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	0	0	0
<b>Total Work Load</b>			<b>120</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

229 RESEARCH METHODS AND TECHNIQUES					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	229	RESEARCH METHODS AND TECHNIQUES	2	2	3

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

to teach students a basic level research and presentation techniques

### Teaching Methods and Techniques:

teaching of research methods and teaching selection of research topics, making presentations and homework preparation

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Haldun KOYUNCU

### Assistants:

### Recommended Sources

<b>Textbook</b>	: text books, reference books, periodicals, internet resources, unpublished theses
<b>Resources</b>	: YÖNLENDİRİLMİŞ ÇALIŞMA PROF.DR. Adnan Çelik, Lisansüstü Tez Yazım Kılavuzu AKÜ Sosyol Bilimler Enstitüsü
<b>Documents</b>	: ders kitabı, kaynak kitaplar, makaleler, seminer, konferans, çalıştay sunum örnekleri
<b>Assignments</b>	: yıl içindeki araştırmaların sunumu ve yıl sonunda ödev olarak
<b>Exams</b>	: 1 vize, 1 final

### Course Category

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	: 20	<b>Field</b>	: 80

### Course Content

Week	Topics	Study Materials	Materials
1	selected research topic, basic concepts in the study a) information b) sciences c) research d) scientific method e) stages of the research	necessity and importance of the research	text books, reference books, periodicals,
2	1. Necessity and importance of the research 2. Subject of study (problem) a. Factors affecting the choice of research topic		text books, reference books, periodicals,
3	PLANNING RESEARCH SURVEY	1. Research method 2. Population and sample	text books, reference books, periodicals,
4	RESEARCH RESULTS REPORT	1. Evaluation Result a. Data classification	text books, reference books, periodicals,
5	RESEARCH RESULTS REPORT	transforming into 1. Sections of research	text books, reference books, periodicals,
6	RESEARCH RESULTS REPORT	transforming into 1. Sections of research	text books, reference books, periodicals,
7	PREPARE PRESENTATION	1. Preparing planning methods 2. The	text books, reference books, periodicals,
8	Repeating courses and midterm exam		mid-term exam questions
9	Presenting your course		computer, slides, presentation notes, an
10	-Presentation in terms of audience rating		computer, slides, presentation notes, an
11	Student groups report and evaluation of research reports prepared by		computer, slides, presentation notes, an
12	Student groups report and evaluation of research reports prepared by		computer, slides, presentation notes, an
13	Student groups report and evaluation of research reports prepared by		computer, slides, presentation notes, an
14	Student groups report and evaluation of research reports prepared by		computer, slides, presentation notes, an
15	final exam	Preparation of the final exam questions	final exam questions, students' presenta

### Course Learning Outcomes

#### No Learning Outcomes

C01	research methods and techniques to learn
C02	technique to select appropriate research topics
C03	research techniques to make appropriate resource
C04	to evaluate the technique in accordance with the results of the research
C05	conversion technique in accordance with the results of the research report
C06	presentation methods and techniques to learn
C07	proper technique to make preparation for presentation
C08	proper technique present research results

### Program Learning Outcomes

#### No Learning Outcome

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiative and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	1	%50
Attendance	0	%0
Practice	1	%30
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%180</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	5	70
Assignments	1	20	20
Presentation	1	30	30
Mid-terms	1	5	5
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	3	3
<b>Total Work Load</b>			<b>170</b>
<b>ECTS Credit of the Course</b>			<b>6</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

227 FOREIGN TRADE OPERATIONS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	227	FOREIGN TRADE OPERATIONS	3	3	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

The aim of this course is to inform students about the importance of foreign trade and in this context, to teach students according to the legislation of export and import operations.

**Teaching Methods and Techniques:**

Basic concepts related to foreign trade, forms of delivery, forms of payment, customs procedures, documents used in foreign trade, foreign exchange regulations and the foreign exchange market

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Emin ÇAĞLAK

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	This is the Import Export! Sarp Ağaçdelen, Publishing Details
<b>Resources</b>	:	Resources to help such as publications og IGEME and DTM
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	:	<b>Field</b>	: 100

**Course Content**

Week	Topics	Study Materials	Materials
1	Concepts related to foreign trade		textbook
2	Functioning mechanism of foreign trade. Import and Export-making stages.		Lecture notes
3	Types of Foreign Trade. Free zone and its the operation.		Lecture notes
4	Foreign Trade Pricing. Exports and imports cost calculations.		Textbook
5	Customs legislation and customs procedures.		Textbook
6	Customs procedures for imports and exports		Textbook
7	Mid-term exam + repeating courses		
8	Mid-term + Repeating course		
9	INCOTERMS		Textbook
10	INCOTERMS		textbook
11	foreign exchange regulations		textbook
12	The forms of payment in foreign trade.		textbook
13	Documents used in foreign trade.		textbook
14	The foreign exchange market and related concepts.		Lecturer notes
15	Final		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Learn concepts related to foreign trade.
C02	Have knowledae about stage of making the export and import
C03	Have knowledae related to foreign exchange market.
C04	Have knowledae about customs procedures and customs regime.
C05	Learn concepts related to foreign exchange and the basis for foreign exchange regime in Turkey.
C06	Analyze and interpret the foreign trade of the country.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledae about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledae in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	11	11
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	13	13
<b>Total Work Load</b>			<b>94</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

215 FINANCIAL MANAGEMENT (ELECTIVE)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	215	FINANCIAL MANAGEMENT (ELECTIVE)	3	2,50	3

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

Basic financial skills.

### Teaching Methods and Techniques:

To finance assets and sustainability and management of them. Basic Terms, Time value of Money, Financial analysis, Break-Even Analysis, Operational Leverage, Financial Leverage, Financial Planning, Short term financing sources and Working Capital (WC) Management

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor SERKAN GÖKSU

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	Özel ders notu bulunmamaktadır. Kitaplar belirleyicidir.
<b>Resources</b>	:	Internet sources
<b>Documents</b>	:	Finansal Yönetim (AÖF), MYO için İşletmelerden Finansal Yönetim Ali Ceylan ve Turhan Korkmaz
<b>Assignments</b>	:	İsteğe bağlı ödevler verilmektedir
<b>Exams</b>	:	1 ara ve 1 final sınavı vardır.

### Course Category

<b>Mathematics and Basic Sciences</b>	:	50	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	10	<b>Field</b>	:	40

### Course Content

Week	Topics	Study Materials	Materials
1	Financial Management and Functions		Financial Management
2	Finansal Yönetim ve Fonksiyonları devam		Finansal Yönetim Kitapları (1.haftada be
3	Time value of money		Aynı kaynaklar
4	Time value of money continued..		Aynı kaynaklar
5	Financial Analysis		Aynı kaynaklar
6	Financial analysis continued		Aynı kaynaklar
7	Break even and leverage analysis		Aynı kaynaklar
8	Break even and leverage analysis Continued..		Aynı kaynaklar
9	Mid-term exams		
10	Financial Planning and Control		Same materials
11	Continued		Aynı kaynaklar
12	Short term financing		Aynı kaynaklar
13	Short term financing continued		Aynı kaynaklar
14	Mid and long term financing		Aynı kaynaklar

### Course Learning Outcomes

No	Learning Outcomes
C01	Financial management functions and their importances
C02	Time value of money and its importance
C03	Financial statements and financial analysis
C04	To determine scale of businesses and benefiting from break even analysis and leverages
C05	Use of proforma financial statements and its importances
C06	Short term financing and importance of it.
C07	Mid and long term financing and methods and importances of it.

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>58</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

237 ENTREPRENEURSHIP I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	237	ENTREPRENEURSHIP I	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seçmeli

**Goals:**

Entrepreneurship courses, initiatives, issues related to the concepts of entrepreneurial learning, entrepreneurship explain the key concepts and theoretical framework aims at establishing a bridge between applications in daily life. The assumption, of course, each student taking this course can build your own business is not successful. Our goal is the active participation of students and frequently encountered examples of entrepreneurial success and failure in a healthy way to analyze more

**Teaching Methods and Techniques:**

In this course, the entrepreneur characteristics, sex factor, entrepreneurship, entrepreneurial culture and entrepreneurial types examined.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Serkan GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Mahmut Tekin Girişimcilik AÖF Yayınları, Girişimcilik, Michael Gerber Girişimcilik Tutkusu
<b>Resources</b>	:	
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	10
<b>Engineering</b>	:		<b>Science</b>	:	10
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	30	<b>Field</b>	:	50

**Course Learning Outcomes****No Learning Outcomes**

C01	Understand Who They are and Who the Entrepreneurship is not
C02	Explains the basic concepts of the subject entrepreneurship
C03	Draws a frame of real-life examples of entrepreneurship
C04	Becomes aware of the different aspects and dimensions of the issue of entrepreneurship
C05	Challenges faced by entrepreneurs gain awareness and knows ways to search for a solution to these problems

**Program Learning Outcomes****No Learning Outcome**

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	2	4	8
Assignments	1	8	8
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>46</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

225 BUILDING ACCOUNTING (ELECTIVE)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	225	BUILDING ACCOUNTING (ELECTIVE)	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

To learn the documents used at construction area, learn books and financial events, To make accounting processes, calculating the costs.

**Teaching Methods and Techniques:**

contruction, accounting definition used in the accounts , documents, books financial statements, long tehrm construction jobs conditions, contracting , operations, build-sell construction works, the final operations

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ayhan Taşman

**Assistants:****Recommended Sources**

<b>Textbook</b>	: text books, supplementary accounting plan
<b>Resources</b>	: inşaat muhasebesi Mehmet Şenlik , documents from the internet
<b>Documents</b>	: ders kitapları, devlet ihale kanunu,
<b>Assignments</b>	:
<b>Exams</b>	: 1 ara sınav, 1 final sınavı

**Course Category**

<b>Mathematics and Basic Sciences</b>	: 10	<b>Education</b>	:
<b>Engineering</b>	: 20	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	:	<b>Field</b>	: 70

**Course Content**

Week	Topics	Study Materials	Materials
1	description and accounting principles	lectures, question and answer	text books, reference books, calculator
2	documents , books, financial reports trial balance	lectures question and answer	text books, reference books, sample doc
3	the accounting process for contract type construction	lectures, questions and answer	text books, reference books, public doc
4	the accounting process for build sell type constructions	lectures, questions and answer	text books, reference books, accounting
5	labor and other costs for for contract type constructions	lectures, questions and answer	text books, reference books, accounting
6	accounting process advance and progress payment for contract type constructions	lectures, questions and answer	text books, reference books, accounting
7	accounting process for subcontractor business for contract type constructions	lectures, questions and answer	text books, reference books, accounting
8	repearting courses and midterm exam	repetition of courses and the preparation	lecture notes ,exam questions and ansv
9	course again , the mid term exam questions	lectures, question and answer	text books, reference books, accounting
10	by the determination contracts and revenue accounting standarts and revenue	lectures, question and answer, sample	text books, reference books, accounting
11	to define proceed and contraction contracts for contract type constructions	lectures, questions and answer	text books, reference books, accounting
12	accounting record and reporting for construction business for contract type constructions	lectures, questions and answers ,sample	text books, reference books, accounting
13	accounting and cost at build- sell construction typess	lectures, questions and answers sample	text books, reference books, accounting
14	activity and order based sytems at constructions	lectures, questions and answers ,sample	text books, reference books, accounting
15	final exam	course repetition, the sample solutions,	text books, reference books, questions

**Course Learning Outcomes**

No	Learning Outcomes
C01	to lern principles of construction accounting
C02	to understand the differences between contract type cINTRUCTION and build -sell constiristion types
C03	to apply uniform chart of accounting and accounting standarts
C04	to organize documents books and financial reports
C05	to understand accountina process at contract type construction and buildsell type construction
C06	cost calculation at contract type construction and build sell type construction
C07	to calculate labor costs
C08	cost calculation for businesses done by sucotractor
C09	to establish record and calculation systems at construction companies
C10	to make end -of-period prcessess

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledqe about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation accordina to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledqe in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	2	28
Assignments	1	10	10
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>100</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

235 BUSINESS MANAGEMENT I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	235	BUSINESS MANAGEMENT I	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

Information on how to give the general information about the business and production, marketing, finance, personnel management.

**Teaching Methods and Techniques:**

General Information on administration, Basic definitions and concepts, Business System, Establishment of Companies, Legal structures of businesses, Management, Management Functions, Basic Functions of the business, Production Management, Marketing Management, Financial Management, Personnel Management, Decision Making In Business, Public Relations in Business.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor SERKAN GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	KARALAR, R., 2007, 'BUSINESS MANAGEMENT'
<b>Resources</b>	:	
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:
<b>Engineering</b>	:		<b>Science</b>	:
<b>Engineering Design</b>	:		<b>Health</b>	:
<b>Social Sciences</b>	:	100	<b>Field</b>	:

**Course Content**

Week	Topics	Study Materials	Materials
1	General Information on administration, basic definitions and concepts		KARALAR, R., 2007, 'BUSINESS MANAGE
2	Business System		KARALAR, R., 2007, 'BUSINESS MANAGE
3	Establishment of Companies		KARALAR, R., 2007, 'BUSINESS MANAGE
4	Legal structures of businesses		KARALAR, R., 2007, 'BUSINESS MANAGE
5	Management		KARALAR, R., 2007, 'BUSINESS MANAGE
6	Management Functions		KARALAR, R., 2007, 'BUSINESS MANAGE
7	MIDTERM EXAM+ REPEATING LECTURE		KARALAR, R., 2007, 'BUSINESS MANAGE
8	MIDTERM EXAM+ REPEATING LECTURE		KARALAR, R., 2007, 'BUSINESS MANAGE
9	Basic Functions of the business		KARALAR, R., 2007, 'BUSINESS MANAGE
10	Production Management		KARALAR, R., 2007, 'BUSINESS MANAGE
11	Marketing Management		KARALAR, R., 2007, 'BUSINESS MANAGE
12	Financial Management		KARALAR, R., 2007, 'BUSINESS MANAGE
13	Personnel Management		KARALAR, R., 2007, 'BUSINESS MANAGE
14	Decision Making in Business		KARALAR, R., 2007, 'BUSINESS MANAGE

**Course Learning Outcomes**

No	Learning Outcomes
C01	Knows the Information concerning in general, basic definitions and concepts
C02	Understands the Business System
C03	Describes the incorporation of businesses
C04	Knows the Businesses legal structures
C05	Explain Management Functions
C06	Understands the main functions of business

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	15	15
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	15	15
<b>Total Work Load</b>			<b>114</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

223 PUBLIC FINANCE					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	223	PUBLIC FINANCE	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seçmeli

**Goals:**

Learning about Public Sector Activities, Public Revenues, Public Budgets, Budgeting System in Turkey and Fiscal Policies

**Teaching Methods and Techniques:**

Examining about Public Sector, Public Activities, Public Expenditure, Public Revenues, Taxation theory, Public Budget Theories etc.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	PEHLİVAN, Osman (2012), Kamu Maliyesi, Derya Kitabevi, Trabzon. BİLİCİ, Nurettin ve BİLİCİ Adem Kamu Maliyesi, Seçkin Kitabevi, ANKARA
<b>Resources</b>	:	
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	30	<b>Field</b>	:	70

**Course Content**

Week	Topics	Study Materials	Materials
1	Introduction to Public Finance		
2	Public Sector Activities		
3	Public Expenditure		
4	The Classification of Public Expenditure		
5	Public Revenues		
6	Tax Theory		
7	The Classification of Taxes		
8	Mid-term Exam and The Principles of Taxation		
9	Tax Burden and The Factors Effecting tax incidence		
10	Introduction to Public Debt		
11	Introduction to Public Budget and Public Budget Theories		
12	Budgeting System in Turkey		
13	Introduction to Fiscal Policies, development of them, and the main aims of the Fiscal Policies		
14	Introduction to Fiscal Policies, development of them, and the main aims of the Fiscal Policies		
15	Final Exam		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Compares the differences on the economic operation of the public sector and private sector.
C02	Describes the types and classification of public expenditures
C03	Discusses and interprets the economic effects of public revenues.
C04	Compares and analyzes Turkish Tax System, which describes the duties,
C05	Analyzes and monitoring of budgets uygulanmain Turkey.
C06	Discusses Fiscal Policy and reviews applications.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	3	4	12
Assignments	2	5	10
Presentation	3	3	9
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	1	1	1
Final examination	1	1	1
<b>Total Work Load</b>			<b>76</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

233 MACRO ECONOMICS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	233	MACRO ECONOMICS	3	3	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

The aim of this course is to analyze macroeconomic theories and method.

**Teaching Methods and Techniques:**

This course explains the relationship between macroeconomic variables and macroeconomic outcomes in theoretical context. Explain the theories, concepts and the role of theoretical.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Serkan GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Economics, Prof. Dr.Zeynel Dinler, 2009
<b>Resources</b>	:	
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	30	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	70

**Course Content**

Week	Topics	Study Materials	Materials
1	Concepts related to macro-economics and the differences between micro-and macro-economics.		Lecturer notes
2	National income and National Income calculation methods. The other concept related to national income.		Textbooks.
3	The factors that determine national income: consumption and consumption function. Digital sampling		Lecturer notes.
4	The factors that determine national income, savings and saving function. Digital sampling		Lecturer notes.
5	The factors that determine national income: Investment and investment function. Factors affecting investment decisions, ir		Lecturer notes.
6	Flow of goods and money in the economy		Textbooks.
7	Midterm exam +repeating course		
8	Midterm exam + repeating course		
9	The definition of money, functions of money and types of money		Textbooks
10	Monetary systems and money demand		textbooks
11			Textbooks.
12	Employment and unemployment. Types of unemployment. The effects of unemployment on economic growth.		Lecturer notes
13	Inflation and types of inflation, its impact on economic growth		Lecturer notes
14	Overall rating		
15	Final exam		

**Course Learning Outcomes****No Learning Outcomes**

C01	Explain the theories, concepts and the role of theoretical macroeconomics
C02	Learn the concepts of National Income.Uses the methods of calculation of national income.
C03	Analyze the factors of determine national income such as consumption, savings and investment.
C04	Have knowledge about the concept of inflation, deflation, stagflation and devaluation.
C05	Analyze the type of unemployment, Employment, the between the relationship national income and employment, and the factors affecting the volume of employment.
C06	Understand the importance of economy of money, money supply, money demand and monetary policy instruments

**Program Learning Outcomes****No Learning Outcome**

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	12	12
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	12	12
<b>Total Work Load</b>			<b>108</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

205 COST ACCOUNTING					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	205	COST ACCOUNTING	3	2,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

To acquaint students with basic concepts of cost accounting, classification of costs, elements of cost, place of cost and cost delivery methods, to help them make cost accounting on production costs

**Teaching Methods and Techniques:**

Definition of cost accounting, cost types and classifications, goes head to head with the types of analysis, the distribution of costs and distribution methods, sales costs, ordering costs, phase costs, standard costs

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Emin ÇAĞLAK

**Assistants:****Recommended Sources**

<b>Textbook</b>	: Maliyet Muhasebesi Süleyman Yükçü, Maliyet Muhasebesi Mustafa Savcı, temel ve Tekdüzen maliyet muhasebesi Azzem Özkan
<b>Resources</b>	:
<b>Documents</b>	: maliyet muhasebesi(süleyman yükçü), maliyet muhasebesi(mustafa savcı), maliyet muhasebesi(muzaffer civelek-azzem özkan)
<b>Assignments</b>	: Maliyet Muhasebesi Süleyman Yükçü, Maliyet Muhasebesi Mustafa Savcı, temel ve Tekdüzen maliyet muhasebesi Azzem Özkan
<b>Exams</b>	: 1 ara sınav ve 1 final sınavı

**Course Category**

<b>Mathematics and Basic Sciences</b>	: 30	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	:	<b>Field</b>	: 70

**Course Content**

Week	Topics	Study Materials	Materials
1	Definition and scope of cost accounting its aim the relation ship between general accounting and cost accounting	information on the general concepts are	text books , reference books
2	the concepts of expense and spending classification of expenses cost accounting systems and methods used in calculating	information on the general concepts are	text books, reference books, accountin
3	the cost of a good sold in cost accounting and definition of income statement and its explanation with numerical examples	example statements are prepared	text books , reference books, accountin
4	expenses identifying direct and indirect raw materials determination of optimal order amount making inventory control	examples are prepared	text books, reference books, accountin
5	explanation of good valuation methods (average method fifo-first in first out -standart price method and market price met	examples are prepared	text books, reference books, accountin
6	accounting records of raw material expenses	prepared by the accounting practices	text books, reference books, accountin
7	labor expenses (identifying labor types, measuring workmanship hours)		
8	lesson repeating mid-term exam	course repetition preparation of mid-term	ders kitapları, kaynak kitaplar, hesap pla
9	sample cost accounting practice	examples of cost accounting shall be pre	exam questions and answer key
10	definition of payment systems and explaining with samples(time based payment system, labor based payment sistem)	prepare payroll and accounting	text books, reference books, payroll inf
11	definition of payment systems and explaining with sample and accounting records	prepared sample applications	text books, reference books, examples,
12	classification of general production expenses concept and types of capacity forecasting expense and volume relation ships	prepared sample application	text books, reference books, examples,
13	allocation keys allocation methods ( direct,pradual and mathematical allocation methods) explantion of these method	prepared sample application	text books, reference books, examples,
14	process costing and explanation of process costing with numerical samples	prepared sample application	text books , reference books , axamples
15	final exam	final exam questions are prepared ,pre	prepared the final exam questions and

**Course Learning Outcomes**

No	Learning Outcomes
C01	students completing this course.Learn the basic concepts of cost accounting
C02	learn clasif ying costs and elements of cost
C03	learn the basic objektives of cost accounting and use unit cost accounting techniques.
C04	devolop distribution methods impelemation skills
C05	comprehend identifying the general production raw material and laboer costs in cost accounting and how to calculate these costs
C06	do cost accounting practice
C07	calculate the raw material and material cost of the product transferred to production
C08	comprehend expenses recognize direct and indirect raw materials identify optimal order amount and .comprehend how to make inventory control

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledqe in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	3	3
Practice	0	0	0
Laboratory	0	0	0
Project	1	3	3
Final examination	0	0	0
<b>Total Work Load</b>			<b>90</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

213 VOCATIONAL FOREIGN LANGUAGE I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	213	VOCATIONAL FOREIGN LANGUAGE I	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seçmeli

**Goals:**

The aim of this course is to teach the student the basic professional concept and descriptions as well as professional language qualifications.

**Teaching Methods and Techniques:**

General English, General Accounting Terms, Invoicing, Pricing, Assets, Inventories

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Kemal Muhammet Erten

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	English for Accounting-Evan Frendo
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	50	<b>Field</b>	:	50

**Course Content**

Week	Topics	Study Materials	Materials
1	Review on updated general English knowledge		
2	Review on updated general English knowledge		
3	General Accounting Terminology and Technical Terms		
4	Sales transactions		
5	Invoicing		
6	Price (Purchasing, Cost, Sales)		
7	Mid-term exam and course review		
8	Mid-term exam and course review		
9	PaymentsCash and valuables		
10	Assets		
11	Receivables		
12	Investments		
13	Tax accounting		
14	Financial Statements and Ratios		

**Course Learning Outcomes**

No	Learning Outcomes
C01	General English Review
C02	General Accounting Terms
C03	Invoicing and Pricing
C04	Assets
C05	Inventories

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatives and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	2	2
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	2	2
<b>Total Work Load</b>			<b>60</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

231 PROGRAMS I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	231	PROGRAMS I	3	2,50	3

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

Theoretical information about accounting with computer and introduction of various software programs, general information about these programs, company foundation, definitions, adjustments, buy-sales definition, cash, invoice, stock, production, current account, cheque and deed, bank, accounting, and giving different accounting applications.

### Teaching Methods and Techniques:

Being able to provide students keeping accounting records in computer environment, apprehending computer system, apprehending circle approach, get to comprehend how to make theoretical entries of different accounting business things with various package programs in computer.

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor SERKAN GÖKSU

### Assistants:

### Recommended Sources

<b>Textbook</b>	: Theoretical commentary, examples, contact the student's opinions, questions and answers.
<b>Resources</b>	: ETA:V8 SQL Computerized Accounting 1-2, (According to the Vocational Schools Prepared for The METEP), Hasan Ali YILDIRIM, Detay Pub. House,
<b>Documents</b>	: Dersin eğitim materyali olarak; her bir öğrenci için bir bilgisayar, derste kullanılacak en az üç farklı Muhasebe Paket Programı ve işletmenin tüm fonl
<b>Assignments</b>	: Dersle ilgili dönemde bir ödev verilmektedir. Dersin içeriğinde olan İşletme Defteri uygulaması ile ilgili öğrencilerden fiili uygulama çalışması yapmas
<b>Exams</b>	: Dersle ilgili olarak dönemde bir ara sınav ve bir final sınavı yapılmaktadır.

### Course Category

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:	10
<b>Engineering</b>	:	<b>Science</b>	:	
<b>Engineering Design</b>	:	<b>Health</b>	:	
<b>Social Sciences</b>	:	<b>Field</b>	:	80

### Course Content

Week	Topics	Study Materials	Materials
1	İşletme Bilgisi, İşletme Yönetimi, İşletmenin Fonksiyonları ve İşletme Türleri.	Genel İşletme Dersi çıktılarının tekrar	Genel İşletme ders kitapları.
2	Muhasebenin Tanımı, Fonksiyonları ve Muhasebenin Temel Kavramları. Mali Tabloların Düzenlenmesi ile İlgili İlkeler.	Genel Muhasebe Konularının Tekrarı.	Genel Muhasebe Kitapları.
3	Muhasebe Bilgi Sisteminin Tanıtılması. İşletme Bilgi Sistemi içinde Muhasebe Bilgi Sisteminin Yerinin Tanıtılması.	Bilgi Sistemi, İşletme Bilgi Sistemi ve Mu	Bilgi Sistemi ile ilgili tüm kaynaklar.
6	Secilen Paket Programın Tanıtılması ve İşleyiş Mantığı ile İlgili Olarak Bilgiendirme. İşletme Bilgi Sistemi İçinde Programın	Genel Bilgi Teknolojileri Bilgilerinin Tekr	Genel Bilgi Teknolojileri Dökümanları.
7	Muhasebe Programının Çalışma Sistematiğinin Tanıtılması. Programda Kullanım Öncesi Yapılması Gereken Düzenlemelerin	Kullanılan Paket Programla İlgili Kaynak	Programla İlgili Eğitim Materyalleri.
8	Ara Sınav - Ders Tekrarı	Öğrenilen Tüm Konuların Tekrarı	Mevcut Tüm Materyaller.
9	Tekdüzen Hesap Planının Muhasebe Paket Programında Sisteme Girilerek Düzenlenmesi ve İşletmenin Ekonomik Faaliyetler	Ders Tekrarı.	Mevcut Dökümanlar.
10	Dönem Başı ve Dönem Sonu İşletme Faaliyetlerinin Muhasebe Paket Programında Muhasebe Fisi Yardımı ile Kaydedilme	Geçmiş Konuların Tekrarı.	Mevcut Dökümanlar.
11	İşletmenin Ekonomik Faaliyetlerinin Muhasebe Sürecinde Kaydedilmesi ve Fiş Basımı, Defter Dökümü Oluşturulmasının Göst	Geçmiş Konuların Tekrarı.	Mevcut Dökümanlar.
12	İşletmenin faaliyetlerinin muhasebe sisteminde muhasebe fişleri yardımı ile kaydedilmesi. Yevmiye Defteri ve Büyük Defter	Geçmiş Konuların Tekrarı.	Var olan dökümanlar.
13	Dönemsonu muhasebe işlemlerinin gerçekleştirilmesi ve Mali Tabloların hazırlanması.	Geçmiş konuların tekrarı.	Mevcut Ders Materyalleri.
14	Muhasebe Sürecinde Dönemin Sonlandırılması İşlemlerinin Yapılması ve Dönem Sonlandırma. Dönem Sonu Mali Tablolarınd	Geçmiş Konuların Tekrarı.	Mevcut Ders Materyalleri.

### Course Learning Outcomes

No	Learning Outcomes
C01	Has a basic knowledge of business administration. Defines the basic activities of enterprises.
C02	Knows and identifies systematic study of accounting information system.
C03	I use accounting Package Program for the operation of information technologies
C04	Accounting procedures and records of the transactions can understand accounting procedures.
C05	Learned in terms of accounting recognizes and can use a software program.
C06	The recorded output of the business can work. Organizes and presents financial statements.
C07	Innovation in business knowledge and accounting issues will follow. Uses practice.

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	1	%30
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%130</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	15	15
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	20	20
<b>Total Work Load</b>			<b>91</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

207 CORPORATE ACCOUNTING					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	207	CORPORATE ACCOUNTING	3	2,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

To understand the concept of the company and the types of companies, establishment of companies operations, changes in footing, the distribution of profit and loss vergilendirilmelerini, mergers, the dispersion (purge), issues such as understanding the application of such replacements

**Teaching Methods and Techniques:**

Types of companies and enterprise operations kavratılarak provide information on the accounting records according to species.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Haldun KOYUNCU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	[1] ATAMAN Ümit ,Şirketler muhasebesi ,Türkmen kitap evi İSTANBUL 1996
<b>Resources</b>	:	[2] ÇABUK Adem, Şirketler Muhasebesi ,BURSA 1994
<b>Documents</b>	:	[3] LALİK Ömer ,Şirketler muhasebesi ,ANKARA 1985
<b>Assignments</b>	:	Y.KOÇ Yalkın,Şirketler Muhasebesi ,ANKARA1994
<b>Exams</b>	:	[4] KIRLIOĞLU Hilmi ,Şirketler Muhasebesi,SAKARYA 2004

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	40	<b>Field</b>	:	60

**Course Content**

Week	Topics	Study Materials	Materials
1	Basic concepts of corporates, components of corporate concept, aims of establishing corporates		
2	General informations on ordinary partnerships, and formation, profit allocation and liquidation operations		
3	General informations on collective partnerships, and formation, profit allocation and liquidation operations		
4	General informations on comandite partnerships, and formation, profit allocation and liquidation operations		
5	General informations on limited companies, and formation, profit allocation and liquidation operations		
6	General informations on incorporated companies, and formation, equity changes and bond exporting operations		
7	Profit allocation and liquidation operations in incorporated companies		
8	Midterm exam and General informations on holdins, and formation operations, types of holdings, and the aim of establish		
9	Specific operations on holdings and profit allocation		
10	Preparation of consolidated financial statements in holdings		
11	General informations and specific operations on exchange offices, and formation operations		
12	General informations and specific operations on factoring companies, and formation operations		
13	General informations on cooperatives, formation and liquidation operations, and allocation of profits and losses		
14	General informations on cooperatives, formation and liquidation operations, and allocation of profits and losses		
15	Final exam		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Descriptions of the companies, Objectives and Classification
C02	Companies with Adi and Accounting Operations
C03	Companies with Collective Operations and Accounting
C04	Enterprise Operations and Accounting for Limited Companies
C05	Enterprise Operations and Accounting for Limited Companies
C06	Joint Stock Companies with Operations and Accounting
C07	Holdings, Cooperatives, Factoring Companies

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledae about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	3	5	15
Assignments	1	5	5
Presentation	1	5	5
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	1	6	6
Final examination	1	1	1
<b>Total Work Load</b>			<b>75</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

203 TAX LAW					
Semester	Course Code	Course Name	L+P	Credit	ECTS
3	203	TAX LAW	2	2	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

The purpose of this course is to inform students about the general principles of taxation and to teach the basic principles of the solution of problems related to taxation.

**Teaching Methods and Techniques:**

A general framework of tax law. concepts, the parties to the tax, periods of tax law, taxation process, ending of tax debt and tax offenses and penalties

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Tax Law and the Turkish Tax System Assoc. Dr. Hilmi Unsal, Publishing Details and other help sources
<b>Resources</b>	:	
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	100

**Course Content**

Week	Topics	Study Materials	Materials
1	The basic principles of tax law, the applications of tax law in the place and time context.		Lecture notes
2	The basic terms of taxation, tax payers, tax responsables, competence to tax, representation, continuity, tax base		Lecture notes
3	Taxation processes.		Lecture notes
4	Tax payers obligations and rights: declaration and bookkeeping.		Lecture notes
5	Protect tax assets.		Lecture notes
6	The reasons which terminate tax debts.		Lecture notes
7	Mid term exam +repeating courses		
8	Mid term exam + repeating course.		
9	tax offenses and penalties;general rules.		Lecture notes
10	Tax penalties related to tax evasions, loss of tax offence and penalty.		Lecture notes
11	First and second degree irregularities, special irregularity actions, penalties and imprisonments regarding tax offenses.		Lecture notes
12	Realization, payment and abolishment of tax penalties		Lecture notes
13	Stage of the administrative tax dispute resolution and reconciliation		Lecture notes
14	Stage of the judicial resolution of tax disputes		Lecture notes
15	Final exam		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Learn tax law in Turkish Judicial System.
C02	Have knowledge about sources of tax law.
C03	Learn taxation transactions and basic tax terms such as tax payers, tax responsables, tax base.
C04	Describe the process of taxation.
C05	Have knowledge about tax administration and its functions.
C06	Learn ways of solution to the tax disputes.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	12	12
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
<b>Total Work Load</b>			<b>96</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

218 BANKING ACCOUNTING (ELECTIVE)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	218	BANKING ACCOUNTING (ELECTIVE)	3	2,50	3

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

to learn documents books and financial events and banking area and making accounting

### Teaching Methods and Techniques:

terms of banking, banking regulations, documents books, financial statements, assets and liabilities, interest income expense and non-interest income/expense, off- balance sheet accounts

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Serkan GÖKSU

### Assistants:

### Recommended Sources

<b>Textbook</b>	:	text books, reference books, banks law, accounting plan, calculator
<b>Resources</b>	:	Banka muhasebesi A .Aslan Şendoğdu, Banka işlemleri Alptekin Güney, Banka muhasebesi Orhan Sevilengül
<b>Documents</b>	:	Bankalar kanunu, ilgili mevzuat dökümanları, banka internet siteleri ,banka faaliyet raporları, banka hesap planı
<b>Assignments</b>	:	bankaların muhasebe uygulamalarına örnek teşkil edecek örneklerin hazırlanması.
<b>Exams</b>	:	1 ara sınav ve 1 yarıyıl sonu sınavı

### Course Category

<b>Mathematics and Basic Sciences</b>	:	40	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	60

### Course Content

Week	Topics	Study Materials	Materials
1	definition and accounting principles		bank uniform chart of accounts, text bo
2	documents, books, trial balance financial accounts		text books, reference books, bank unifor
3	preparing uniform chart of accounts		text books, reference books, bank unifor
4	periodical assets and accounting process		text books, reference books, bank unifor
5	deposit accounts and accounting process		text books, reference books, bank unifor
6	accounting process off credits		text books, reference books, bank unifor
7	applications and examples		text books, reference books, bank unifor
8	repeating courses and midterm exam	preparation of mid-term exam question	text books, reference books, calculator
9	repeating courses and midterm exam		text books, reference books, calculator
10	income and expense accounting processes		text books, reference books, bank unifor
11	interest income and expense accounting processes		text books, reference books, bank unifor
12	foreign currency import and export processes		text books, reference books, calculator
13	inflation accounting		text books, reference books, bank unifor
14	analyses financial reports		text books, reference books, bank unifor
15	final exams	course repetition the question and answer exam questions	

### Course Learning Outcomes

No	Learning Outcomes
C01	to learn principles of banking accounting
C02	to organise documents books and financial accounts.
C03	applying uniform chart of accounts
C04	organizing balance sheet account
C05	income and expenses account organising
C06	bank interest and credit works
C07	to learn about sources from foreign origin
C08	making rediscount
C09	applying inflation accounting
C10	analyses of financial reports

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiative and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	2	28
Assignments	1	10	10
Presentation	0	0	0
Mid-terms	1	10	10
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	10	10
<b>Total Work Load</b>			<b>100</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

210 FOREIGN TRADE DEALINGS ACCOUNT (ELECTIVE)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	210	FOREIGN TRADE DEALINGS ACCOUNT (ELECTIVE)	3	2,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

To give knowledge on foreign trade and to teach the importance of foreign trade for the society, to inform the students about documents flow and accounting organization in foreign trade and to increase the ability of the students on the practice of their theoretic knowledge.

**Teaching Methods and Techniques:**

Introduction to foreign trade, basic concepts, incoterms, payment methods, foreign exchange transactions and foreign exchange accounting, import and export transactions and their accounting and practices on those transactions.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Haldun KOYUNCU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	[1] GÜRSOY Yaser, Dış Ticaret İşlemleri Muhasebesi, Ekin Kitabevi, Bursa, 2006
<b>Resources</b>	:	[2] ATAMAN Ümit ve SÜMER Haluk, Dış Ticaret İşlemleri ve Muhasebesi, Beta Basım Yayın, İstanbul, 2003
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	20	<b>Field</b>	:	80

**Course Content**

Week	Topics	Study Materials	Materials
1	Evaluation of foreign trade from the view of country politics		
2	Aims and tools of foreign trade policy		
3	Incoterms and payment methods in foreign trade		
4	Legislation on export and its process		
5	Legislation on import and its process		
6	Chart of accounts and its structure in foreign trade transactions		
7	Accounting of foreign exchange transactions		
8	Continuation and midterm exam		
9	Accounting of export transactions		
10	Accounting of import transactions		
11	Selling with the condition of export? transactions and their accounting		
12	Sale on consignment and its accounting		
13	Import and export loans and their accounting entries		
14	Examples		
15	Final exam		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Comprehends the importance of foreign trade
C02	Recognize intermediate institutions
C03	Explain the legislation on import and export
C04	Apply the accounting process of import transactions
C05	Apply the accounting process of export transactions

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	4	10	40
Assignments	1	10	10
Presentation	1	10	10
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	1	2	2
Final examination	1	1	1
<b>Total Work Load</b>			<b>92</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

238 FINANCIAL INVESTMENT INSTRUMENTS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	238	FINANCIAL INVESTMENT INSTRUMENTS	3	2,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

To introduce financial investment instruments and by taking into account of risk and return relationship. Furthermore, emphasizing the importance of diversification in portfolio management.

**Teaching Methods and Techniques:**

Genel olarak finansal temel bilgilerden sonra yatırım araçlarını tek tek göstermek ve uygun bir çeşitlendirme için portföy yönetimi ilkelerini anlatmak. Daha da ötesi söz konusu yatırım araçlarının değerlemeleri üzerinde bazı matematiksel hesaplamalar yapmak.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Haldun KOYUNCU

**Assistants:****Recommended Sources**

<b>Textbook</b>	: Öğretim Görevlisinin kendi notları.
<b>Resources</b>	: İnternet özellikle <a href="http://www.spk.gov.tr">www.spk.gov.tr</a> , <a href="http://www.imkb.gov.tr">www.imkb.gov.tr</a> , ve <a href="http://www.tcmb.gov.tr">www.tcmb.gov.tr</a> ile <a href="http://www.tspakb.org.tr">www.tspakb.org.tr</a>
<b>Documents</b>	: Sermaye Piyasası Analizleri ve portföy yönetimi SPK ve İMKB den elde edilen dökümanlar
<b>Assignments</b>	: Her bir yatırım aracının öğrenciler tarafından grup olarak araştırılması
<b>Exams</b>	: 1 vize 1 final sınavı

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	:	<b>Field</b>	:

**Course Content**

Week	Topics	Study Materials	Materials
1	Financial Markets		Sermaye Piyasası İşlemleri Kitabı (AÖF)
2	Financial Markets and some of its principles		1. Hafta Kaynakları ve Finansal Yönetim I
3	Money Market Instruments and Government bonds		Yukarıdaki Kaynaklar
4	Commercial bonds, Repo, Liquid Funds and Deposits		Aynı kaynaklar
5	Capital markets instruments and shares		Aynı kaynaklar
6	Continued		Aynı kaynaklar
7	Capital markets instruments and bonds		Aynı kaynaklar
8	Continued		Aynı kaynaklar
9	ABS		Aynı kaynaklar
10	Mid Term Exam		
11	Warrant		Aynı Dökümanlar
12	Gold and other precious metals		Aynı dökümanlar
13	Portfolio management and diversification		Aynı kaynaklar
14	continued..		Aynı kaynaklar

**Course Learning Outcomes**

No	Learning Outcomes
C01	To introduce financial markets
C02	To compare money and capital markets instruments
C03	To follow money and capital markets regulations..
C04	to make efficient use of money and capital markets tools
C05	To see how important portfolio management is.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	0	0
<b>Total Work Load</b>			<b>28</b>
<b>ECTS Credit of the Course</b>			<b>1</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

240 ENTREPRENEURSHIP II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	240	ENTREPRENEURSHIP II	2	1,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

Entrepreneurship courses, initiatives, issues related to the concepts of entrepreneurial learning, entrepreneurship explain the key concepts and theoretical framework aims at establishing a bridge between applications in daily life. The assumption, of course, each student taking this course can build your own business is not successful. Our goal is the active participation of students and frequently encountered examples of entrepreneurial success and failure in a healthy way to analyze more

**Teaching Methods and Techniques:**

In this course, the entrepreneur characteristics, sex factor, entrepreneurship, entrepreneurial culture and entrepreneurial types examined.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Serkan GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Mahmut Tekin Entrepreneurship
<b>Resources</b>	:	AOF Publications, Entrepreneurship, Entrepreneurial Passion of Michael Gerber
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:
<b>Engineering</b>	:	<b>Science</b>	:
<b>Engineering Design</b>	:	<b>Health</b>	:
<b>Social Sciences</b>	:	<b>Field</b>	:

**Course Content**

Week	Topics	Study Materials	Materials
1	Encouraging entrepreneurship in Turkey		
2	Encouraging entrepreneurship in Turkey		
3	Stories of successful entrepreneurship		
4	Stories of successful entrepreneurship		
5	Entrepreneurship and Leadership		
6	Entrepreneurship and Leadership		
7	Franchising		
8	Franchising		
9	Mid-term exam		
10	Local entrepreneurship		
11	Local entrepreneurship		
12	Entrepreneurship in Turkey		
13	Entrepreneurship in Turkey		
14	Overall rating		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Understand Who They are and Who the Entrepreneurship is not
C02	Explains the basic concepts of the subject entrepreneurship
C03	Draws a frame of real-life examples of entrepreneurship
C04	Becomes aware of the different aspects and dimensions of the issue of entrepreneurship
C05	Challenges faced by entrepreneurs gain awareness and knows ways to search for a solution to these problems

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
<b>Total Work Load</b>			<b>58</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

234 BUSINESS MANAGEMENT II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	234	BUSINESS MANAGEMENT II	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seçmeli

**Goals:**

Gain knowledge and skills related to business management, production, marketing and financial affairs.

**Teaching Methods and Techniques:**

1-Make a plan 2- Make an organization 3-Direct 4-Ensure Business Analysis 5-Choose workers 6-Value Employee Performance 7-Plan production 8-Organize for the realization of the production 9-Identify Target Market, development of production 10-Determine Pricing Policies 11-Identify Promotion Policies. Identify distribution policy .Manage Customer Relationships 12-Manage Income and Expense Accounts. Manage Debt and assets. Manage assets.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor SERKAN GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	İsmet MUCUK, Modern İşletmecilik, Türkmen Kitapevi 2011,Rıdvan KARALAR, Genel İşletme, Meta Basım 2011
<b>Documents</b>	:	Ders sunumları
<b>Assignments</b>	:	
<b>Exams</b>	:	Ara sınav-test, Final sınavı-test, Bütünleme sınavı-test

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	50	<b>Field</b>	:	50

**Course Content**

Week	Topics	Study Materials	Materials
1	Make a plan	Explore the lesson issues for the week	Text books, course notes, web pages
2	Make an organization	Explore the lesson issues for the week	Text books, course notes, web pages
3	Direct	Explore the lesson issues for the week	Text books, course notes, web pages
4	Ensure Business Analysis	Explore the lesson issues for the week	Text books, course notes, web pages
5	Choose workers	Explore the lesson issues for the week	Text books, course notes, web pages
6	Value Employee Performance	Explore the lesson issues for the week	Text books, course notes, web pages
7	Midterm exam, repeating courses	Study for the exam subject since the first week	Notes
8	Midterm exam, repeating courses	Study for the exam subject since the first week	Notes
9	Plan production	Explore the lesson issues for the week	Text books, course notes, web pages
10	Organize for the realization of the production	Explore the lesson issues for the week	Text books, course notes, web pages
11	Identify Target Market, development of production	Explore the lesson issues for the week	Text books, course notes, web pages
12	Determine Pricing Policies	Explore the lesson issues for the week	Text books, course notes, web pages
13	Identify Promotion Policies. Identify distribution policy .Manage Customer Relationships	Explore the lesson issues for the week	Text books, course notes, web pages
14	Manage Income and Expense Accounts. Manage Debt and assets. Manage assets	Explore the lesson issues for the week	Text books, course notes, web pages

**Course Learning Outcomes**

No	Learning Outcomes
C01	Perform the functions of management
C02	Manage human resources
C03	Manage the production process
C04	Manage marketing activities
C05	Manage the financial structure of the business

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	1	2	2
Final examination	1	2	2
<b>Total Work Load</b>			<b>74</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

224 HOSPITALITY ACCOUNTING					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	224	HOSPITALITY ACCOUNTING	3	2,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seçmeli

**Goals:**

Making cost, price calculating and purchasing, sales and incentive accounting processes at accommodation companies.

**Teaching Methods and Techniques:**

The importance of accounting at accommodation companies.

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor ZEHRA SOYTEKİN

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Konaklama İşletmeleri Muhasebesi.
<b>Resources</b>	:	Prof. Dr. Ertuğrul ÇETİNER.
<b>Documents</b>	:	Gazi Yayınevi.
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	20	<b>Field</b>	:	80

**Course Content**

Week	Topics	Study Materials	Materials
1	The importance of accounting at accommodation companies.		
2	The documents and books at accounting.		
3	To prepare uniform chart of accounting.		
4	Purchasing and pricing methods,		
5	Calculating accommodation cost.		
6	To make purchasing accounting process.		
7	Applications, examples.		
8	Repeating courses and midterm exam		
9	Repeating courses and midterm exam		
10	Arranging floor services and costs.		
11	VAT process at accommodation companies.		
12	To make end-period accounting process.		
13	Organizing financial reports.		
14	Example application at accommodation company.		
15	Final exam		

**Course Learning Outcomes**

No	Learning Outcomes
C01	To learn the documents and books at accounting.
C02	Applying uniform chart of accounts.
C03	Calculating the accommodation costs.
C04	To learn end-of-period accounting processes.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiative and creatively.
P08	To be able to perform in a disciplinary and interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	2	8	16
Assignments	1	8	8
Presentation	1	8	8
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	1	5	5
Final examination	1	1	1
<b>Total Work Load</b>			<b>81</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

230 FINANCIAL STATEMENTS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	230	FINANCIAL STATEMENTS	3	2,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Teaching basic techniques that used for analyzing enterprises financially and developing the analyzing abilities of students.

**Teaching Methods and Techniques:**

Description of the financial statements, contents, sample applications, analysis techniques, analysis techniques, implementation, interpretation, techniques of financial analysis, application examples in

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Serkan GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	textbooks, reference books, examples of financial statements, business activity reports, calcul
<b>Resources</b>	:	mali tablolar analizi ferruh çömllekçi-
<b>Documents</b>	:	mali tablolar analizi İbrahim Lazol,malitalblolar Analizi Ümit Ataman, Mali TablolarAnalizi Ümit Gücenme, mali Tablolar Analizi Adem Çabuk
<b>Assignments</b>	:	
<b>Exams</b>	:	1 vize 1 final

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	10	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	10	<b>Field</b>	:	80

**Course Content**

Week	Topics	Study Materials	Materials
1	Explaining The Basic Financial Statements	the basic financial statements - financial	the basic financial statements - financial
2	Additional Financial Statements: Distribution Of Profits Statement, Cost Of Sales Statement	addition to the preparation of the financ	the basic financial statements - financial
3	Additional Financial Statements: Flow Of Funds Statement, Cash Flow Statement, Net Working Capital Statements	addition to the preparation of the financ	the basic financial statements - financial
4	interpreting The Financial State Of Enterprises By Using Basic And Additional Financial Statements	addition to the preparation of the financ	the basic financial statements - financial
5	Application Examples About Additional Financial Statements	addition to the preparation of the financ	the basic financial statements - financial
6	The Aim And Sorts Of The Financial Analysis	who require financial analysis, financial	the basic financial statements - financial
7	Financial Analysis Techniques Introduction (Mid-term Exam)	course repetition and sample solutions	sample questions and solutions
8	midterm exam	mid-term exam questions and answers	mid-term exam questions
9	Comparative Financial Statement Analysis	analysis technique described, examples	the basic financial statements - financial
10	Trend Analysis	analysis technique described, examples	the basic financial statements - financial
11	Vertical Analysis	analysis technique described, examples	the basic financial statements - financial
12	Ratio Analysis: Liquidity And Financial Structure Ratios	analysis technique described, examples	the basic financial statements - financial
13	Interpreting The Financial State Of Enterprises By Using Financial Analysis Techniques	examples are solved	examples are solved
14	Application Examples About Financial Analysis Techniques	examples are solved	examples are solved
15	final exam questions	final exam questions and answer key	prfinal exam questions and answer

**Course Learning Outcomes**

No	Learning Outcomes
C01	understanding the basic financial statements
C02	Understanding the factors which effect the financial statements to interpret financial statements
C03	Learning financial analyzing techniques
C04	Correlate significant relationship through financial statement informations of enterprise
C05	Getting significant results and interpreting the accounts through financial analysis
C06	Learning the main characteristics and principles of additional financial statements

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledoe about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	6	84
Assignments	1	10	10
Presentation	0	0	0
Mid-terms	1	3	3
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	3	3
<b>Total Work Load</b>			<b>142</b>
<b>ECTS Credit of the Course</b>			<b>5</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

236 PROFESSIONAL ETHICS					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	236	PROFESSIONAL ETHICS	2	2	2

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seçmeli

**Goals:**

his course aimed to gain the competencies related to professional ethics.

**Teaching Methods and Techniques:**

The concept of ethics, professional ethics, profession, corruption, accounting profession, the concept of ethics, law No. 3568 professional code of ethics

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor AYHAN TAŞMAN

**Assistants:****Recommended Sources**

<b>Textbook</b>	: Free accounting in 3568 and a certified financial advisor financial müşavür law, textbooks, reference books.
<b>Resources</b>	: Meslek etiği Nuran Öztürk-Demet Çakıroğlu, İş ve Meslek Ahlakı Mahmut Arslan
<b>Documents</b>	: 3568 sayılı meslek yasası, son çıkan tebliğler,Muhasebe Meslek Ahlakı Hüseyin Ali Kutlu,Denetim ve meslek Hukuku Mehmet Bakır
<b>Assignments</b>	: 1 ödev
<b>Exams</b>	: 1 ara sınav, 1 final sınavı

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:	10
<b>Engineering</b>	:	<b>Science</b>	:	
<b>Engineering Design</b>	:	<b>Health</b>	:	
<b>Social Sciences</b>	:	<b>Field</b>	:	80

**Course Content**

Week	Topics	Study Materials	Materials
1	to analyse the concepts of ethics and morals		Profession Act No. 3568, papers, textbor
2	to analyse the concepts of ethics and morals		Profession Act No. 3568, papers, textbor
3	To analyse the ethics systems		Profession Act No. 3568, papers, textbor
4	To analyse the ethics systems		Profession Act No. 3568, papers, textbor
5	To analyse the ethics systems		Profession Act No. 3568, papers, textbor
6	to analyse the factors that play a role in the formation of morality		Profession Act No. 3568, papers, textbor
7	to analyse the factors that play a role in the formation of morality		Profession Act No. 3568, papers, textbor
8	Repeating courses and midterm exam	the key to mid-term exam questions and	mid-term exam questions and answer ke
9	examine the ethics of profession		Profession Act No. 3568, papers, textbor
10	to analyse the professional ethics		Profession Act No. 3568, papers, textbor
11	to analyse the professional ethics		Profession Act No. 3568, papers, textbor
12	examine the concept of social responsibility		Profession Act No. 3568, papers, textbor
14	examine the concept of social responsibility		Profession Act No. 3568, papers, textbor
15	final exam	Preparation of the final exam questions	final exam questions and answer key

**Course Learning Outcomes****No Learning Outcomes**

C01	define the basic concepts such as ethics, morality	Describe the different methods / ways used for determining the moral good
C02	To explain the difference between the concepts of ethics and morality	
C03	define professional values,describe the moral justifications of professional values	
C04	To explain the results of corruption and unethical behavior in professional life	
C05	analyse a case from the viewpoint of ethics	
C06	find authentic solutions for ethical problems, by referencing / protecting professional values	
C07	efine national and international professional codes ,comprehend how to reach related regulations	
C08	Evaluate the concepts of social responsibility	

**Program Learning Outcomes****No Learning Outcome**

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	1	6	6
Presentation	1	4	4
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	1	4	4
Final examination	0	0	0
<b>Total Work Load</b>			<b>70</b>
<b>ECTS Credit of the Course</b>			<b>2</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

214 VOCATIONAL FOREIGN LANGUAGE II (ELECTIVE)					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	214	VOCATIONAL FOREIGN LANGUAGE II (ELECTIVE)	2	2	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Seğmeli

**Goals:**

The aim of this course is to teach the student the basic professional concept and descriptions as well as professional language qualifications.

**Teaching Methods and Techniques:**

Accounting terms, Financial statements and terms, General English subjects, Business English

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Kemal Muhammet Erten

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	
<b>Resources</b>	:	English For Accounting-Evan Frendo
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	50	<b>Field</b>	:	50

**Course Content**

Week	Topics	Study Materials	Materials
1	Written and oral communication on professional field		
2	Written and oral communication on professional field		
3	Bookkeeping		
4	Journals		
5	Ledgers		
6	Inventory bookkeeping		
7	Mid-term exam and course review		
8	Mid-term exam and course review		
9	Financial statements and balance sheet		
10	Income statements		
11	Funds-Purchasing statements		
12	Ratios (Proportions)		
13	Types of delivery-Costs		
14	Foreign exchange - exchange rates		

**Course Learning Outcomes****No Learning Outcomes**

C01	Accounting and Financial Terms
C02	Financial Statements and Ratios
C03	Tax
C04	Investments
C05	Auditing

**Program Learning Outcomes****No Learning Outcome**

P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatives and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	4	56
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	3	3
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	3	3
<b>Total Work Load</b>			<b>90</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

206 ACCOUNTING CONTROL					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	206	ACCOUNTING CONTROL	3	2,50	3

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Auditing enables the companies to control and determine the information, expressed in financial numbers in a given period, to the conformity with predetermined criteria and laws. Also it aims to submit suggestion and preventive reports on this subject. This function includes assessment made by an independent professional or someone who is qualified in this subject at the end of process of gathering document and information. So, it aims to direct the economic working of the company to a positive way.

**Teaching Methods and Techniques:**

To make comprehend generally accepted auditing standards and to explain how auditing process works by explaining the basic concepts of auditing

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Haldun KOYUNCU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	[1]Güredin Ersin, Denetim İstanbul 1985
<b>Resources</b>	:	[2]Çömlekçi Ferruh, Muhasebe Denetimi Eskişehir 1995
<b>Documents</b>	:	[3]Gürbüz Hasan Muhasebe Denetimi Bilim Teknik yayınları İstanbul,1988
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	40	<b>Field</b>	:	60

**Course Content**

Week	Topics	Study Materials	Materials
1	The aim, importance and concept of auditing		
2	The history of auditing		
3	Aims of auditing		
4	Knowledge on auditing and the controller		
5	In-business accounting control system		
6	Proofs of auditing and technics		
7	Statistical sampling methods used for auditing		
8	Auditing working programs		
9	Mild exam and Auditing papers		
10	Preparation of working papers		
11	Auditing reports		
12	Preparation of sample auditing report		
13	The analysis of the law numbered 3568 on Independent Accountant, (IA), Certified Public Accountant, (CPA) and Sworn-in		
14	Case studies		
15	Final exam		

**Course Learning Outcomes**

No	Learning Outcomes
C01	To comprehend the basic concepts in auditing
C02	To be able to determine aims and targets of auditing and control
C03	To comprehend internal control system
C04	To understand the proofs of auditing
C05	To comprehend the professional legislation

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	2	8	16
Assignments	1	6	6
Presentation	1	6	6
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	1	6	6
Final examination	1	1	1
<b>Total Work Load</b>			<b>78</b>
<b>ECTS Credit of the Course</b>			<b>3</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant






## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

232 PROGRAMS II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	232	PROGRAMS II	3	2,50	4

### Language of Instruction:

Turkish

### Course Level:

Associate

### Work Placement(s):

No

### Department / Program:

ACCOUNTING AND TAX APPLICATIONS

### Course Type:

Zorunlu

### Goals:

Theoretical information about accounting with computer and introduction of various software programs, general information about these programs, company foundation, definitions, adjustments, buy-sales definition, cash, invoice, stock, production, current account, cheque and deed, bank, accounting, and giving different accounting applications.

### Teaching Methods and Techniques:

Being able to provide students keeping accounting records in computer environment, apprehending computer system, apprehending circle approach, get to comprehend how to make theoretical entries of different accounting business things with various package programs in computer.

### Prerequisites:

### Course Coordinator:

### Instructors:

Instructor Serkan GÖKSU

### Assistants:

### Recommended Sources

<b>Textbook</b>	: Theoretical commentary, examples, contact the student's opinions, questions and answers.
<b>Resources</b>	: ETA:V8 SQL Computerized Accounting 1-2, (According to the Vocational Schools Prepared for The METEP), Hasan Ali YILDIRIM, Detay Pub. House,
<b>Documents</b>	: Dersin eğitim materyali olarak; her bir öğrenci için bir bilgisayar, derste kullanılacak en az üç farklı Muhasebe Paket Programı ve işletmenin tüm fonl
<b>Assignments</b>	: Dersle ilgili dönemde bir ödev verilmektedir. Dersin içeriğinde olan İşletme Defteri uygulaması ile ilgili öğrencilerden fiili uygulama çalışması yapmas
<b>Exams</b>	: Dersle ilgili olarak dönemde bir ara sınav ve bir final sınavı yapılmaktadır.

### Course Category

<b>Mathematics and Basic Sciences</b>	:	<b>Education</b>	:	10
<b>Engineering</b>	:	<b>Science</b>	:	
<b>Engineering Design</b>	:	<b>Health</b>	:	
<b>Social Sciences</b>	:	<b>Field</b>	:	80

### Course Content

Week	Topics	Study Materials	Materials
1	Business Information, Business Management, Business Functions and Types of company.	General Business Course outcomes reco	
2	Definition of Accounting, Functions and Basic Concepts of Accounting. Principles of Financial Statements.	Repetition of the General Accounting Iss	
3	Introduction to Accounting Information System. Location of Business Information System Accounting Information System	Information Systems, Management Infor	
4	Process Accounting Procedures Explanation of all Aspects of a financial year basis.		
5	Explaining and Understanding of all Aspects of the Formation of Uniform Chart of Accounts.		

### Course Learning Outcomes

No	Learning Outcomes
C01	Bookkeeping on journal in computer
C02	Preparing trial balance in computer
C03	Learning to prepare financial charts in computer
C04	Recognizing and using the accounting software programme

### Program Learning Outcomes

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	1	%20
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%120</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	5	70
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	15	15
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	18	18
<b>Total Work Load</b>			<b>131</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




# Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

228 TAX SYSTEM					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	228	TAX SYSTEM	3	2,50	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

The purpose of this course, the Turkish tax system, structure, content, functioning to gain recognition and enforcement capabilities.

**Teaching Methods and Techniques:**

Field of the Turkish Tax System; topics are covered such as Income Taxes (Income Tax, Corporate Income Tax) Taxes on Expenditure (Value Added Tax, Excise Tax, Fees, Stamp Duty et al.), Taxation of Wealth (Motor Vehicles Tax, Inheritance and Gift tax, Property Tax)

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor Ali BALKI

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	Tax Law and the Turkish Tax System Assoc. Dr. Hilmi Unsal, Publishing Detay, Other help sources
<b>Resources</b>	:	
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	30	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	70

**Course Content**

Week	Topics	Study Materials	Materials
1	General information about the tax system. Income concept, its characteristics, taxable income and income tax-payer		
2	Tax on income	Business profits and its taxation (simple procedures, the actual pr	
3			
4	Other income and earnings without considering the source of income and taxation	Income statement, assessm	
5	Corporate Tax, Corporate tax payer, determination of net taxable income, corporate earnings statement, tax rates and tax		
6			
7	Midterm exam + Repeating course		
8	Midterm exam + Repeating course		
9			
10	Determination of taxable income to indirect taxes, the declaration-making process, tax rates, tax payment		
11	Determination of taxable income to indirect taxes, the declaration-making process, tax rates, tax payment		
12	Determination of taxable income to indirect taxes, the declaration-making process, tax rates, tax payment		
13	Presentation and delivery of projects		
14	Overall rating		
15	Final exam		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Explain the concepts of income, consumption and wealth.
C02	Have knowledge about the elements of income and its characteristics.
C03	Have knowledge about tax-payer and types of liability.
C04	Distinguish between the taxes on income, consumption and wealth.
C05	Identifies the types of earnings, calculates the tax of income.
C06	Prepare the tax return and perform accrual and declaration procedure of the taxes that calculated.

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers'.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
<b>Total</b>		<b>%100</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	12	12
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	12	12
<b>Total Work Load</b>			<b>108</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant




## Afyon Kocatepe University

DAZKIRI VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

200 INTERNSHIP II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
4	200	INTERNSHIP II	0	0	4

**Language of Instruction:**

Turkish

**Course Level:**

Associate

**Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Theoretical knowledge, professional field to apply in the workplace.

**Teaching Methods and Techniques:**

application of lessons learned to make the issues

**Prerequisites:****Course Coordinator:****Instructors:**

Instructor SERKAN GÖKSU

**Assistants:****Recommended Sources**

<b>Textbook</b>	:	All kinds of materials and resources for accounting and tax practices
<b>Resources</b>	:	
<b>Documents</b>	:	Muhasebe ve vergi uygulamalarına yönelik her türlü materyal ve kaynak
<b>Assignments</b>	:	
<b>Exams</b>	:	staj defterini teslim ettiğinde öğrenciye sözlü sınav yapılır.

**Course Category**

<b>Mathematics and Basic Sciences</b>	:	10	<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:		<b>Field</b>	:	90

**Course Content**

Week	Topics	Study Materials	Materials
1	implementation of workpla		Duty to recognize and identify the locati
2	Occupational grasp of legislation,		
3	Recognize and filing the documents,		
4	Organizing and filing of accounting vouchers		
5	Organizing and filing of accounting vouchers		
6	Great books to check out		
7	Journal bookto control,		
8	To check compliance with the trial balances,		
9	Declaration of KDV, edit		
10	Wages sheet, edit		
11	Edit withholding tax return		
12	Temporary tax organize		
13	To make the final operation		
14	Financial analysis and reporting.		

**Course Learning Outcomes**

No	Learning Outcomes
C01	Application of lessons learned to make the issues
C02	Çalışma hayatına uyum sağlama
C03	Reinforcement theory and practice together
C04	Application of business processes related to the profession
C05	Work discipline to ensure
C06	To bring the solutions to the problems in business processes
C07	Recognition of documents related to the field
C08	Field, use the appropriate sectoral tools

**Program Learning Outcomes**

No	Learning Outcome
P10	To improve himself/herself through following the scientific developments.
P09	To be able to perform independently, initiatively and creatively.
P08	To be able to perform in a disciplinary and an interdisciplinary teamwork
P13	To follow the national and international academic agenda and problems.
P12	To be aware of the professional and ethical responsibility.
P11	To be able to make decisions independently, work individually and communicate with others strongly.
P07	To be able to do fundamental mathematical and statistical calculations.
P03	To be able to use computer, environmental units and programs effectively.
P02	To gain knowledge about law and make interpretations.
P01	To be able to carry out economic analysis.
P06	To be able to do taxation proper to tax legislation according to period-end producers.
P05	To be able to do financial analysis.
P04	To gain knowledge in accounting, to be able to use accounting programs and make auditing.

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	0	%0
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	1	%100
Project	0	%0
Final examination	1	%100
<b>Total</b>		<b>%200</b>

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	15	8	120
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	0	0	0
<b>Total Work Load</b>			<b>120</b>
<b>ECTS Credit of the Course</b>			<b>4</b>

Course Contribution To Program
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant
