



# OKAN UNIVERSITY

İSTANBUL

LEARNING SITE KADIKÖY  
**CATALOG**

**2015-2016**





# OKAN UNIVERSITY

İSTANBUL



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# Bekir OKAN

## CHAIRMAN OF THE BOARD OF TRUSTEES

Dear Students,

We are living in a rapidly changing world whose needs, problems and expectations are increasing day by day. The peoples, nations and institutions of such a world should be ready and well-equipped for the future and they should adjust themselves to the changing present conditions so that they can firmly exist.

Being a businessman in the education sector, I find the educational practices and economic developments to be of utmost importance for the advancement of countries. Thus, in order to contribute to the development of the country, we founded Okan University, creating a top-down campus with modern buildings, aiming to create a centre for education. We always keep in mind not only the needs of today but also those of tomorrow while establishing our departments and developing related academic programs. Initially our journey of education had begun with 85 students and in time it reached to

20.000 students within a period of 15 years. This might be a clear indication of how Okan University has not only been offering a qualified education at the tertiary level but also preparing its students for their future lives in the best possible way.

You, students, are the future of this country. You are to be our pride in the future. In order to prepare our students for their academic and professional careers in an efficient way, as Okan University we have formed a well-qualified and experienced body of academic staff. As a means of communication, learning a foreign language is more than ever crucial in our global day and age. Speaking a second or even more languages is indeed an asset for a good professional career in business life. Needless to say, it plays a key role in opening doors to the commercial, cultural and social relations among communities and across countries. Okan University provides its students with high skills of foreign languages, not only English but also the languages of now prominent actors of world economy and politics, such as China, Russia and the Arab world. With the newly established faculties of Medicine and Dentistry and their new buildings, our modern campus has been expanded considerably. The Okan Life Center continues to provide its services via its sports center, Olympic pool, fitness and squash units, and also its cafes, restaurants, cinemas, billiard halls and shopping center.

We will keep pursuing our goal to create a respectable and top-rank campus. In short, we are taking firm steps towards becoming a global university, distinct in many ways.

I sincerely wish success to all of you in your academic as well as personal lives.

Kindest regards,

Bekir Okan

Chairman of the Board of Trustees



# Prof. Şule KUT

## RECTOR

Dear Students,

Okan University, taking pride in its 20.000 active students in its 15th year, is a university equally proud of its 12.000 graduates. Thanks to its close relations with the business world, its expert academic staff, campuses offering ample means and its modern education philosophy, our graduate can compete with their contemporaries all over the world. Today our university is a huge education base with 8 faculties, 2 schools, 2 vocational schools and 3 graduate institutes offering over 160 diploma programs. Okan University Tuzla Campus was designed as a perfect education environment and a life space for our students. Students can engage here in different kinds of social and cultural activities and they may take advantage of all technological opportunities available for use in the courses and in the activities outside the courses.

We not only equip our students with excellent academic qualities and provide occupational education, but we also offer a rich socio-cultural space and a close contact with the business world during their university education. While our Career Center together with Dean of Students prepare students for graduation with courses and programs such as “Career and Life”, “Happy Life” and “Entrepreneurship” within the scope of “Business Life Program”, our comprehensive internship program enhances that this process is put into practice with the experience gained in Turkey’s most significant companies.

Through our strong connections in the international arena we ascertain that our students also receive good education abroad. In Okan International University, our students can study English in Miami, USA. International Student Exchange Network (ISEP), of which Okan University is the first member from Turkey, enables our students to choose a university among over 350 universities in 50 countries and to study there free of charge. Our university adding new education steps to the right ones it has made since the year 1999 when it was founded, continues its efforts in order to make it easy for its graduates to reach their career goals in the fastest way possible. I wish you a healthy, successful, and happy university life which will play a significant role in the shaping of your future.

Best regards,

Prof. Şule Kut

Rector

rektor@okan.edu.tr



## BOARD OF TRUSTEES

Bekir OKAN	President	Chairman of the Board of Directors, Okan Holding
Kemal KABATAŞ	Member	Former MP, Former Undersecretary of the Ministry of Finance
Murat VARGI	Member	Chairman of Board of Directors, Penta Textile
Prof. Ahat ANDİCAN	Member	Former Minister of State
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Birkan ERDAL	Member	Former MP, Former Undersecretary of the Prime Ministry
Prof. Şule KUT	Member	Okan University Rector, <i>ex officio</i>

## OKAN UNIVERSITY SENATE

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Prof. Alinur BÜYÜKAKSOY	Vice Rector
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Prof. Işıl KÜÇÜKAY	Dean of the Faculty of Dentistry
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Prof. Dilek ŞİRVANLI ÖZEN	Dean of the Faculty of Humanities and Social Sciences
Prof. Nejat TUNCAY	Dean of the Faculty of Engineering and Architecture
Prof. Semih BASKAN	Dean of the Faculty of Medicine
Prof. Alinur BÜYÜKAKSOY	Director of the Institute of Science and Engineering
Prof. Dilek ÖZTÜRK	Director of the Institute of Health Sciences
Prof. Erdiñç TELATAR	Director of the Institute of Social Sciences
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Dr. Bilgin Orhan ÖRGÜN	Director of the Vocational School
Dr. Onur YARAR	Director of the Vocational School of Health Services
Prof. Işın ULUKAPI	Senator, Faculty of Dentistry

Prof. Işın ULUKAPI	Senator, Faculty of Dentistry
Dr. Aybars ERÖZDEN	Senator, Faculty of Education
Prof. Altan AKI	Senator, Faculty of Fine Arts
Prof. Serap KESKİN KİZİROĞLU	Senator, Faculty of Law
Prof. Targan ÜNAL	Senator, Faculty of Economics and Administrative Sciences
Prof. Ayşe Dilek ERBORA	Senator, Faculty of Humanities and Social Sciences
Prof. Harun BATIRBAYGİL	Senator, Faculty of Engineering and Architecture
Prof. Ayşe Demet KAYA	Senator, Faculty of Medicine
Ekrem BALTACI	Secretary General, <i>Rapporteur</i>



# OKAN UNIVERSITY EXECUTIVE BOARD

Prof. A. Şule KUT	Rector
Prof. Işıl KÜÇÜKAY	Dean of the Faculty of Dentistry
Prof. Ali İlker GÜMÜŞELİ	Dean of the Faculty of Education
Prof. Bülent VARDAR	Dean of the Faculty of Fine Arts
Prof. Mustafa KOÇAK	Dean of the Faculty of Law
Prof. Güner GÜNER	Dean of the Faculty of Economics and Administrative Sciences
Prof. Dilek Şirvanlı ÖZEN	Dean of the Faculty of Humanities and Social Sciences
Prof. Nejat TUNCAY	Dean of the Faculty of Engineering and Architecture
Prof. Semih BASKAN	Dean of the Faculty of Medicine
Prof. Ahmet KAŞLI	Member
Prof. Mithat KIYAK	Member
Prof. B. Tevfik AKGÜN	Member
Ekrem BALTACI	Secretary-General, <i>Rapporteur</i>



# VISION-MISSION

## OUR VISION

Our vision is to become a world-class university which contributes to the betterment of society by providing education of the highest standards and thereby preparing our students for professional life, ensuring that they are open to domestic and foreign competition, and instilling them with social responsibility and environmental consciousness.

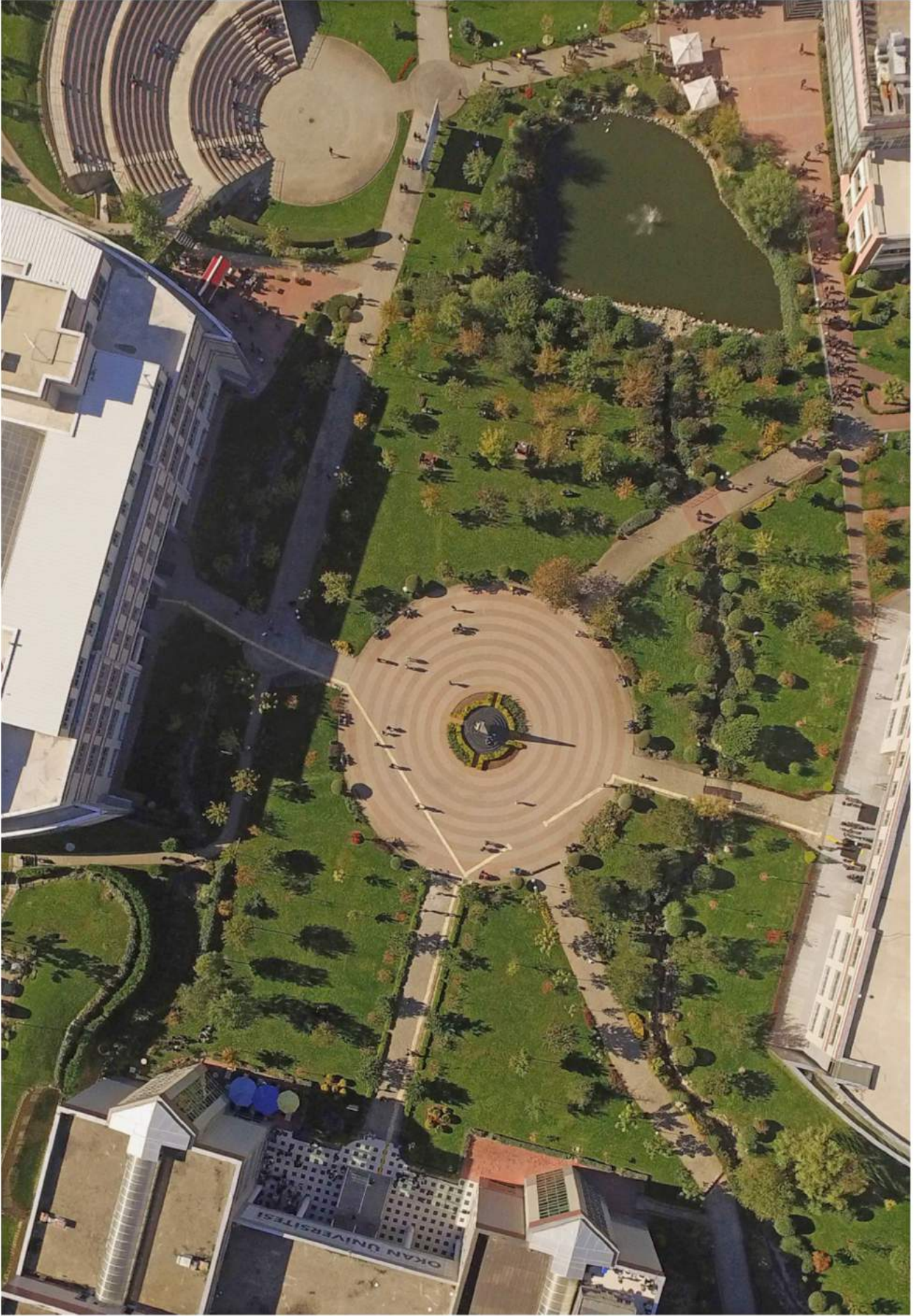
## MISSION and OBJECTIVES

True to its motto, “The University Closest to Business Life,” Okan University effectively combines theory and practice by employing academic staff who are experts in their own fields, by adopting a contemporary approach to education, and focusing upon practice-oriented studies which prepare students for business life, starting from students’ very first year of study.

Okan University aims;

- To educate students to think in an analytical, interdisciplinary way, and to endow them with an entrepreneurial spirit.
- To invest in and support innovative scientists and scholars who are able to successfully integrate education and training and thus help our students to become exceptional graduates in their respective fields.
- To concentrate on educational and research activities directed at meeting the needs of society by making social responsibility and environmental consciousness our priority.
- To transfer knowledge and information into technology and social benefit.





## ABOUT US

Okan University, one of the youngest and the most dynamic universities of Turkey, was founded by Okan Culture, Education, and Sports Foundation in 1999 and began its academic life in 2003-2004 academic year. Okan University is a non-profit organization conducting education and research, controlled by appointed Board of Trustees. Since 2006, the rapidly growing university is located in its new and modern Tuzla campus. Now, it reached 95 undergraduate, 35 master, and 10 Ph. D. programs under eight faculties, two schools, two vocational schools and three graduate schools. Total number of Okan students has reached 20.000 in the 2015-2016 Academic Year.

True to its motto, “The University Closest to Business Life,” Okan University effectively combines theory and practice by employing academic staff who are experts in their own fields, adopting a contemporary approach to education, and focusing upon practice-oriented studies which prepare the students for business life, starting from students’ very first year of study.

Okan University attaches great importance to effective cooperation in Turkey and abroad with prominent business institutions, NGOs, local and central bodies, and other universities. Okan University aims to build a bridge between the academic and the business worlds. To this end, the university enables students to work at firms as part of its Preparing for Business Life Program, starting from their freshman year. This program not only helps students to become familiar with business life and improve their knowledge and skills by putting theory into practice, but serves to motivate the students as well. Students who have successfully completed the Preparing for Business Life Program are presented with a participation certificate as well as other work experience certifications added to their diplomas when they graduate.

Featuring the finest in contemporary architecture, Tuzla Campus has all the features a modern university campus. Tuzla Campus, close to the Sabiha Gökçen Airport in İstanbul, is equipped with everything necessary to ensure that students are able to receive the most effective education possible. Our facilities include modern classrooms, computer and technical labs, a library, conference halls, a fitness center, a swimming pool, gymnasiums, cafeterias, and restaurants.

# 2015 - 2016 ACADEMIC CALENDAR

<b>Fall Semester</b>	<b>14 September 2015- 18 December 2015</b>
24 August-11 September 2015	Course registration (Fall)
14 September 2015	Classes begin
14 - 15 - 16 September 2015	Academic Year Opening Ceremonies Orientation Days
21 September - 02 October 2015	Add/drop period
24 - 27 September 2015	Holiday
29 October 2015	Holiday
30 October 2015	Last day for deferral applications
18 December 2015	Classes end
25 December 2015	End of classes (Foreign Languages Preparatory School)
28 December 2015-09 January 2016	Final exam period
28 December 2015 - 11 January 2016	Grade reporting period
28 December 2015	End of classes (Faculty of Dentistry)
30 December 2015	Mid-year language proficiency test
31 December 2015	End of classes (Faculty of Medicine)
31 December 2015 - 25 January 2016	Semester break



01 January 2016	New Year
04 - 09 January 2016	Final exam period (Faculty of Dentistry)
04 - 22 January 2016	Course registration (Graduate Programs)
08 January 2016	Last day for transfer applications (Vocational Schools)
11 - 25 January 2016	Semester break (Faculty of Dentistry)
11 January - 01 February 2016	Semester break
12 -15 January 2016	Double major/Minor applications
12 – 15 January 2016	Transfer applications
18 - 23 January 2016	Make-up exam period
18 - 25 January 2016	Make- up exam grade reporting period
25 - 30 January 2016	Course registration (Spring)
<b>Spring Semester</b>	<b>1 February – 06 May 2016</b>
01 February 2016	Classes begin
08 - 12 February 2016	Add/drop period
18 March 2016	Last day for deferral applications
04 -05 May 2016	Spring Festival
06 May 2016	End of classes
09 – 21 May 2016	Final exam period

09 - 23 May 2016	Grade reporting period
20 May 2016	End of classes (Foreign Languages Preparatory School)
09 May - 16 June 2016	Course registration (Graduate School)
13 May 2016	End of classes (Faculty of Dentistry)
16-23 May 2016	Final exams (Faculty of Dentistry)
24 May 2016	End of year language proficiency test
27 May 2016	End of classes (Faculty of Medicine)
28 - 29 May 2016	Commencement
06 - 10 June 2016	Make-up exam period (Faculty of Dentistry)
30 May- 04 June 2016	Make-up exam period
30 May- 06 June 2016	Make-up exam grade reporting period
08 - 14 June 2016	Course registration (Summer School)
14 June 2016	Theoretical exams for Faculty of Medicine
20 June- 12 August 2016	Summer School
15 August 2016	Last day to report course grades for Summer School
15 - 19 August 2016	Final Exams (Graduate School)
15 - 26 August 2016	Grade reporting period (Graduate School)
05 September 2016	Make-up exams for theoretical exams (Faculty of Medicine)

# ADMISSION REQUIREMENTS

## A. Undergraduate Programs:

Okan University complies with the admission process governed by the Turkish Higher Education Council (THEC). The placement for undergraduate degree programs for Turkish citizens is centrally made according to their test scores obtained in the University Entrance Examinations which are conducted by the Center for Testing, Selection and Placement (OSYM). Thus, every student should present their Central Higher Education Placement Exam (ÖSYM) result and comply with the regulations set forth by the Turkish Higher Education Council. For some study fields ability-to-benefit students are admitted on the basis of Special Ability/Talent Exam, in compliance with the regulations established by the Turkish Higher Education Council.

## B. Graduate School Programs:

As of 2015-2016 Academic Year, Okan University offers a total of 41 graduate (31 Master's and 10 PhD) programs under three Graduate Schools. The minimum admission Requirements for Graduate Programs are determined by the Turkish Higher Education Council according to the Higher Education Law no. 2547. In addition to the application documents and minimum common admission requirements, most programs may conduct a written exam and/or interview in order to decide for the eligibility of the candidate for the program.

Please refer to the University website [www.okan.edu.tr](http://www.okan.edu.tr) for the most current information about the Graduate Programs.

### Documents to be presented for admission:

#### I) Master's Degree

- Official undergraduate diploma
- Official undergraduate transcript of records
- ALES (Academic Graduate Education Exam) score (min.55) for programs with thesis
- GRE/GMAT score, if available
- English Language Proficiency score (TOEFL iBT- min.72)
- Application Form
- Valid ID document (official ID or passport)
- 3 photographs

#### II) PhD

- Official undergraduate diploma
- Official Master's Degree diploma
- Official undergraduate transcript of records
- Official Master's Degree transcript of records
- ALES (Academic Graduate Education Exam) score (min.70)
- GRE/GMAT score, if available
- English Language Proficiency score (TOEFL iBT- min.72) – Required scores might vary according to different programs
- CV
- Two reference letters

- Application Form
- Valid ID document (official ID or passport)
- 3 photographs

## C. International Student Admissions

International students should file their applications directly to the International Office at Okan University. The applications will be processed by the International Office and admission notice will be sent after the approval of the faculties for undergraduate candidates and of the graduate schools for graduate program candidates.

International students applying for an undergraduate program at Okan University must submit a national or international examination result. Detailed and up-to-date information regarding the list of examinations and the minimum scores accepted, and the list of documents required can be found on <http://international.okan.edu.tr/undergraduate-students-1/>

### Language Requirements:

All undergraduate students have to prove their proficiency in English before they can start the first year of their academic program. International students who are unable to submit the required English language test scores during their application can take the Okan University English Proficiency Test upon arrival. Students who fail the test will attend Okan University Intensive English Program for one year. This year is not included in the total number of years required for graduation.

### Test scores for English proficiency:

- o TOEFL iBT (Test of English as a Foreign Language / Internet-based) 72
- o CAE (Cambridge Certificate in Advanced English) C, CPE (Cambridge Certificate of Proficiency in English) C
- o Pearson PTE Academic (Pearson Test of English) 55
- o Okan University Proficiency Test 60/100 Students accepted to an academic program taught in Turkish (except for those whose native tongue is Turkish) have to prove their proficiency in Turkish before they can start the first year of their academic program. Students can take the TOMER test upon arrival. Students, who fail the TOMER test, can take intensive Turkish classes at TOMER or at Okan University for a year.

### Test score for Turkish proficiency: TOMER A or B level

#### Application Documents

- o Completed Application Form. Online Application
- o Certified copy of one national or international Examination Result\*
- o Certified copy of Secondary School Diploma\*
- o Official Transcript of Secondary Education Institution\*
- o Certified copy of the English language test, if available
- o Copy of the passport
- o 2 passport size photos

\*The documents in languages other than English or Turkish must be translated and certified at the Turkish Consulate in the home country.

A student applying for the following academic programs should send a portfolio of his/her work along with the application documents (Fashion Design, Industrial Design, Interior Design, Photography, Plastic Arts, and Visual Communication Design)



# GENERAL EDUCATION

## Humanities and Fine Arts

**EGT421 Türk Eğitim Sistemi ve Okul Yönetimi (Turkish Educational System and School Administration) (2 credits)** The aim of this course is to gain skills and attitudes regarding Turkish education system of the overall structure, to gain information about the school management and prepare for teaching occupation. This course aims; to analyze Ministry organizational structure, the aim of the Turkish education system within the Ministry of Education regulations, principles and general structure, legal arrangements related to education, organization and management structure, personnel training in school management, business administration, education, and jobs related to the student, school community relations, management, and therefore related to school management leadership theories will be discussed . *(This course is given in Turkish.)*

**EGT422 Türk Eğitim Sistemi ve Okul Yönetimi (Turkish Education System And School Management) (2 credits)** The aim of this course is to gain skills and attitudes regarding Turkish education system of the overall structure, to gain information about the school management and prepare for teaching occupation. This course aims; to analyze Ministry organizational structure, the aim of the Turkish education system within the Ministry of Education regulations, principles and general structure, legal arrangements related to education, organization and management structure, personnel training in school management, business administration, education, and jobs related to the student, school community relations, management, and therefore related to school management leadership theories will be discuss *(This course is given in Turkish.)*

**GIT325 20. ve 21. Yy SanatıI (20th and 21st Century Art I) (3 credits)** The goal of this class is to familiarize students with the contemporary artworks from the 20th and 21st century and teach them how to conduct a critical analysis on their conceptuality, aesthetic medium and their relevance to the history of art, in order to help them acquire methods of creating and realizing their future artworks. *(This course is given in Turkish.)*

**GIT326 20. ve 21. Yy II ( 20th and 21st Century Art II) (3 credits)** The goal of this class is to familiarize students with the contemporary artworks from the 20th and 21st century and teach them how to conduct a critical analysis on their conceptuality, aesthetic medium and their relevance to the history of art, in order to help them acquire methods of creating and realizing their future artworks. *(This course is given in Turkish.)*

**STY327 Klasik Müzik Tarihi (Classical Music History) (3 credits)** This course is designed to acquaint students with the elements of music and the primary musical movements of classical music. Students will have a brief overview of the major musicians and their music through class lectures, listening to musical examples in class and actively engaging in class discussions. *(This course is given in Turkish.)*

**STY330 Jaz Tarihi (Jazz History) (3 credits)** This course is designed to acquaint students with the elements of music and the primary musical styles of jazz music. Students will have a brief overview of the major musicians and their music through class lectures, listening to musical examples in class and actively engaging in class discussions. *(This course is given in Turkish.)*

**UYG107 Uygarlık Tarihi (history of civilization) (2 credits)** This course introduces Sumerian, Egyptian, Chinese, Hindu, Greek, Middle Eastern and Early Christian cultures to students and proceeds with the Classical Greece, European Renaissance, European Enlightenment, Industrial Revolution, colonial expansion, Orientalism, and Ottoman modernization. Developments in the arts, literature, philosophy, science and religion in ancient history are examined through key texts produced in that era. *(This course is given in Turkish)*

**GER111 Temel AlmancaI (Basic GermanI) (3 credits)** The purpose of this course is to teach German to a level of A1-1 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills.

**GER112 Temel AlmancaII (Basic GermanII) (3 credits)** The purpose of this course is to teach German to a level of A1-1 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills. *Prerequisite: GER 111*

**GER211 Almanca Okuma ve KonuşmaI (Reading and Speaking in GermanI) (3 credits)** The purpose of this course is to teach German to a level of A1-2 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills. *Prerequisite: GER 112*

**GER212 Almanca Okuma ve KonuşmaII (Reading and Speaking in GermanII) (3 credits)** The purpose of this course is to teach German to a level of A1-2 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills. *Prerequisite: GER 211*

**RUS111,RUS112 RusçaI (RussianI) (3 credits)** Common European Framework for Languages" of the A1 / 1 level by transferring the required level of knowledge of Russian students with the basic knowledge to meet Russian requirements.a.students are expected to be able to introduce themselves and others.b.daily to communicate on a basic level of life are expected to have oral and written language acquisition.

**RUS211,RUS212 RusçaII (RussianII) (3 credits)** Common European Framework for Languages" of the A1 / 1 level by transferring the required level of knowledge of Russian students with the basic knowledge to meet Russian requirements.a.students are expected to be able to introduce themselves and others.b.daily to communicate on a basic level of life are expected to have oral and written language acquisition. *Prerequisite: RUS 111,RUS 112*

**CHN111 ÇinceI (ChineseI) (3 credits)** The purpose of this course is to teach Chinese to a level of A1-1 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills.

**CHN112 ÇinceII (ChineseII) (3 credits)** The purpose of this course is to teach Chinese to a level of A1-1 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills. *Prerequisite: CHN 111*

**CHN211 ÇinceIII (ChineseIII) (3 credits)** The purpose of this course is to teach Chinese to a level of A2-1 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills. *Prerequisite: CHN 112*

**CHN212 ÇinceIV (ChineseIV) (3 credits)** The purpose of this course is to teach Chinese to a level of A2 on CEFR scale, which provides the learner with the command of the additional language to satisfy basic communicative skills. *Prerequisite: CHN 211*

**ARB105 Elective Arabic (Seçmeli Arapça) (3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2. In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB106 Seçmeli Arapça (Elective Arabic) (3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2. In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB111 Seçmeli Arapça (Elective Arabic) (3 credits)** This course aims to give students with no previous Arabic a basic knowledge of the language. By the end of the course, Students are given induction in all skills –reading, writing, listening and speaking- and grammar and vocabulary in an integrated way. Students should have reached approximately A1 standard

**ARB205 Seçmeli Arapça (Elective Arabic) (3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2. In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB206 Seçmeli Arapça (Elective Arabic) (3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2. In addition, students'

communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB211 Seçmeli Arapça (Elective Arabic) (3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2 In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB212 Seçmeli Arapça (Elective Arabic) (3 credits)** The Arabic Prep Program is designed to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 3 In addition, students' communication skills will be developed, range of vocabulary and complex sentence structures both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB301 Seçmeli Arapça (Elective Arabic)(3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2 In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB302 Seçmeli Arapça (Elective Arabic) (3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2 In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB401 Elective Arabic (Seçmeli Arapça) (3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2 In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**ARB402 Seçmeli Arapça (Elective Arabic)(3 credits)** The purpose of this course is to teach Modern Standard Arabic and builds on the vocabulary and grammar taught at previous levels. This course is for students who have successfully completed Arabic level 2 In addition, students' communication skills will be developed, both orally and in writing; students should be able to speak and write with a good degree of accuracy on a variety of subject areas.

**MUT355 Çevirmenler ve Editörler için OsmanlıcaI (Ottoman Turkish for Translators & Editors I) (3 credits)** This course is designed for the students who want to learn Ottoman Turkish.



The course concentrates the general aspects of the Arabic alphabet used in Ottoman Turkish, Turkish suffixes and word formation, script and handwriting. The course also offers practical sessions on reading simple Ottoman Turkish texts. *(This course is given in Turkish)*

**MUT356 Çevirmenler ve Editörler için Osmanlıca II ( Ottoman Turkish for Translators & Editors II (3 credits)** This course is designed for the students who want to further learn Ottoman Turkish as a follow-up course of MUT355. The course concentrates essentially Arabic and Persian elements and their grammatical aspects in Ottoman Turkish. The course also offers practical sessions on reading Ottoman Turkish texts that include Arabic and Persian elements. *(This course is given in Turkish)*

**SOS409 Toplum ve Edebiyat (Society and Literature) (3 credits)** This course is about sociology that is conducted about literature. The course covers issues such as; the history and topic of society of literature, the relation between life and society, reflection of societal and cultural structure on literary works, the relation of society and novelist. Over literary texts, sociological analyses are made. Through a focus on different strands of literary critiques and social theories such as Marxism, Feminism, Post-colonialism, Poststructuralism and Realism, the relationship between society and literary works are to be analyzed. *(This course is given in Turkish)*

**SOS415 Toplum ve Din(Society and religion) (3 credits)** The purpose of this course is to analyze and discuss the social and cultural diversity of religious discourses and practices comparatively in time and space, and by focusing on the particularity of historical and social contexts. Besides, it aims to clarify confusions related to the popular polemics on religion by applying a wider analytical and critical sociological approach. Also, thoughts and ideas of leading scholars in social sciences and humanities on religion will be discussed. *(This course is given in Turkish)*

**SOS418 Din ,Kültür ve Toplum (Religion, Culture and Society) (3 credits)** The course delves into the comparative and critical analysis of religion as a socio-cultural phenomenon. It aims to discuss the enormous diversity in religious ideas (belief systems) and behaviors (ritual practices) among the human societies and cultures, focusing mainly on the particularities of social/historical context and on differences in time and space.

**LAW253 Demokratik Teori (Democracy Theory) (3 credits)** This course targets to teach the source of democracy in ancient times and its implementation. Discussing the theories concerning the Democracy developed and expressed in the Western World during the last five hundred years. It would also possible to say, that we will consider the practice of Democracy in the Modern World. As a conclusion, it would be better to state that we aim to develop the comprehension of democratic philosophy in the minds of the student.

**SGSA113 Güzel Sanatlar-Sağlık ve Mimarlık (Fine Arts- Health and Architecture ) (3 credits)** The aim of this course is to provide basic knowledge for architecting as an art and it also aims to demonstrate a basic knowledge for students the critical aspects of old and new art concepts. *(This course is given in Turkish)*

**SGSA103 Güzel Sanatlar-Tıp Fotoğrafçılığı (Fine Arts-Medical Photography) (3 credits)**

This course aims to provide basic knowledge for photographing process from the art aspect and it also aims to demonstrate basic educational techniques in order to be a medical photographer(*This course is given in Turkish*)

**SGSA107 Güzel Sanatlar-Sağlık ve Tiyatro (Fine Arts- Health and Theater ( 3 credits)** This course aims to define the relationship between health concepts and theater as a type of art and to demonstrate the assessment process of health concepts from the aspect of theatre as atype of art. (*This course is given in Turkish*)

**SGSA105 Güzel Sanatlar-Tıp Ressamlığı (Fine Arts-Medical Painting) (3 credits)** This course aims to provide a basic education with basic terms that related to medical painting and it also define the basic qualifications of medical painter(*This course is given in Turkish*)

**SGSA109 Güzel Sanatlar-Sağlık Kültürü (Fine Arts- Health Culture (3 credits)** The aim of this course is to demonstrate basic knowledge about the health behavior that can be seen throughout human history and the developmental process of health concepts as a cultural procedure(*This course is given in Turkish*)

**SGSA111 Sağlık ve Sanat (Health and Art) (3 credits)** The aim of this course is to provide basic knowledge about art, history of art, the place of art in public and the importance of art from the aspect of health practitioners. Moreover, it also aims to help student to understand art from the aspect of medicine and health sciences

**SGSA115 Sağlık ve Sinema (Fine Arts- Health and Cinema ) (3 credits)** This course aims to define the evolution of cinema as an art and its first touch for health concepts from the aspect of cinema as an art. Moreover, it also aims to provide basic knowledge for a considerable amount of disease and their prognosis process by demonstrating health dramas. (*This course is given in Turkish*)

**ATA101 or ATA111 Atatürk İlkeleri ve İnkılap Tarihi (History of Turkish Revolution I ) (2 credits)** The purpose of this course is to enable the students to acquire a basic historical knowledge about the Turkish Independence War that has led to the foundation of modern Turkey in 1923.

**ATA102 or ATA112 Atatürk İlkeleri ve İnkılap Tarihi (History of Turkish Revolution II) (2 credits)** The purpose of this course is to study the basic principles of Turkish Republic based on political, legal, social and economic reforms guided by Atatürk, the founder of the Republic of Turkey with a view to establish an independent and modern nation state.

## Math and Sciences

**FIZ113 or PHYS113 Fizik I (Physics 1) (3 credits)** This is the first semester of a two-semester sequence of introductory physics for students with any major. This course uses an algebra-based mathematical representation. Topics include vectors, kinematics, Newton's laws of motion, work and energy, conservation of energy, linear momentum and its conservation, rotation of rigid bodies about a fixed axis and rotational kinetic energy

**FIZ114 or PHYS114 FizikII( PhysicsII) (3 credits)** This is the second semester of a two-semester sequence of introductory physics for students with any major. This course uses an algebra-based mathematical representation. Topics include electricity, magnetism and electric circuits.

**ISL111 or BUS111 MatematikI (MathematicsI) (3 credits)** The purpose of this course is to provide a mathematical foundation to be used in economics, business and related areas. The course is designed for two semesters, and will continue with its second module in the following semester. This first module, i.e. Mathematics I is prerequisite for Mathematics II. Course content consists of basic concepts (sets, numbers), equalities and inequalities, applications of equality systems, graphs, concepts of function, exponential and logarithmic functions, limits and continuity.

**ISL112 or BUS 112 MatematikII (MathematicsII) (3 credits)** The purpose of this course is to provide a mathematical foundation to be used in economics, business and related areas. Mathematics is organised for two semesters, and the first module, i.e. Mathematics I is a prerequisite for Mathematics II. Course consists of limits and continuity, differentiation, integration, matrix algebra, and related topics. *Prerequisite: BUS111 .ISL111*

**MAT113 or MATH 113 MatematikI (MathematicsI)(4 credits)** This course will investigate limits, rules of limits, continuity, derivatives, differentiation rules, chain rule, implicit differentiation, maximum-minimum problems, curve sketching, applied optimization problems, integration, Riemann sums, definite integrals, area between curves, volumes of revolution, transcendental functions.

**MAT114 or MATH114 MatematikII (Mathematics II) (4 credits)** This course will investigate techniques of Integration, improper integrals, infinite sequences and series, convergence tests, power series, radius of convergence and interval of convergence, term-by-term differentiation and integration of power series, vectors in 3-space, dot product and cross product of vectors, equations of lines and planes in space, quadratic surfaces, functions of several variables and their limits, continuity and partial derivatives, chain rule, directional derivatives, tangent planes and normal lines, local and absolute extrema, Lagrange multipliers, double and triple integrals, polar coordinates, change of variables, cylindrical and spherical coordinates, line integrals and surface integrals, Green, Stoke's and Gauss theorems. *Prerequisite: MATH113, MAT113*

**MAT115 or MATH 115 Temel Matematik (Basic Mathematics) (4 credits)** Functions and their graphs, limits and continuity, differentiation rules and implicit differentiation, applications of derivatives, extreme values of functions, concavity and curve sketching, applied optimization, integration, integration techniques, area between curves, volumes and arc length, geometry of space, definition and properties of the matrices, solving systems of equations.

**MAT215 or MATH215 MatematikIII (Mathematics III) (3 credits)** This course will investigate systems of linear equations and their solutions, the operations of the matrix and vector algebra, evaluations of the determinants and inverse matrix, properties of determinants, Cramer's Rule, vector spaces, subspaces, linear independence, basis, row space, column space, null space, rank, linear transformations, eigenvalues and eigenvectors, diagonalization, inner product spaces, orthogonality, Gram-Schmidt process, least squares, orthogonal diagonalization and singular value decomposition. *Prerequisite: MATH113, MAT113*

**MAT216 or MATH216 MatematikIV (MathematicsIV) (3 credits)** This course will investigate classification of differential equations, first order differential equations: solution of separable, linear and exact differential equations, substitution methods and order reduction, higher order differential equations: linear, homogeneous equations with constant coefficients, nonhomogeneous equations, method of undetermined coefficients, method of variation of parameters, Laplace transform solution of initial value problems, linear systems of differential equations: homogeneous differential equations in  $\mathbb{R}^2$ , homogeneous differential equations in  $\mathbb{R}^3$ , matrix exponential and fundamental matrix solution, solution of systems of nonhomogeneous equations, Laplace transform methods, power series method: series solution near ordinary points, regular singular points, method of Frobenius. *Prerequisite: MATH113*

**MAT265 or MATH265 Olasılık ve İstatistik (Probability and StaticsI) (3 credits)** Combinatorial methods; product rule, permutation, combination. Probability; sigma algebra, probability axioms, conditional probability, Bayes formula. Random variable; distribution function, probability function, Chebyshev inequality. Discrete and continuous distributions; uniform, Bernoulli, Poisson, geometric, hypergeometric, normal, exponential, gamma and beta distributions. Generating functions. Decision theory. The notion of estimation. Hypothesis testing. Non-parametric testing. Correlation and regression.

**MAT266 or MATH266 (Olasılık ve İstatistikII) (Probability and StaticsII) (3 credits)** The relationship among Normal, Binomial, Poisson, Multinomial, Hypergeometric etc Distributions, Population and Sample, Statistical Inference, Population Parameters, Sample Statistics, Sampling Distribution of Means, Sampling Distribution of Proportions, Sampling Distribution of Variances, Frequency Distributions, Statistical Decisions, Statistical Hypotheses, Test of Hypotheses and Significance, Type I and Type II Errors, One Tailed and Two Tailed Tests, Special Test of Significance for Large Samples. *Prerequisite: MATH265*

**KIM101 or CHM101 Kimya (Chemistry) (2 credits)** The course is concerned with the systematic treatment of fundamental chemical and physical principles and their applications to the properties



and transformations to the materials including the concept of energy, its uses, gas laws, kinetics molecular theory, laws of chemical combination, atomic and molecular structure and periodic classification of the elements. It also highlights chemical equilibrium, acid-base classifications and electrochemistry.

## **Social and Behavioral Sciences**

**İÇM403 Boş Zaman Mekan Deneyimleri (Leisure Spaces & Practices) (2 credits)** This course discusses the relationship between urban people and their leisure experiences by giving emphasis to the conceptual framework of recreation and leisure within the urban realm. *(This course is given in Turkish.)*

**LOJ311 or LOG311 İnsani Yardım Lojistiği (Humanitarian Logistics) (3 credits)** The purpose of this course is to provide the concept and the importance of disaster & humanitarian Logistics, the differences between commercial logistics and disaster & humanitarian Logistics, the complexity in a disaster & humanitarian Logistics and the problems and solving methods of the complexity, collaboration in disaster & humanitarian Logistics, processes of planning and operations, performance management in disaster & humanitarian logistics

**PSI101 Psikoloji (Psychology) (3 credits)** The aim of this course is to teach the main theories and concepts of psychology, the process information, the biological basis of behavior, and the concept of life-long development *(This course is given in Turkish)*

**PSI263 Sosyal Psikoloji (Social Psychology) (3 credits)** This course offers a broad introduction to social psychology, the scientific study of human social influence and interaction. Topics covered include social cognition, social perception, attitudes and attitude change, conformity, group processes, prosocial behaviour, aggression and prejudice. Additionally, social psychological research and theories in Turkey are reviewed, and students are encouraged to evaluate and explore critically the limits of Western theories of social psychology. *(This course is given in Turkish)*

**CGL118 Davranış Bilimleri (Behavioral Sciences) (3 credits)** The aim of this course is to provide general information about basic psychology terms. Moreover, it also aims to define the subtypes of psychology and their components as health psychology, behavioural psychology, developmental psychology, cognitive and experimental psychology. *(This course is given in Turkish)*

**UI101 or IR101 Siyaset Bilimine Giriş (Introduction to Political Science) (3 credits)** The purpose of this course is to introduce the students to the fundamental concepts and topics of political science with the aim of making them literate in political science in particular and social sciences in general. The course is composed of two parts: the first part introduces the main concepts of political science and the second part talks about the political systems and actors in politics.

**UI305 or IR305 Uluslararası Örgütler (International Organizations) (3 credits)** The purpose of the course is to explain the fundamental aims of international organizations and how they were organized in order to realize their aims. In this context, global, regional and thematic organizations will be examined; the similarities and differences will be discussed

**UI306 or IR306 Dünya Politikasında Güncel Sorunlar (Contemporary Issues in World Politics) (3 credits)** The purpose of this course is to concentrate on contemporary world issues. After a brief historical introduction to the state system, the course will introduce the theoretical framework through which contemporary issues will be analyzed. Starting with the debates on globalization, the main issues that the course will focus on are state and power, the international system, the role of non-state actors in world politics, international and regional organizations, social movements, global economy, information revolution, terrorism, Islamophobia, and changing state boundaries.

**PSI105 Davranış Bilimleri (Behavioral Sciences) (3 credits)** The purpose of this course is to provide an overview of psychological mechanisms characterizing human behavior with emphasis on individual differences and social functioning. *(This course is given in Turkish)*

**SOS212 Zaman ve Mekân Sosyolojisi (Sociology of time and space) (3 credits)** Students will gain a sociological understanding of space and time: how temporal and spatial formations have an impact on social life; how they change; and how they are connected to social, economic and cultural structures. The course will critically unearth the synchrony between individual conducts and the construction of spatiality and temporality, along with discrepancies in that synchrony. There will be analytical readings of a number of places such as ‘hamam’s, fountains, coffee shops, sweet shops, eating houses, grill houses, public vehicles, pubs and discos in the light of the course material. *(This course is given in Turkish)*

**SOS308 Toplum ve Cinsiyet (Society and Gender )3 credits)** The construction of gender and sexual identities through body on historical, national and international levels; intra-family violence, violence towards woman, sex labor, global and local construction of gender and bodily problematics; the different positioning mechanisms (reciprocally with each other, against each other and despite each other) of women and men are examined in relation to concepts, such as honor, virginity and chastity, and are studied with reference to human (women, men, elder, disabled and children) rights. *(This course is given in Turkish)*

**SOS309 Irk ve Etniklik(Race and Ethnicity) (3 credits)** In this course concepts of “nation state” and “citizenship” and the unequal, gendered, colonial and national aspects of race and ethnicity” are studied. Issues of “us and the other”, social construction of national ethnic identities in specific historical and political contexts and the birth and the development of different nationalisms are main themes of the course. Concepts such as diasporas, denationalization are analyzed by case studies from World and from Turkey. *(This course is given in Turkish)*

**SOS310 or SOS328 Toplum ve İstanbul Anlatıları (Society and Narratives of Istanbul) (3 credits)** The aim of the course is to learn about a city that is at the intersection of two continents, where local meets global; analyze its place in world and understand its historical dynamics. Over Istanbul which is a European capital, students will tackle issues such as gentrification, mediatic and artistic city.

**SOS320 Toplum ve Siyaset (Society and Politics) (3 credits)** This course focuses on the relations and interactions between political structure and culture (i.e., lifestyle). It opens up the following questions into discussion: “What kinds of strategies do human communities develop to produce political order and what kinds of practices they apply for this purpose?”, “How does power, authority and legitimacy occur in different societies?” “Does what is political overlap with what is social, or are they different, but complementary areas in human groupings?”. *(This course is given in Turkish)*

**SOS412 Toplum ve Beden (Society and Body ) (3 credits)** This course focuses on the processes whereby bodies, which are generally seen as natural and biologic, are socially and historically constructed. In this context body regimes, body politics and topics such as bio-power will be studied. Civilized body, gender, sexuality, health and beauty discourses which create regulatory regimes, control and disciplining mechanisms as well as possibilities to resist them will be discussed. *(This course is given in Turkish)*

**SOS414 Toplum ve Günlük Yaşam Pratikleri (Society and Everyday Life Practices) (3 credits)** This course analyzes daily life practices by examining places which are familiar to all, such as house, street, neighborhood. By reading theoretical works as well as case studies students will learn how societal processes influence the lives of students themselves. *(This course is given in Turkish)*

**SOS416 Beden Sosyolojisi (Sociology of the Body) (3 credits)** This course focuses on the processes whereby bodies, which are generally seen as natural and biologic, are socially and historically constructed. In this context body regimes, body politics and topics such as bio-power will be studied. Civilized body, gender, sexuality, health and beauty discourses which create regulatory regimes, control and disciplining mechanisms as well as possibilities to resist them will be discussed. *(This course is given in Turkish)*

**MHIT109 Davranış Bilimleri (Behavioral Sciences ) (3 credits)** Learning of behavior science theories: social impact, attitudes, persuasion, motivation, perception and management of stress and conflict by using all these theories. *(This course is given in Turkish)*

**TRD101 or TRD111 Türk Dili (Turkish I ) (2 credits)** The aim of this course is to study the features and grammar rules of Turkish language, to demonstrate writing and speaking abilities through samples, to improve students’ understanding (reading and listening) and expression (oral and written expression) abilities, to provide familiarity with the Turkish literature as well as world literature and culture.

**TRD102 or TRD112 Türk Dili (Turkish II) (2 credits)** The aim of this course is to continue to study the features and grammar rules of Turkish language, to demonstrate writing and speaking abilities through samples, to improve students' understanding (reading and listening) and expression (oral and written expression) abilities, to provide further familiarity with the Turkish literature as well as world literature and culture.

**ENG111 İngilizce1 (EnglishI) (3 credits)** The purpose of this course is to enhance the reading, writing, speaking and listening skills of non-native English speakers. Emphasis is on pronunciation, stress, rhythm, and intonation patterns of American English. Oral and written communication, listening comprehension, and vocabulary development are stressed. Students build their skills through instruction and intensive practice.

**ENG112 İngilizceII (EnglishII) (3 credits)** The purpose of this course is to demonstrate how English is used in real-life situations, thus enabling learners to use it in meaningful contexts. The course has been designed to build the learners' ability to communicate their ideas fluently, accurately and confidently.

**ENG113 Akademik Okuma ve Yazma I (Academic Reading and Writing I) (3 credits)** ) The purpose of this course is to help students build competence in vocabulary and reading as they move toward writing skill development and completion of a writing assignment. In addition, students study the features and language of reading texts, and learn to apply them in their own writing.

**ENG113.04 Diş Hekimliği için Akademik Okuma ve YazmaI (Academic Reading and Writing for DendistryI) (3 credits)** The purpose of this course is to help students build competence in vocabulary and reading as they move toward writing skill development and completion of a writing assignment. In addition, students study the features and language of reading texts, and learn to apply them in their own writing. Also introducing them to dentistry vocabulary terms.

**ENG114 Akademik Okuma ve YazmaII (Academic Reading and WritingII) (3 credits)** The purpose of this course is to emphasize close reading and written analysis of a wide range of texts, A three credits course in building basic reading, writing, and study skills needed to succeed in class. Through continual practice and engagement in the reading and writing processes, students gain fluency and self- confidence in their ability to comprehend and create simple texts. Reading like a writer and writing like a reader, students expand their vocabulary, identify main points, and locate supporting details in what they read and write. They produce paragraphs and short essays based on personal experiences and assigned readings. Students study sentence structure and address common grammar and usage problems in the context of their own reading and writing. Students will be encouraged to think about reading as a creative act in which they collaborate with an author to create an imagined world, and how reading creative work can enhance empathy. The format of the course will combine lecture, discussion and some writing exercises. *Prerequisite:ENG113*

**ENG213 Akademik Dinleme ve KonuşmaI (Academic Listening and SpeakingI) (3 credits)** A course designed to enhance the speaking and listening skills of non-native English speakers. Emphasis is on pronunciation, stress, rhythm, and intonation patterns of American English. Oral communication, listening comprehension, and vocabulary development are stressed. Students build their skills through instruction and intensive practice.

**ENG213.05 Diş Hekimliği Fakültesi için Akademik Dinleme ve KonuşmaI (Academic Listening and SpeakingI) (for the Faculty of Dentistry) (3 credits)** The purpose of this course is to enhance the speaking and listening skills of non-native English speakers. Emphasis is on pronunciation, stress, rhythm, and intonation patterns of American English. Oral communication, listening comprehension, and vocabulary development are stressed. Students build their skills through instruction and intensive practice

**ENG213.06 (Tıp Fakültesi için Akademik Dinleme ve KonuşmaI (Academic Listening and SpeakingI) (for the Faculty of Medicine ) (3 credits)** The purpose of this course is to enhance the speaking and listening skills of non-native English speakers. Emphasis is on pronunciation, stress, rhythm, and intonation patterns of American English. Oral communication, listening comprehension, and vocabulary development are stressed. Students build their skills through instruction and intensive practice. *Prerequisite: ENG113,ENG114*

**ENG214 Akademik Dinleme ve KonuşmaII (Academic Listening and SpeakingII) (3 credits)** The purpose of this course is to improve students' listening and speaking skills. Students learn new vocabulary, expressions and ideas related to the topic of each unit. *Prerequisite: ENG 213*

**ENG215 İş İletişimi için İngilizceI (English for Business CommunicationI) (3 credits)** The purpose of this course is to emphasize close reading and written analysis of a wide range of texts, A three credits course in building basic reading, writing, and study skills needed to succeed in class. Through continual practice and engagement in the reading and writing processes, students gain fluency and self- confidence in their ability to comprehend and create simple texts. Reading like a writer and writing like a reader, students expand their vocabulary, identify main points, and locate supporting details in what they read and write. They produce paragraphs and short essays based on personal experiences and assigned readings. Students study sentence structure and address common grammar and usage problems in the context of their own reading and writing. Students will be encouraged to think about reading as a creative act in which they collaborate with an author to create an imagined world, and how reading creative work can enhance empathy. The format of the course will combine lecture, discussion and some writing exercises.

**MING151 Temel İngilizceI (Basic EnglishI) (3 credits)** The purpose of this course is to improve students' listening speaking, reading and writing skills. Students learn new vocabulary, expressions and ideas, some grammar points related to the topic of each unit.



**MING152 Temel İngilizceI (Basic EnglishI) (3 credits)** The purpose of this course is to improve students' listening speaking, reading and writing skills. Students learn new vocabulary, expressions and ideas, some grammar points related to the topic of each unit.

**MING208 Havacılık öğrencisi için seçmeli İngilizce (Speaking Elective English for Aviation students) (3 credits)** The purpose of this course is to improve students' listening and speaking skills. Students learn new vocabulary, expressions and ideas related to the topic of each unit.

**MING210 Havacılık öğrencisi için orta düzey seçmeli İngilizce (Speaking Elective English for Aviation students intermediate level) (3 credits)** The purpose of this course is to improve students' listening and speaking skills. Students learn new vocabulary, expressions and ideas related to the topic of each unit.

**MCAC201 Seçmeli İngilizce Dil Becerileri I (Elective English Language SkillsI) (3 credits)** The purpose of this course is to improve students' listening and speaking skills. Students learn new vocabulary, expressions and ideas related to the topic of each unit.

**MCAC202 Seçmeli İngilizce Dil BecerileriII (Elective English Language SkillsII) (3 credits)** The purpose of this course is to improve students' listening and speaking skills. Students learn new vocabulary, expressions and ideas related to the topic of each unit.

**MSHK213 İngilizce Dil Becerileri I (English Language SkillsI) (3 credits)** The purpose of this course is to improve students' listening, speaking and writing skills. Students learn new vocabulary, expressions and ideas related to the topic of each unit.

**MSHK214 (İngilizce Dil BecerileriII (English Language SkillsII) (3 credits)** This course will intended for intermediate level students. Its aim is to improve students' listening and speaking skills. Students learn new vocabulary, expressions and ideas related to the topic of each unit.

**FNC102 Bankacılık ve Finansla Giriş (Introduction to Banking and Finance) (3 credits)** The objective of this course provides an introduction to the principles of banking and finance. It covers a broad range of topics using an economic perspective, and aims to give a general background to any student interested in the subject of banking and finance.

**FIN301or FNC301 FinansınTemelleri (Fundamentals of Corporate Finance)(3 credits)** The objective of this course is to introduce the basics of corporate finance. The specifics of financial statements, ratio analysis and long-term planning will be followed by careful treatment of the time value of money concept. Given the minimum requirements for a thorough analysis of capital structure and capital budgeting, the next step is to make a clear distinction how a corporation finance and decide on its projected long-term investments. In this respect bond and stock markets are to be analyzed. Finally, the course concludes with a thorough analysis of capital budgeting methods.

**FIN304 or FNC304 Para ve Banka( Money and Banking) (3 credits)** This objective of this course is to introduce the basics of the money and the banking in a thorough economic sense. Defining the money in economists' perspective and determination of interest rates are among the vital parts of this lecture. The next step is to introduce the basics of banking. The evolution of bank management and recent changes will be emphasized in terms of credits and interest-rate risk management perspectives. Finally a thorough evaluation on financial innovation, regulation and risk management will be discussed in accordance with the impact of the recent financial crisis on the banking industry.

**FIN402 or FNC402 Finansal Piyasalar ve Kurumlar( Financial Markets and Institutions ) (3 credits)** The objective of this course is to introduce the basics of financial markets and institutions. The specifics of financial crisis are undertaken in accordance with the asymmetric information problems in the financial markets. The mechanics of bond and stock markets are thoroughly analyzed. The remaining part of the course covers the Money Markets, the Mortgage Markets, the Mutual Funds and the Investment Banking along with a special emphasis on the 2007-2009 Financial Crisis.

**LOJ201 or LOG201 Lojistiğin Temelleri (Fundamentals of Logistics) (3 credits)** The purpose of this course is as follows: This lecture presents the fundamental sourcing management knowledge for managers involved in procurement and purchasing activities. It covers the role and strategy of purchasing, contracting and the procurement processes in logistics. The lecture addresses the integration of these processes within the overall corporate strategy and covers the measurement and use of performance and financial controls that aid efficient and effective supplier management.

**TIC102 or TRA102 Uluslararası Ticaretin Temelleri (Fundamentals of International Trade (3 credits)** The purpose of this course is to prepare students to be managers for the increasingly competitive international trade world. The emphasis of this course will be on approaches to and, operations and procedures of international trade. Through chapters, readings, and case analyses, we will discuss issues related to basic theoretical approaches to international trade, terms of trade or Incoterms, terms of payment, international commercial documents. During the lectures, students will be taking on leadership responsibilities and work with other people in teams while developing their oral communication abilities and presentation skills.

**TIC203 or TRA203 Uluslararası Ticaret (International Trade) (3 credits)** The purpose of this course is to study the structure and dynamics of international trade within an evolving world economy from the perspective of a developing country, especially Turkey. Students will analyze the essential characteristics of foreign trade structures of developing countries within recent periods of world economy.

**ISL103 or BUS103 İşletmeye Giriş (Introduction to Business) (3 credits)** The objective of this course is to analyze the important topics of business as forming a business unit, business in global markets, general management in business, human resource management in business, accounting and financial activities in business, operations management in business, marketing management in

business, business and economics, social responsibility, ethics and law in business and new concerns of business.

**ISL213 or BUS 213 İşletmelerde İletişim ve Etik ( Business Communication&Ethics) (3 credits)** The purpose of this course is to apply business communication principles through creation of effective business documents and oral presentations. It includes study and application of team communication and use of technology to facilitate the communication process. Secondly, ethics offers concept of values, morality, as well as cultural beliefs and upbringing in all areas of business, from consumer rights to corporate social responsibility. Decisions made by shift managers or corporate presidents may affect thousands of individuals or entire communities. Consumers today expect and demand integrity, honesty, and transparency in all levels of their environment. Understanding those expectations is the key to communicating core values and behavior not only to employees, but society in general

**ISL220 or BUS 220 Girişimcilik (Entrepreneurship) (3 credits)** The purpose of this course is to increase students' knowledge about Turkish business life and entrepreneurship. Students will also be able to analyze the economic issues of the global world. In line with this objective, the course will focus on the contemporary issues in Turkish business life. The course will cover theoretical and practical information about global change. Issues related with strategic management, human resources, marketing, production, business ethics will also be examined. The original side of this course is business people' sharing their experience with students.

**ISL451 or BUS451 Mikrofinans ve Sosyal İşletmecilikI (Microfinance And Social BusinessI) (3 credits)** The objective of the course is for students to gain a better understanding of the different aspects of both social business and microfinance and how successful examples from global and Turkish cases change the poverty structure. Guest speakers with field experience will highlight the social business horizons. Students will also be exposed to the business strategies focused on alleviating a social problem with their own business plans.

**ISL452 or BUS452 Mikrofinans Ve Sosyal İşletmecilikII (Microfinance And Social Business II) (3 credits)** In order to fully appreciate the impact of microfinance, it's important to first understand the topic of extreme poverty and the field of global economic development. This course will then examine the development of the microfinance field over the past 25 years, beginning with the pioneer institution known as the Grameen Bank and will be detailed with theories and practices all around the globe and Turkey in specific. The objective of the course is for students to gain a better understanding of the different aspects of both social business and microfinance and how successful examples from global and Turkish cases change the poverty structure. Guest speakers with field experience will highlight the microfinance horizons. Students will also be exposed to the field trips and business strategies focused on alleviating a social problem with the notion of microcredits and micro insurance

**ISL454 or BUS454 Sosyal Girişimcilik (Social Entrepreneurship) (3 credits)** To provide students with an introduction to principles and practices in social entrepreneurship this can be

defined minimally as the establishment and management of successful social mission-driven ventures. It aims to bring together the established pedagogy of entrepreneurship with cutting edge nonprofit and public management tools.

**IKT103 or ECO 103 İktisada Giriş I (Introduction to Economics I) (3 credits)** This is an introductory microeconomics course. The aim of this module is to develop an understanding of elementary microeconomic analysis and its applications. By the end of the term, the student will have acquired a basic understanding of the main microeconomic topics, including analysis of the consumer, the firm, the economics of public sector and product markets. The material covered as part of this course will help students to organize their ideas about economics.

**IKT104 or ECO104 İktisada GirişII ( Introduction to EconomicsII) (3 credits)** This is an introductory macroeconomics course. The aim of the course is to develop an understanding of elementary macroeconomic analysis and its applications. By the end of the term, the student should have acquired a basic understanding of the main macroeconomic topics, including national income, aggregate demand and supply, an introduction to the real economy and money and prices in the long run and some basic concepts about inflation and unemployment trade-off. The material covered in this course will help the student to organize his/her ideas about economics. The lecturer will put less emphasis on algebraic modelling techniques and more room for contextual discussions. This course in macroeconomics will include critical issues such as macroeconomic stabilization, distributional equity, the quality of employment, environmental considerations, the adequacy of living standards. This course will cover standard concepts and models, focuses on the crucial aspects of human well-being. The course also includes serious investigation of the environmental impacts of economic growth and the role of unpaid work in economic life.

**ENF101 BilgisayarI (ComputerI) (3 credits)** The purpose of this course is to familiarize students with computers and their applications that they will use throughout their college and future careers. In this course students will learn fundamental concepts of computer hardware, software and become familiar with a variety of computer applications, including word processing, spreadsheet, databases and multimedia presentations. Students will also investigate internet-based applications, working with email and learning how to browse the web. Coursework also includes activities that explore social and ethical issues related to computers. *(This course is given in Turkish.)*

**ENF102 BilgisayarII (ComputerII) (3 credits)** The purpose of this course is to familiarize students with computers and their applications that they will use throughout their college and future careers. In this course students will learn fundamental concepts of computer hardware, software and become familiar with a variety of computer applications, including word processing, spreadsheet, databases and multimedia presentations. Students will also investigate internet-based applications, working with email and learning how to browse the web. Coursework also includes activities that explore social and ethical issues related to computers *(This course is given in Turkish.)*

**EGT304 Topluma Servis Uygulamaları (Community Service Practices) (2 credits)** This course aims to gain awareness and social responsibility as the theoretical and practical application during

cooperation, solidarity, and self-assessment is to develop effective communication skills to teacher candidates. For this purpose, teacher candidates will determine the place of the event before starting the activity and will review the events material. Teacher candidates will do well to plan activities, which they will know that they are responsible for the work and activities will be finished in time according to the start time. Teacher candidates assist the transport of materials related to the activities they do during the project, they will embrace it and take care of the items under their responsibility. Teacher candidates will work in cooperation and harmony for the effectiveness of the institution's authorities will do their activities to be carried out smoothly. *(This course is given in Turkish.)*

**EGT411 Topluma Servis Uygulamaları (Community Service Practice) (2 credits)** This course aims to gain awareness and social responsibility as the theoretical and practical application during cooperation, solidarity, and self-assessment is to develop effective communication skills to teacher candidates. For this purpose, teacher candidates will determine the place of the event before starting the activity and will review the events material. Teacher candidates will do well to plan activities, which they will know that they are responsible for the work and activities will be finished in time according to the start time. Teacher candidates assist the transport of materials related to the activities they do during the project, they will embrace it and take care of the items under their responsibility. Teacher candidates will work in cooperation and harmony for the effectiveness of the institution's authorities will do their activities to be carried out smoothly.

*(This course is given in Turkish.)*

**BLG152 or CMPE 152 Bilgisayar Programlama (Computer Programming) (3 credits)** The purpose of the computer programming course is to educate students about the main concepts algorithms and fundamentals of C Programming Language, and to show the rules of Sort and Search algorithms with elementary data structures ( Pointer, Stack, Queue, Linked list ) and to be enable developing simple programs.

**GIT327 Web TasarımıI (Web DesignI) (2 credits)** The goal of this course is that students become able to bring their creative ideas online, which is a visual platform. The students learn about web design concepts and terms (HTML, CSS, Graphic Interface design, etc) through lectures, and strengthen their background through assigned applications*(This course is given in Turkish.)*

**GIT328 Web TasarımıII (Web DesignII) (2 credits)** The purpose of this course is to help the students become able to bring their creative ideas online, which is a visual platform. The students learn about web design concepts and terms (HTML, CSS, Adobe Dreamweaver, etc.) through lectures, and strengthen their background through assigned applications. *(This course is given in Turkish.)*

**İÇM412 Evrensel Tasarım (Universal Design)(2 credits)** The purpose of this course is the systematic regulation of human actions together with the design of artifacts and all built



environments which are developed in accordance with the principle of design that suits best to the human physiology. . *(This course is given in Turkish.)*

**MOD277 Moda Trendleri (Fashion Trends) (2 credits)** On this course students will learn how to analyze fashion trends, past and present. This will allow them to understand and anticipate trends in the fast-moving fashion world. By doing so they will comprehend the relation between fashion design and marketing. In studio session students will learn how to classify fashion trends and to comment on current catwalk shows by developing the intellectual tools used in the fashion business. They will research the purpose and thinking behind some of the world's best known brands; by doing so they will develop their own understanding of the concepts which should underpin their style choices. At the same time students will learn how to apply the terminology used in the industry both in their own and a foreign language. In addition, students will sharpen their aesthetic sensibilities and start to make connection between fashion trends and social developments. With respect to technical skills, students will learn how to use digital means to present their ideas and develop their own career path. *(This course is given in Turkish.)*

**MOD347 Giysi Tarihi (Clothing History) (2 credits)** The aim of this course is to provide students self-awareness about the impact of sociological, cultural, and historical events on fashion industry and clothing. And also to provide the ability of incorporating theoretical gains into fashion design products. *(This course is given in Turkish.)*

**EÜT223 Görsel Anlatım Teknikleri (Visualization Techniques) (2 credits)** This course aims to determine achieve the design language, turning into form and colour by interpreting the messages received from all of the students*(This course is given in Turkish.)*

**EÜT365 Tasarım Tarihi (Design History) (2 credits)** The aim of the associating different socio-cultural structures, geographies, theories, ideology and thoughts with Pre-industrial, industrial and post-industrial historical periods and events related to design specific theory by giving information about the concepts and individuals.*( This course is given in Turkish.)*

**HUK107 Hukuk Başlangıcı (Introduction to Law) (3 credits)** It is aimed to develop a theoretical perspective with regard to legal concepts and institutions and underlying values. *(This course is given in Turkish)*

**HUK116 Türk Hukuk Tarihi (History of Turkish Law) (3 credits)** In the lecture of Turkish history, information about legal practice of old Turkish civilization, which are considered in Turkish history and also structures, similarities and differences of legal institutions which exist in Turkey from Ottoman Empire to modern Turkish Republic given. Differences between sheria and customary law practiced in Ottoman Empire are clarified, modernization and legalization acts in the last days of Ottoman Empire are explained. Thus, the aim is to give students information about similarities and difference of judicial system which are practiced in Turkey and to make students have awareness of legal history. *(This course is given in Turkish)*

**HUK122 Totalitarizm ve Hukuk (Totalitarianism and Law) (2 credits)** In this course the relationship between totalitarianism and law is discussed. In this context definition, basic rules, historical and economic sources of totalitarianism are discussed. The main point of this course is, how can be described any regimes as totalitarian and explain the relationship between totalitarianism and law by evaluate with the historical example. *(This course is given in Turkish)*

**IKT152 Ekonomi (Economy) (3 credits)** General principles of Economics The aim of this course is to provide an introductory level of issues that constitute the micro and the macro. This course is intended to be interpreted on the basis of economic theories by evaluating economic activities. Economics has a wide range of topics. One-term due to being, of course, to the general framework of the economy has been limited *(This course is given in Turkish)*

**HUK244 Hayvan Hakları Hukuku (Animal Rights Law) (3 credits)** The aim of the course is to inform students regarding the responsibilities of humans with respect to the protection of the ecological balance, ethical and legal status of animals, current animal welfare laws, extent of the protection provided by these laws and animal rights movement by exploring the concrete examples of the major forms of animal use and our behaviour towards animals. *(This course is given in Turkish)*

**HUK267 Kriminoloji (Criminology) (3 credits)** In course of criminology is aimed to taught base concept of criminology; compared criminology to other course; according to recent criminology and historical process, taught reason of crimes, type of crimes and used method which in the other criminological research by participating of student. Criminology examine nature and quantity of crime, reasons of crime and criminality, develop of criminal law and carry out criminal justice, features of crime, rehabilitation of criminals, types of criminality, affect of crime on change of social *(This course is given in Turkish)*

**HUK280 Avrupa Birliği Hukukuna Giriş (Introduction to European Union Law) (3 credits)** This course will provide general knowledge for European Union's substantive law. In this respect the following topics will be covered: (1) the structure of the European Union and the principles it is based upon, (2) the law of institutions, (3) the relationship between the EU legal order and national legal orders, (4) the EU system of judicial protection and the way EU law may be relied on by individual litigants, and (5) the rules governing the freedoms of the European Internal Market. *(This course is given in Turkish)*

**HUK282 İnsan Hakları Hukuku (Human Rights Law) (3 credits)** It is aimed to provide an understanding and awareness of human rights by informing the students on the historical and legal development of human rights; ways to protect human rights at the national and international plane; the European Court of Human Rights (ECHR) under the local protection; the scope and conditions of the Constitutional Court's individual petition under the national protection and some of the fundamental rights by explaining the jurisprudence of the ECHR and the Constitutional Court. *(This course is given in Turkish)*

**HUK285 Spor Yönetimi Hukuku (Sport Management and Law) (3 credits)** This course will reveal the interrelation of sport with different legal systems by identifying discussing Turkish and global rules concerning sport activities, analysing mechanisms of settlement of sport disputes and informing the students on the Court of Arbitration for Sport. *(This course is given in Turkish)*

**LAW287 Türk Hukuğuna Giriş (Introduction To Turkish Law) (3 credits)** This course aims to provide to students an overview of how the legal system works in Turkey, with special regard to some institutions of civil law, which has a regulation a part, differently from other legal systems. We explore the basic concepts of law including different its sources, passing through the different branches of law. The constitutional law will be discussed comparatively with the previous Turk-ish Constitutions In this course we take care of making dynamic lessons with the participation of the students which is also an excellent way also to improve public speaking ability and boost the confidence level. *(This course is given in Turkish)*

**HUK354 Bilişim Hukuku (Information Technologies Law) (3 credits)** Within this course, basics of the information technologies law will be shown, the connection with the new information technologies in the digital world, media instruments and the law will be made, a discussion medium for the adaptation process of the legal rules designed for an analog world to the digital world will be created and new internet communication modes will be evaluated within the framework for author's rights. *(This course is given in Turkish)*

**HUK361 Enerji Hukuku (Energy Law) (3 credits)** This course aims to provide a grounding about the general principles of regulation and energy modelling through describing the relations between the power markets, the historical progress, structuring of the legal basis, the legislative amendments that are already made and those foreseen, the transition from electricity monopolies into fully liberalized trading platforms, how EMRA and power markets work. A special regard will be given to renewable energy issue and the foreign investments. We will discuss also about the privatization projects and their legal basis related to energy investments. Will be taken care of making dynamic lessons with the participation of the students which is also an excellent way also to improve public speaking ability and boost the confidence level. *(This course is given in Turkish)*

**HUK372 Fikri Mülkiyet Hukuku (Sınai Haklar) (Intellectual Property Law (Patent Rights) (3 credits)** Within the scope of this course, basics of intellectual property will be analysed in details. Students will be introduced to the patent rights area in the intellectual property law; they will be informed on the concepts of new and original designs that are legally protectable and the conditions for legally protecting the new and original design; they will have an idea on brand name, patent and designs. *(This course is given in Turkish)*

**LAW375 Avrupa İş Hukuku (European Business Law) (3 credits)** This course is designed to inform students about the main subjects and principles of the business law. Through chapters, readings, and case analyses, issues related to the concept and sources of commercial law, the actors recognized in business, the law of enterprises, law of negotiable instruments and law of companies will be discussed. Furthermore, students will focus on contracts and torts liability, as well as dispute

resolution mechanisms. All these issues will be analyzed within the context of Turkish and European Law.

**HUK391 Fikri Mülkiyet Hukuku (Telif Hakları) (Intellectual Property Law (Author's rights) (3 credits)** Within this course basics of intellectual property law and protection of author's rights are shown. Author's rights and related rights are thoroughly analysed. Students are informed on the legal protection of the work. The connection between the new information technologies in the digital world, media instruments and the author's rights. New internet communication modes are evaluated within the framework of author's rights. *(This course is given in Turkish)*

**HUK422 Ticaret Hukuku (International Commercial Law) (3 credits)** This course designed to introduce students international trade institutions, main transactions concerning international trade and legal system in Turkey about international trade and foreign investments. *(This course is given in Turkish)*

**LAW470 Sermaye Piyasası Kanunu (Capital Market Law) (3 credits)** This course aims to prepare students to acquire basic knowledge on the structure and functions of the financial system. Through the lectures we will discuss the main principles of the capital markets, its national and international institutions, the capital market instruments, comparatively with the capital market systems in Turkey. During the lectures, students will be able to discuss the topics and develop their abilities to provide solutions to the problems regarding the capital markets activity.

**CGE321 Eğitimde Drama (Drama in Education ) (3 credits)** The aim of this course is to learn the definition and aims of drama in education, drama techniques in education and drama practices that support the training program. *(This course is given in Turkish)*

**BES152 Sağlıklı Beslenme (Healthy Nutrition) (2 credits)** The aim of this course is to define the organic and inorganic food, caloric value, nutrition disorders, relation of food with health, food groups and nutrition training, nutrition problems in society, diseases connected to nutrition, hospital kitchen and menu preparation. *(This course is given in Turkish)*

**HEM315 Temel İlk Yardım Uygulamaları (Basic First Aid Applications) (2 credits)** The aim of this course is to equip students with knowledge and ability on the precautions taken for preventing injuries or saving an injured person's life by using the first aid methods in case of an accident or emergency case until the medical team arrive. Provide the necessary knowledge and skills on first aid. *(This course is given in Turkish)*

**IAY107 İleri Sürüş Teknikleri (Advanced Drive Techniques) (3 credits)** The purpose of this course is to provide advanced driving skills of ambulance. Patient safety and transport topics are also covered in the lectures. *(This course is given in Turkish)*

**SKI209 Stres Yönetimi (Stress Management) (3 credits)** The purpose of this course is to demonstrate general theories about stress and also provide general knowledge that related to stress concept. This course also aims to analyze main stress theories as fight or flight, general adaptation syndrome and Lazarus's perceived stress model. *(This course is given in Turkish)*

**SHT212 Tıbbi İngilizce1 (Medical English) (3 credits)** The purpose of this course is to provide practice to the students in professional field being the next dimension of the basic English. This course which is focused on the English terminology used in healthcare field and the methods of general communication aims to ensure that the students learn the required communication methods as an employee and patient.

**SHT213 Tıbbi İngilizce 2(Medical EnglishII) (3 credits)** The purpose of this course is to presents a comprehensive english knowledge of the human body.

**TBD102 Etkili ve Güzel Konuşma Teknikleri (Effective Speach Techniques) (3 credits)** The purpose of this course is to show the students characteristics and rules of Turkish Language through examples; make them achieve the habit and skill of showing their emotions, thoughts, plans, impressions, observations, and experiences accurately and efficiently in writing and verbally; develop their vocabulary with the help of written and verbal texts; teach them the rules of comprehending accurately the texts they read or programs they listen to; develop their language skills which form the basis of the communication between individuals and the populace. *(This course is given in Turkish)*

**MISL103 Finansal Kaynakların ve Kararların Yönetimi (Management of Financial Resources and Decision)(3 credits)** This course aims to inform students about accounting practice, general equilibrium concepts in accounting, accounting principles. The course also aims to inform students about balance sheet account, accounting for trading, T Ruler Record (TRR), new operating assets and liabilities. Accounts and implementation handled in this lesson. *(This course is given in Turkish)*

**MISL202 Pazarlama İlkeleri (Marketing Principles) (3 credits)** This course gives a system for general information about marketing. Students have information about a function of a business which is called marketing and its approaches. *(This course is given in Turkish)*

**MISL213 İşletme Çevresi (Business Environment) (3 credits)** This course aims to collect data in primary and secondary ways, using sources for it and the relationship with the business environment for decision making in organizational ways and the use and production knowledge for several purposes. *(This course is given in Turkish)*

**MISL112 İşletme Stratejileri (Business Strategies ) (3 credits)** This course aims the inform students about business and strategy, sources related with knowledge and business environment. *(This course is given in Turkish)*



**MISL203 İş Etiği (Business Ethics) (3 credits)** This course aims to give ideas to students about ethical behavior. Ethical behavior applications for individuals, firms and societies are also important for the topic of business ethics, which is examined in this course. *(This course is given in Turkish)*

**METI210 Kişisel ve Profesyonel Gelişim (Personal and Professional Development ) (3 credits)** The aim of this course is to inform students about development in several branches. Students have to identify their personel development in a professional perspective. *(This course is given in Turkish)*

**MHUK201 İş Hukuku (Business Law ) (3 credits)** The aim of this course; The historical development of labor law that arise out of reasons, work is based on the relationship with other branches of law to explain the unique nature of the law in the interpretation of labor law aim of enhancing opportunities in accordance with the principles covered. Following the developments in labor legislation flexible types of work within the scope of the 4857 Act, the basic concepts of business law, economic, and provides information about changes in social and technological developments resulting from labor law. *(This course is given in Turkish)*

**MISL114 İşletme Kararların Alınması (Taking Operational Decisions) (3 credits)** This course aims to handle the points for decision making and decision taking for the processes in individual and team perspective. *(This course is given in Turkish)*

**MYYO108 Örgütsel Davranış (Organizational Behavior) (3 credits)** In the light of these theories,teaching organizational behavior theory, business typology impact the organization molecular structure, organizational culture, social influence, attitude, motivation, to givethe perceptionandthe use oforganizationalconduct of themarketingandadvertising world to students. *(This course is given in Turkish)*

**MYYO113 Etkili İletişim Teknikleri (Effective Communication Techniques) (3 Credits)** The aim of the course is to provide basic information about concept of communication and the communication process, verbal communication, nonverbal communication, interpersonal communication, group communication, and organizational communication, Mass Communication, online communication, international and intercultural communication. *(This course is given in Turkish)*

**MYYO220 Kamu Maliyesi (Public Finance ) (3 credits)** The purpose of the course is to give information about public expenditure, public revenues, tax systems and public expenditures and budged which is the community presentation format of public revenues and expenditures. Students can analyse the strategic plannig and activity reports of the public institutions. . *(This course is given in Turkish)*

**MISG204 İş Sağlığı ve Güvenliği Mevzuatı (Occupational Health and Safety Legislation) (3 credits)** Laws and regulations related to the objectives of occupational health and safety of the

program, the employer and responsibility of workers, the Occupational Health and Safety Act's basic objectives and principles is to give knowledge about the basic principles of the legislation on existing legal regulations and occupational health and safety in Turkey. *(This course is given in Turkish)*

**MIKA101 İnsan Kaynakları YönetimiI (Human ResourcesManagement I) (3 credits)** This course aims to explain techniques and applications about human resources management terms which are important in workplace. In this course, employment, performance, career, motivation and similar terms are discussed for their importance in business. *(This course is given in Turkish)*

**MGRS202 GirişimcilikI (EntrepreneurshipI) (3credits)** The aim of this course is to inform students of entrepreneurship and human resources in the workplace. The students have to identify the relation between the entrepreneur and the firm.

**MCAV211 Satış Planlama ve Operasyon (Sales ,Planing and Operations) (3 credits)** This course aims to combine with theory and application in a spesific way. Selling and marketing, customer relationship management, operational activities handled in this lesson.

**MTRF203 Dış Ticaret Evrakları ( Foreign Trade Documents) (3 credits)** The aim of this course is to inform students for the increasingly competitive foreign trade world. The emphasis of this course will be on the international commercial terms, import and export transactions and accounting. Through chapters and readings, students will take of learning. In addition, we will be explained the topics with examples. End of the course, students are required to do homework. During the presentations, students will be work with other people in teams while developing their oral communication abilities and presentation skills.

**MTRF202 Gümrük Operasyonları ve Uygulamaları (Customs Operations and Practices ) (3 credits)** This course aims to examine important issues about a operations and the evaluation of the results.

**MTRF221 Dış Ticaret Finansmanı (Financing Foreign Trade) (3 credits)** The aim of this course is to inform students about trade in several branches. Students have to identify the relationship between the trade and finance.

**MHUK102 Temel Hukuk (Basic Law) (3 credits)** To teach the basic concepts of law. Regulatory rules and sanctions which are ensuring social order and holds a very important place in maintaining, definitions of law. Have information about constitution.

**MRTV113 Kurguya Giriş (Introduction to Editing) (2 credits)** The course is designed to introduce students to the art of editing. Students will receive basic training in practice and also learn basic editing principles. On line and off line editing, linear and non-linear editing, assemble and

insert editing are some of the topics that will be covered in this class. In this course is used adobe premiere Cs6 editing software. *(This course is given in Turkish)*

**MRTV116 Film Çalışmaları (Film Studies) (2 credits)** The aim of this course, subjects such as cinema history, cinema directors and their films, situation of cinema in social life, industry, culture and communication will be discussed. Ability of how to analyse films is gained. This course also investigates how to produce meaning with critical analysis techniques and how to interpret the meaning. *(This course is given in Turkish)*

**MRTV217 Film ve Videoda Kurgu (Film and Video Editing ) (3 credits)** Aims of this course are to teach technique and theoretical principles of editing, to combine created sound and images to compose a story. In addition to these in this course, the program Adobe Premiere Cs6 is taught and technique information and skills are gained. Dialogue scene, action scene and documentary editing are practiced. A Project is made to be ready for showing by editing, sound editing, color editing and with generics. *(This course is given in Turkish)*

**MRTV219 Televizyon Haberciliği (Television Reporting) (3 credits)** In this class, students learn structure of a news center, working systems of units, how to write news and fictionalize. It is provided for students to learn creating a format, writing, recording, editing, composing scenario and producing by making a plan for target audience's needs. Differences between television broadcasting of news and news production are analyzed. *(This course is given in Turkish)*

**MRTV222 İleri Kurgu (Advanced Editing) (2 credits)** It is aimed to be faster and more effective on whole post production stages by using advanced level of features on editing programs Adobe Premiere Cs6 and Adobe After Effect in this course. *(This course is given in Turkish)*

**MGTS109 Yaratıcı Fikir Geliştirme (Creative Idea Development) (2 credits)** Purposes of this course are providing students to know creativity and creative idea concepts and gaining them creative idea development ability. To teach that creativity is an improvable fact, there can be barriers on creativity, importance for creativity within themselves and how to develop creative idea is another purpose of this class. *(This course is given in Turkish)*

**MISL101 İşletme (Management ) (3 credits)** The purpose of this course is to provide students with a background of basic management functions and an academic viewpoint to follow, understand and apply the modern developments in management, analysing opinions on management, actual criticisms, new approaches, ensuring knowledge about intellectual evolution of administrative field and development of their prevision for management trainees.

**MBLG101 Bilgisayara Giriş (Introduction to Computer ) (3 credits)** The purpose of this course is to this lecture provides general information about basic computer applications. Students will be able to recognize the operating systems differences, realize the word program, create the new document, spreadsheet, presentation and save them. Moreover, this lecture introduces features of a

quality presentation. Also in this lecture, student s will have knowledge about internet, network, wire and wireless connections.

**MISL201.01 Organizasyon ve Davranış (Organization and Behavior ) (3 credits)** This course deals with human behavior in organizations. Conceptual frameworks, case discussions, and skill-oriented activities are applied to course topics which include: motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Class sessions and assignments are intended to help participants acquire skills and analytic concepts to improve organizational relationships and effectiveness.

**MMEK103 Bilgisayar Programlama (Computer Programming ) (3 credits)** The aim of this course; basic programming and algorithm logic is to be developed. In this context, the structure of the Java programming language and teaching the rules is intended to give the ability to write programs with this programming language. *(This course is given in Turkish)*

**MISL102.01 İşletme Yönetimine Giriş (Introduction to Business Administration) (3 credits)** This course aim to providing students with a background of basic management functions and an academic viewpoint to follow, understand and apply the modern developments in management, analysing opinions on management, actual criticisms, new approaches, ensuring knowledge about intellectual evolution of administrative field and development of their prevision for management trainees.

**MADM107 Girişimcilik (Entrepreneurship) (3 credits)** This course will examine the theory and practice of promoting and managing innovation in start-ups and existing firms. It explores successful frameworks, strategies, funding techniques, business models, risks, and barriers for introducing break-through products and services. Topics include business model innovation, design-driven innovation, leadership, strategy, information technology, knowledge management, process improvement, performance measurement, and change management.

**MIKT101 Genel İktisat (Introduction to Economics) (3 Credits)** Students develop a basic understanding of economic principles in order to discuss issues at the level covered by the media. Topics include an introduction to microeconomics; the importance of government; an introduction to macroeconomics; macro policies and trade; industrial organization and products costs; and market structures, including perfect and imperfect competition. *(This course is given in Turkish)*

# ASSOCIATE DEGREE PROGRAMS

## VOCATIONAL SCHOOL

### Architectural Restoration (Turkish)

#### About Program

Architectural restoration program aims to train the technical staff work for conservation cultural and natural heritage. The technical staff is needed who has relevant knowledge and awareness about conservation and restoration; has process information; has practical and theoretical skills; recognize the importance of the issue working in offices, construction sites and laboratory studies by architectural restoration sector. By preparing students to the sector, we will be serving for a considerable amount of increase in the quality of the education in our country. In addition, the courses of the program will be offered by the lecturers who have professional knowledge in the field. The curriculum of this program includes the knowledge of measured drawing techniques, materials, law and legislation, construction, architectural details, architectural and fine arts history.

#### Objectives

The Architectural Restoration Program aims to enable students to gain relevant knowledge and awareness about conservation and restoration in accordance with technical skills like as measured drawings so as to improve better professional practices.

The total credits required for the satisfactory completion of the curriculum are 67 credits. The program additionally requires two internships each enduring 40 work days.





**CURRICULUM****1<sup>ST</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MMRS107	Yapı Elemanları ve Statiği	Yes	Yes	3 + 0	3
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MMRS103	Teknik Resim ve Sunum Teknikleri	Yes	Yes	2+2	3
MMRS109	Geleneksel Yapı Elemanları ve Malzemesi	Yes	Yes	3 + 0	3
Total :					14

**2<sup>ND</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MMRS110	Sanat Tarihi	Yes	Yes	3 + 0	3
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MMRS104	Rölöve I	Yes	Yes	3 + 0	3
MMRS114	Mimarlık Tarihi I	Yes	Yes	3 + 0	3
MMRS116	Bilgisayar Destekli Tasarım I	Yes	Yes	2 + 2	3
MMRS118	İnce Yapı	Yes	Yes	3 + 0	3
Total :					20

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

**3<sup>RD</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0 <sup>1</sup>	2
MMRS205	Koruma ve Restorasyon İlkeleri	Yes	Yes	3 + 0	3
MMRS207	Rölöve II	Yes	Yes	2 + 2	3
MMRS213	Bezeme Teknikleri I	Yes	Yes	2 + 2	3
SECGNL3YY	Seçmeli Grup 1	No	Yes	0 + 0	3
SECGNL3YY	Seçmeli Grup 2	No	Yes	0 + 0	3

**[+] 3<sup>rd</sup> Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
MFKM113	Temel Fotoğraf Tekniği	No	Yes	3 + 0	3
MISG209	Yapı işlerinde İş Sağlığı ve Güvenliği	No	Yes	3 + 0	3
MMRS215	Bilgisayar Destekli Tasarım II	No	Yes	2 + 2	3
MMRS217	Mimarlık Tarihi II	No	Yes	3 + 0	3
MGSA101	Güzel Sanatlar I	No	Yes	1 + 0	1
MİKA221	Etkili İletişim	No	Yes	3 + 0	3 <sup>2</sup>
KYP001	Kariyer ve Yaşam	Yes	Yes	0 + 2	1
MMRS219	Fotoğraf Çekme ve Belgeleme	No	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

Total :	17
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**4<sup>TH</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MMRS204	Genel Restorasyon Teknikleri	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MMRS206	Rölöve III	Yes	Yes	2 + 2	3
MMRS208	Mezuniyet Projesi	Yes	Yes	1 + 2	2
SECGNL4YY	Seçmeli Grup 3	No	Yes	0 + 0	3
SECGNL4YY	Seçmeli Grup 4	No	Yes	0 + 0	3

**[+] 4<sup>th</sup> Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
MINS101	Yapı Statiği	No	Yes	3 + 0	3
MMRS216	Bezeme Teknikleri II	No	Yes	2 + 2	3
MGRS202	Girişimcilik	No	Yes	2 + 2	3
MFKM114	Fotoğraf Uygulamaları	No	Yes	3 + 0	3
MGSA102	Güzel Sanatlar II	No	Yes	1 + 0	1
MILK201	İlk yardım	No	Yes	3 + 0	3
Total :					16
<b>Grand Total</b>					<b>67</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Description

**MATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 credits)** *(See General Education)*

**MMRS107 Yapı Elemanları ve Statiği (Structure Components and Statics) (3 credits)** Developing of structural knowledge with analyzing of structure components and statics examples is aimed. Topics of this course are structure notion and structural systems, general statically knowledge, bearing elements of a structure and sizing equations. *(This course is given Turkish)*

**MING151 Temel İngilizce I (Basic English I) (3 credits)** *(See General Education)*

**MMRS103 Teknik Resim ve Sunum Teknikleri (Technical Drawing and Presentation Techniques) (3 credits)** The course is aimed to give students two and three dimensions thinking and architectural drawing and presentation ability. Topics of the course are technical drawing tools, papers and writing techniques; free hand drawing; general drawing techniques; linear and curvilinear drawing; projective techniques (plan, section and view) and perspective drawing techniques. *(This course is given Turkish)*

**MMRS109 Geleneksel Yapı Elemanları ve Malzemesi (Traditional Structure Components and Materials) (3 credits)** The course is aimed give to students an introduction knowledge to traditional building systems, elements and materials. In this context three main questions will analyze according to examples. These questions are, what are traditional buildings types and their elements; how are used wood, stone and soil when traditional structures were construct; what are these materials main deformation types and why. *(This course is given Turkish)*

**MATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and The History of Turkish Revolution II) (2 credits)** *(See General Education)*

**MMRS110 Sanat Tarihi (Art History) (3 credits)** The origin of the course consisted by four main themes of art; history, types, doctrines and objects. Course methodology is composed of lecturing, discussion and analyzing of these themes with intersection of social, economic and politic perspective of cultures. *(This course is given Turkish)*

**MING152 Temel İngilizce II (Basic English II) (3 credits)** *(See General Education)*

**MMRS104 Rölöve I (Building Survey I) (3 credits)** The course is aimed to understanding the importance and techniques of historical building survey. Topics of this course are understanding aim, history and instruments of building survey; drawing sketch, taking photos; measuring and drawing with also practicing on basic examples. *(This course is given Turkish)*

**MMRS114 Mimarlık Tarihi I (Architectural History I) (3 credits)** The course is aimed to define development eras of architecture, for improve point of view to surrounding architectural space of restoration students. The course is composed of these themes; Anatolia and Mesopotamia and Egypt

civilizations Architecture, Helen Roman-Byzantine architects, Arab Islamic countries Architecture, Architecture in Pre-Anatolian Turkish, Anatolian Seljuk Era of Architecture, Architecture in Anatolian principalities, Architecture in the Ottoman Period, modernism, Architectural period 1923-1950 in Turkey, Architecture in Turkey after 1950, 20th century architectural heritage and conservation approaches, Postmodernism. *(This course is given Turkish)*

**MMRS116 Bilgisayar Destekli Tasarım I (Computer Aided Design I) (3 credits)** The aim of this course begins with the basics of the user interface and leads students step-by-step to learning how to draw the kind of precise, measured 2D drawings that form the basis of design communication the world over. Along the way, learn how to create and modify geometry, layers, blocks, attributes, dimensions, layouts, and how to share drawings with others. *(This course is given Turkish)*

**MMRS118 İnce Yapı (Fine Structure) (3 credits)** Fine structure course has a complementary role in defining traditional construction systems as a continuation of technical drawing and traditional structure component and materials courses. Understanding fine structure needs system and point details in plan, view and section drawings. Therefore the course composed from lecturing traditional windows, doors, stairs and roof types; their systems and detail elements with also practicing their system and point detail technical drawings. *(This course is given Turkish)*

**MTRD101 Türk Dili I (Turkish Language I) (2 credits)** *(See General Education)*

**MMRS205 Koruma ve Restorasyon İlkeleri (Conservation and Restoration Principles) (3 credits)** Defining concepts and dimensions of conservation, consciousness of historical environment, Identification and classification of conservation required value, protection of cultural heritage protection of the essential issues to be discussed in the legal framework. *(This course is given Turkish)*

**MMRS207 Rölöve II (Building Survey II) (3 credits)** The course as a continuation of building survey course one is aimed to practice to students on a historical building. Course is consist of mainly practicing on field work and reviewing students measured drawings according to techniques and rules of historical building survey. *(This course is given Turkish)*

**MMRS213 Bezeme Teknikleri I (Ornament Techniques I) (3 credits )** The course is aimed to improve awareness of historical development of Turkish Ornament with also their usage in traditional architecture. Main themes of lecturing are motifs and patterns with also their drawing techniques usage in ceramics, hand –carved and wood-metal-stone carving. Meanwhile, practicing these motifs is component the aim of the course. *(This course is given Turkish)*

**MMRS204 Genel Restorasyon Teknikleri (General Restoration Techniques) (3 credits)** Historical monuments have importance about their artistic, architectural, cultural and social values. The course is aimed to give technical and theoretical knowledge to students about how these values should be conserved. *(This course is given Turkish)*

**MTRD102 Türk Dili II (Turkish Language II) (2 credits)** *(See General Education)*

**MMRS206 Rölöve III (Building Survey III) (3 credits)** The course is as a continuation of building survey course two. *(This course is given Turkish)*

**MMRS208 Mezuniyet Projesi (Graduation Projects) (2 credits)** The aim of this course is to inform students of synthesizing courses and workplace. The students have to identify the relation between the literature and research together. *(This course is given Turkish)*

## **ELECTIVES**

**MFKM113 Temel Fotoğraf Tekniği (Basic Photography Techniques) (3 credits)** In this course the basic concepts, theories and materials of photography, light and light sources are introduced and the artistic and aesthetic values of photography are discussed. Throughout the course practical works such as outdoor shoots, studio shoots and dark room practices are also carried out. *(This course is given Turkish)*

**MISG209 Yapı İşlerinde İş Sağlığı ve Güvenliği (Occupational Health and Safety in Construction Works) (3 credits)** The aim of this course to provide awareness of the potential dangers that might be encountered in studies in the structure, precautions against possible dangers, to learn, to be informed about the relevant legislation. *(This course is given Turkish)*

**MMRS215 Bilgisayar Destekli Tasarım II (Computer Aided Design II) (3 credits)** The aim of this course begins with the basics of the user interface and leads students step-by-step to learning how to draw the kind of precise, measured 2D drawings that form the basis of design communication the world over. Along the way, learn how to create and modify geometry, layers, blocks, attributes, dimensions, layouts, and how to share drawings with others. *(This course is given Turkish)*

**MMRS217 Mimarlık Tarihi II (Architectural History I) (3 credits)** The course is aimed to define development eras of architecture, for improve point of view to surrounding architectural space of restoration students. The course is composed of these themes; Anatolia and Mesopotamia and Egypt civilizations Architecture, Helen Roman-Byzantine architects, Arab Islamic countries Architecture, Architecture in Pre-Anatolian Turkish, Anatolian Seljuk Era of Architecture, Architecture in Anatolian principalities, Architecture in the Ottoman Period, modernism, Architectural period 1923-1950 in Turkey, Architecture in Turkey after 1950, 20th century architectural heritage and conservation approaches, Postmodernism. *(This course is given Turkish)*

**MGSA101 Güzel Sanatlar I (Fine Arts) (1 credits)** The aim of this course is to teach the students the terms of art, so that they can rule on the components of an art piece, to learn the necessary measures to appreciate the visual stage arts and plastic arts. *(This course is given Turkish)*

**MİKA221 Etkili İletişim (Effective Communication) (3 credits)** The aim of the course is to provide basic information about concept of communication and the communication process, verbal communication, nonverbal communication, interpersonal communication, group communication, and organizational communication, Mass Communication, online communication, international and intercultural communication. *(This course is given Turkish)*



**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MMRS219 Fotoğraf Çekme ve Belgeleme (Photographing and Recording) (3 credits)** The course is aimed give to student conscious photographing and documentation ability. Lecturing part of the course is composed from photograph themes, history, tools with also techniques. Students practice all themes by photographing surrounding historical monuments and document them. *(This course is given Turkish)*

**MINS101 Yapı Statiği (Construction Statics) (3 credits)** This course designed to give information about structural systems and structural behaviors; to be able to calculate the internal forces and structural displacements. To present the theory and applications for analysis and design of load carrying systems of civil engineering structures in detail. *(This course is given Turkish)*

**MMRS216 Bezeme Teknikleri II (Ornament Techniques II) (3 credits)** The course is aimed to improve awareness of historical development of Turkish Ornament with also their usage in traditional architecture. Main themes of lecturing are motifs and patterns with also their drawing techniques usage in ceramics, hand –carved and wood-metal-stone carving. Meanwhile, practicing these motifs is component the aim of the course. *(This course is given Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (3 credits)** Successful entrepreneurship, opportunity identification and assessment, economic development potential of businesses, alternative forms of work arrangements in the new economy balancing an entrepreneurial lifestyle, determining what success means to each student, goal setting and visioning. The goal of this course is to providing insight into: 1) the significance of entrepreneurship 2) entrepreneurial processes - from finding and evaluating good business opportunities to new venture start-up and growth issues, and 3) entrepreneurial behaviour, a critical success factor in new venture creation. Students will learn key entrepreneurial concepts through lecture material, experiential learning, videos and interaction with successful entrepreneurs. *(This course is given Turkish)*

**MFKM114 Fotoğraf Uygulamaları (Photography Applications) (3 credits)** Aim of this course is to practice for how to control factors that provide to create photographic images and how to use facilities of machine to get a result. *(This course is given Turkish)*

**MGSA102 Güzel Sanatlar II (Fine Arts II) (1 credits)** The aim of this course is to help students appreciate the art pieces with a certain point of view, to work on the related subjects, to compare different arts pieces of different fields and movements, their inter-relations and influences on each others. *(This course is given Turkish)*

**MILK201 İlk Yardım (First Aid) (3 credits)** The main aim of this course is to equip students with knowledge and ability on the precautions taken for preventing injuries or saving an injured person's life by using the first aid methods in case of an accident or emergency case until the medical team arrive. Provide the necessary knowledge and skills on first aid. *(This course is given Turkish)*

# Banking and Insurance (Turkish)

## About Program

By preparing students to the sector, we will be serving for a considerable amount of increase in the quality of the education in our country. In addition, the courses of the program will be offered by the lecturers who have professional knowledge in the field, especially who work at the top of the related sector. Students in this program acquire skills and knowledge not only in the discipline of business administration but also expertise in banking and insurance; therefore their promotion to executive positions within time will be highly probable, depending on their self-development and success.

## Objectives

The Associate Degree Programme in Banking and Insurance aims to train qualified staff , banking and insurance within the framework of the basic principles of the profession, equipped with professional knowledge and experience, professional foreign language skills of the profession, to train manpower who are aware of the responsibility and business ethics.

The total credits required for the satisfactory completion of the curriculum are 68 credits. The program additionally requires two internships each enduring 20 work days.



## CURRICULUM

### 1<sup>st</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MMAT101	Matematik	Yes	Yes	3 + 0	3
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MBAS101	Bankacılığa ve Sigortacılığa Giriş	Yes	Yes	3 + 0	3
MIKT101	Genel İktisat	Yes	Yes	3 + 0	3
MBAS102	Finansın Temelleri	Yes	Yes	3 + 0	3
Total:					17

### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MIST102	İstatistik	Yes	Yes	3 + 0	3
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MBAS105	Mali Analiz	Yes	Yes	3 + 0	3
MBAS103	Bankacılıkta Kredi Yönetimi ve Analizi	Yes	Yes	3 + 0	3
MBAS104	Elementer Sigorta Branşları	Yes	Yes	3 + 0	3
Total				3	17

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

### 3<sup>rd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MBAS201	Finansal Ekonometri	Yes	Yes	3 + 0	3
MBAS202	Finansal Yönetim	Yes	Yes	3 + 0	3
MBAS203	Para ve Sermaye Piyasaları	Yes	Yes	3 + 0	3
	(Seçmeli Grup)	No	Yes	0 + 0	3
	(Seçmeli Grup)	No	Yes	0 + 0	3
Total					17

#### [+] 3<sup>rd</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MGRS202	Girişimcilik- (Seçmeli Grup)	No	Yes	3+0	3
MISL222	Müşteri İlişkileri Yönetimi - (Seçmeli Grup)	No	Yes	3 + 0	3
MBAS204	Risk ve Sigorta- (Seçmeli Grup)	No	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	1+0	1
TIC203	Uluslararası Ticaret			3+0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

**4<sup>th</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MBAS205	Yatırım Analizi ve Portföy Yönetimi	Yes	Yes	3 + 0	3
MBAS206	Uluslararası Finans ve Türev Ürünler	Yes	Yes	3 + 0	3
MYYO216	Mezuniyet Projesi	Yes	Yes	3 + 0	3
	(Seçmeli Grup)	No	Yes	0 + 0	3
	(Seçmeli Grup)	No	Yes	0 + 0	3
Total:					17

**[+] 4<sup>th</sup> Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
MBAS208	Zaman Yönetimi- (Seçmeli Grup)	No	Yes	3 + 0	3
MBAS207	Ekonomik Göstergelerin Yorumlanması - (Seçmeli Grup)	No	Yes	3 + 0	3
<b>Grand Total</b>					<b>68</b>

\*C: Compulsory  
 \*\*A: Average  
 \*\*\* L + P: Lecture + Practice

## Course Descriptions

**MBAS101 Bankacılık ve Sigortacılığa Giriş (Introduction to Banking and Insurance) (3 Credits)** Introduction to Banking - This course will prove useful to business and finance professionals, as well as anyone who would like to learn more about banking and how the global financial system operates. Most large banks are now global in nature, with offices in all key financial centers, from New York to London to Hong Kong, and have the power to influence the economies of countries around the world no matter how large, as seen during the recent financial crisis. This course reviews the banking system, basic banking practices, and explains - at an introductory level - how international banking works as well as examining topics such as fractional reserve banking, reserve ratios, treasuries, leveraging, the Fed funds rates, and the London Interbank Offer Rate (LIBOR). *(This course is given in Turkish)*

**MBAS102 Finansın Temelleri (Fundamentals of Finance) (3 Credits)** Designed to build an understanding of the various banking and finance industries through an examination of the segments of these industries and appraisals of the financial and management skills that future managers need to succeed. The course pedagogy is enhanced with student-led discussion regarding current events in global financial markets. Students gain insights into the development and characteristics of the different industries through popular trade magazines, newspapers, Internet sources, and text. To obtain an understanding and ability to use basic business financial management concepts and tools of analysis such as valuation, risk-return relationships, financial statement analysis, capital budgeting, cost of capital, capital structure, and working capital management. To become familiar with the various types of financing available to a firm. *(This course is given in Turkish)*

**MBAS103 Bankacılıkta Kredi Yönetimi ve Analizi (Credit Management and Analysis in Banking) (3 Credits)** The aim of this course is to understand the purpose and scope of the credit management in banks, to teach the credit risk analysis and lending and monitoring activities within the framework of the bank-customer relations. *(This course is given in Turkish)*

**MBAS104 Elementer Sigorta Branşları (Elementary Insurance Branches) (3 Credits)** The aim of this course is to introduce students to the segmentation of insurance branches and all insurance practices at elementary branches. Course includes fire and engineering insurances, definition and theory, types, causes, basic terms, security measures, additional guarantees, general and special conditions, loss of profits, pricing, damages, construction-assembly and electronic equipment insurances coverage, conditions, damage information, the scope of the risks and classification, types of accident and liability insurance and the asset insurances. Each insurance branch are examined separately with case studies in the course. *(This course is given in Turkish)*

**MBAS105 Mali Analiz (Financial Analysis) (3 Credits)** This course emphasizes the fundamental techniques of financial statement analysis. Building upon core accounting and investment concepts, the course covers the analysis (including ratio analysis) and interpretation of financial accounting information including the balance sheet, income statement, and statement of cash flows. The course also examines the use of accounting information in investment and credit decisions. This course is designed to prepare students to interpret and analyze financial statements for tasks such as credit and security analyses, lending and investment decisions, and other decisions that rely on financial data. This course explores in greater depth financial reporting from the perspective of financial statement users. Students develop a sufficient understanding of the concepts and recording



procedures and therefore are able to interpret various disclosures in an informed manner. Students learn to compare companies financially, understand cash flow, and grasp basic profitability issues and risk analysis concepts. Ultimately, students who complete this course develop a more efficient and effective approach to researching, interpreting, and analyzing financial statements. *(This course is given in Turkish)*

**MBAS201 Finansal Ekonometri (Financial Mathematics) (3 Credits)** This course includes time series and panel data analysis, stationary tests, ARIMA models, asymmetric GARCH models, cointegration and error correction mechanisms, VAR and causality. Applications in the computer program will also be made in the scope of course. *(This course is given in Turkish)*

**MBAS202 Finansal Yönetim (Financial Management) (3 Credits)** The aim of this course is an introduction to advanced concepts and methods of financial management. Topics include risk and return, asset evaluation, capital budgeting, capital structure, business financial planning and working capital management. *(This course is given in Turkish)*

**MBAS203 Para ve Sermaye Piyasaları (Money and Capital Markets) (3 Credits)** The aim of this course is to examine the business and the economics of money and capital markets. To that end, we will analyze the structural interrelationships among the important participants in the Turkey financial markets. The course topics include flows of funds, determinants of interest rates, monetary policy and interest rates, money and capital market instruments, and problems in managing financial institutions. *(This course is given in Turkish)*

**MBAS205 Yatırım Analizi ve Portföy Yönetimi (Investment Analysis and Portfolio Management) (3 Credits)** The aim of this course is to inform students on basic investment concepts and investment decisions, introduction to portfolio management, portfolio management theory, portfolio management process and asset allocation analysis, equity investment, fixed income securities investments, derivative investments, alternative investments, and asset management, the presentation of asset management sector and companies, portfolio management strategies, performance measurement, risk management subjects. *(This course is given in Turkish)*

**MBAS206 Uluslararası Finans ve Türev Ürünler (International Finance and Derivatives Products) (3 Credits)** The aim of this course is to inform students on foreign exchange market, balance of payments, international investment and banking, monetary and fiscal policy in an open economy, economic integration and monetary union, the international monetary system, optimum currency areas, exchange prediction and hedging instruments, foreign exchange options, export finance, international payments and collections methods. *(This course is given in Turkish)*

**MYYO216 Mezuniyet Projesi (Graduation Project) (3 Credits)** The aim of this course is to inform students of synthesizing courses and workplace. The students have to identify the relation between the literature and research together. *(This course is given in Turkish)*

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and The History of Turkish Revolution II) (2Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**TRD101 Türk Dili I (Turkish Language I) (2Credits)** *(See General Education)*

**MTRD202 Türk Dili II (Turkish Language II) (2Credits)** *(See General Education)*

**MIST101 İstatistik (Statistics) (3 Credits)** The purpose of this course is to increase students' knowledge about statistics. Data summaries and descriptive statistics; introduction to a statistical computer package; Probability: distributions, expectation, variance, covariance, portfolios, central limit theorem; statistical inference of univariate data; Statistical inference for bivariate data: inference for intrinsically linear simple regression models. This course will have a business focus, but is not inappropriate for students in the college. *(This course is given in Turkish)*

**MIKT101 Genel İktisat (Introduction to Economics) (3 Credits)** *(See General Education)*

**BAS302 Bankacılık Hukuku (Banking Law) (3 Credits)** This is an introductory course intended to familiarize the students with the basic concepts of arithmetic, number theory, set theory, symbolic logic, and finite mathematics. Topics include logic, sets, numeration systems, arithmetic in non-decimal systems, system of integers, elementary number theory and modular arithmetic. There will be a strong emphasis on critical thinking, problem solving, understanding concepts and their applications. *(This course is given in Turkish)*

**MMAT101 Matematik (Mathematics) (3 Credits)** The objective of this course is to introduce general concepts and the terminology related to the insurance sector. The risk management in the insurance sector and legal perspectives will be analyzed as well in the content of the course. The effects of globalization and some worldwide strategies will be demonstrated during the lectures. The quality management, the importance of customer relations, expertising activities, the competition level, the organizational structure of companies and the related EU standards will be investigated within the perspective of insurance sector. *(This course is given in Turkish)*

## **ELECTIVES**

**MGRS202 Girişimcilik (Entrepreneurship) (3 Credits)** The purpose of this course is to increase students' knowledge about Turkish business life and entrepreneurship. Students will also be able to analyze the economic issues of the global world. In line with this objective, the course will focus on the contemporary issues in Turkish business life. The course will cover theoretical and practical information about global change. Issues related with strategic management, human resources, marketing, production, business ethics will also be examined. The original side of this course is business people' sharing their experience with students. *(This course is given in Turkish)*

**MBAS208 Zaman Yönetimi (Time Management)(3 Credits)**The aim of this course is to teach students time management approaches developed for the effective use of time. Course covers the

history of time management, the definition and the relativity of time, personal time management, time management training and business life, the importance of time management for managers and ABC analysis, success approach and technology approach in the context of time management approaches. *(This course is given in Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MBAS204 Risk ve Sigorta (Risk and Insurance)(3 Credits)** The aim of this course is to gain knowledge and skills to students in the basic principles of insurance, functions, risk concept, contract, premiums, institutions and organizations in the industry and some events might encounter in everyday life, such as the popular private pensions. *(This course is given in Turkish)*

**MBAS207 Ekonomik Göstergelerin Yorumlanması (Interpretation of Economic Indicators) (3 Credits)** This course includes basic knowledge of interpretation of developments in the markets in the light of the macroeconomic indicators. Within the course economic indicators are classified according to their importance and influence and each is examined separately with case studies. Inflation and inflation targeting, the central bank and monetary policy, fiscal and budgetary policies, balance of payments and new developments in the financial markets are discussed. *(This course is given in Turkish)*

# Business Administration

## About Program

From different dynamics like environmental issues and globalization process, the importance of businesses have increases. The Business Administration Program aims to enable students to take part of the task and responsibility in several processes of firms.

The graduate students can work in several branches in different businesses and create "Research Project" in the current professional issues.

## Objectives

After an intense program in the preparation class, we believe that our graduates will ready to take a high managerial position in the giant firms.

The total credits required for the satisfactory completion of the curriculum are 68 credits. The program additionally requires one internships enduring 40 work days.



## CURRICULUM

### 1<sup>st</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA 111	Atatürk Principles and the History of Turkish Revolution I	Yes	Yes	2 + 0	2
MADM113	Aspect of Contract and Negligence of Business	Yes	Yes	3 + 0	3
MADM 105	Marketing Principles	Yes	Yes	3 + 0	3
MADM 111	Business Environment	Yes	Yes	3 + 0	3
MADM 106	Managing Financial Resources and Decisions	Yes	Yes	3 + 0	3
<b>Total :</b>					<b>14</b>

### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA112	Atatürk Principles and The History of Turkish Revolution II	Yes	Yes	2 + 0	2
MADM 102	Business Strategy	Yes	Yes	3 + 0	3
MADM 110	Business Decision Making	Yes	Yes	3 + 0	3
MADM 120	Managing Communications, Knowledge and Information	Yes	Yes	3 + 0	3
MADM 118	Managing Business Activities to Achieve Results	Yes	Yes	3 + 0	3
<b>Total</b>					<b>14</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

### 3<sup>rd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MADM 209	Organizations and Behaviour	Yes	Yes	3 + 0	3
MADM 213	Working with and Leading People	Yes	Yes	3 + 0	3
MADM 215	Human Resources Development	Yes	Yes	3 + 0	3
MTRD101.01	Turkish Language I	Yes	Yes	2 + 0	2
	Elective Course 1	No	Yes	3 + 0	3
	Elective Course 2	No	Yes	3 + 0	3
Total :					17

#### [+] 3<sup>rd</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MFTR203	Foreign Trade Documents	No	Yes	3 + 0	3
MADM 107	Entrepreneurship	No	Yes	3 + 0	3
Total					6

### 4<sup>th</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MADM204	Business Ethics	Yes	Yes	3 + 0	3
MCAV211	Sales Planning and Operations	Yes	Yes	3 + 0	3
MADM212	Research Project	Yes	Yes	3 + 0	3
MTRD102.01	Turkish Language II	Yes	Yes	2 + 0	2

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



	Elective Course 3	No	Yes	3 + 0	3
	Elective Course 4	No	Yes	3 + 0	3
Total :					17

[+] 4<sup>th</sup>SemesterElective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRF 221	Financing Foreign Trade	No	Yes	3 + 0	3
MTRF 202	Customs Operations and Practices	No	Yes	3 + 0	3
Total :					6
<b>Grand Total :</b>					<b>68</b>

\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

## Course Descriptions

**MADM106 Managing Financial Resources and Decisions (3 Credits)** This course aims to inform students about accounting practice, general equilibrium concepts in accounting, accounting principles. The course also aims to inform students about balance sheet account, accounting for trading, T Ruler Record (TRR), new operating assets and liabilities. Accounts and implementation handled in this lesson.

**MADM113 Aspects of Contracts and Negligence of Business (3 Credits)** In this course, completed according to the contract the Work specified in this program contracts, the elimination of defects and deficiencies, business sanctions assurance of (letters of guarantee / insurance operations overseer reports / consideration of issues such as the deduction) is used for the frame must be established under the same contract. Business defects in the same contract terms first improve the negative trend due to an integral part of this contract is provided as an additional protocol requirements. All of these terms and definitions are discussed in this course.

**MCAV211 Sales, Planning and Operations (3 Credits)** (*See General Education*)

**MADM105 Marketing Principles (3 Credits)** This course gives a system for general information about marketing. Students have information about a function of a business which is called marketing and its approaches.

**MADM209 Organisations and Behavior (3 Credits)** This course handles the point that being a manager and its boundaries, important issues about management and the techniques, processes of it. In addition, changes in theories also handled in this lesson in a systematic way.

**MADM212 Research Project (3 Credits)** The aim of this course is to inform students of synthesizing courses and workplace. The students have to identify the relation between the literature and research together.

**MADM118 Managing Business Activities to Achieve Results (3 Credits)** This course aims to examine important issues about a Project and the evaluation of the projects' results.

**MADM213 Working with and Leading People (3 Credits)** This course aims to inform students about institutional theories and give information about leadership, management and similar terms.

**MADM102 Business Strategy (3 Credits)** This course aims to inform students about business and strategy, sources related with knowledge and business environment.

**MADM110 Business Decision Making (3 Credits)** This course aims to handle the points for decision making and decision taking for the processes in individual and team perspective.

**MADM111 Business Environment (3 Credits)** This course aims to collect data in primary and secondary ways, using sources for it and the relationship with the business environment for decision making in organization always and the use and production knowledge for several purposes.

**MADM204 Business Ethics (3 Credits)** This course aims to give ideas to students about ethical behavior. Ethical behavior applications for individuals, firms and societies are also important for the topic of business ethics, which is examined in this course.

**MADM120 Managing Communication Knowledge and Information (3 Credits)** This course aims to students about the use of knowledge in an organization. Knowledge, information, data and communication topics handled in this lesson.

**MADM215 Human Resources Development (3 Credits)** The aim of this course is to inform students of developing of human resources in the workplace. The students have to identify the relation between the human resource development and workplace.

## **ELECTIVES**

**MTRF203 Foreign Trade Documents (3 Credits)** *(See General Education)*

**MADM107 Entrepreneurship (3 Credits)** *(See General Education)*

**MFTR202 Customs Operations and Practices (3 Credits)** *(See General Education)*

**MFTR221 Financing Foreign Trade (3 Credits)** *(See General Education)*

# Civil Aviation Cabin Services

## About Program

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While working in the civil aviation sector, student individually can take responsibility in a group task. Students are able to communicate effectively with professionals and customers, solve the emerging problems using qualitative and quantitative data and know the distinction between dynamic and static shape in companies operating in the sector and the functions of departments in enterprises in the civil aviation sector. One-year English preparation class is mandatory for the English Program students but it is optional for the Turkish Program students.

## Objectives

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Civil Aviation Cabin Services Program's goal is to facilitate the concepts about Cabin Services to take responsibility and part in service processes of all the airlines. These students construct the implementation process in the airports with the international rules which are taken by the Civil Aviation Authorities. They can work for airline companies and also airport ground services etc.

The total credits required for the satisfactory completion of the curriculum are 65 credits. The program additionally requires one internship enduring 40 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA111	Atatürk Principles and The History of Turkish Revolution I	Yes	Yes	2 + 0	2
MCAC105	Normal Safety Rules, Organization Responsibility	Yes	Yes	3 + 0	3
MADM107	Entrepreneurship	Yes	Yes	3 + 0	3
MCAC101	Announcement and Dictation Techniques	Yes	Yes	3 + 0	3
MCAV101	Introduction to Civil Aviation	Yes	Yes	3 + 0	3
Total :					14

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA112	Atatürk Principles and The History of Turkish Revolution II	Yes	Yes	2 + 0	2
MCAV106	Aviation Terminology	Yes	Yes	3+0	3
MCAC204	First Aid	Yes	Yes	3 + 0	3
MCAC110	Communication	Yes	Yes	3 + 0	3
MCAV102	Civil Aviation Rules	Yes	Yes	3+ 0	3
MISL 102.01	Introduction to Business Administration	Yes	Yes	3+0	3
Total :					17

## 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101.01	Turkish Language I	Yes	Yes	2 + 0	2
MCAC209	Inflight Catering Service	Yes	Yes	3 + 0	3
MCAV205	Dangerous Goods	Yes	Yes	3 + 0	3
MCAC207	Crew Resources Management (CRM)	Yes	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



**[+] 3. Semester Elective Course List**

MCAC201	English Language Skills I	No	Yes	3 + 0	3
MCAC206	Aviation Law	No	Yes	0 + 0	3
Total :					17

**4. SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MCAV214	Safety Management System (SMS)	Yes	Yes	3 + 0	3
MTRD102.01	Turkish Language II	Yes	Yes	3 + 0	2
MCAC210	Emergency Rules and Mock Up	Yes	Yes	3+0	3
MCAC208	Graduation Project	Yes	Yes	3 + 0	3

**[+] 4. Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
MCAC202	English Language Skills II	No	Yes	0 + 0	3
MCAV216	Airport Equipment and Operations	No	Yes	0 + 0	3
Total :					17
<b>Total Credits</b>					<b>65</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**MCAC101 Announcement and Dictation Techniques (3 credits)** This course aims to transfer all information, regulations and procedures about Announcement and Dictation Techniques to students. Students who pass the course will be able to know about necessary skills to speak fluently and clearly by using the language correctly, be able to pronounce words correctly and making announcements under suitable conditions with effective speaking skills in normal and in normal situations.

**MCAC105 Normal Safety Rules, Organization Responsibility (3 credits)** This course aims to transfer all information, regulations and procedures about Normal Safety Rules, Organizational Responsibilities to students. Students who pass the course will be able to know about the rules of passenger and load transport, the preparation at aircraft park position. Preparing cabin okay report, the briefing rules. Learning the safety rules of civil aviation, what to do during turbulent weather.

**MCAV101 Introduction to Civil Aviation (3 credits)** This course aims to transfer all priority information, regulations, definitions and procedures about Civil Aviation to students. Students who pass the course will be able to know about aviation alphabet and aviation concept in general terms, the current position of Turkey in general and the Civil Aviation Sector in the World, aerodynamics with the introduction of aircraft types and outlines the basic structure of the aircraft, the disclosure of information related to Meteorology and achievement of No. 2920 of the Civil Aviation Act in general, the regulations of Civil Aviation institutions in the world and Turkey, the basic concepts of Meteorology, Flight Safety and the concept of Airworthiness.

**MCAV102 Civil Aviation Rules (3 credits)** This course aims to explain to students a general information about Civil Aviation Rules and explain to students all things except technical details about Civil Aviation Concept. Students who pass the course will be able to know about in detail the Civil Aviation Law 2920 and SHT OPS 1 and the civil aeronautics regulations with other important procedures and assess National civil aviation sector in the base on international with making comparisons.

**MCAV106 Aviation Terminology (3 credits)** This course aims to transfer all terminology, regulations and procedures about Aviation to students. Students who pass the course will be able to know about how to use the terminology and abbreviations about necessary documents and forms for the aviation sector, how to read and write the initiative of terms in documents properly and understand and use phonetic alphabet when needed and analyze why all forms and documents is used.

**MCAV205 Dangerous Goods (3 credits)** This course aim stop provide the knowledge of all them important issues in civil aviation industry about dangerous goods. Students who pass the course will be able to know about what can define as dangerous goods in aviation and why they should be secured, who is charge in application of there garden rules, which carriage goods can accept for scheduled flight by distinguish packages signs and labels of dangerous goods, precaution and emergency response in case possibility of incident and accidents caused by dangerous goods, restrictions, limit and carriage conditions of good which is defined as dangerous and which type of baggage contain can define as dangerous good and have general information IATA Carrier and other country protocols regarding dangerous goods.

**MCAC110 Communication (3 credits)** This course aims to transfer all information, regulation and procedures about Effective Communication with giving information on the “concept of communication and process”, “verbal communication”, “nonverbal communication”, “interpersonal communication”, “group communication and communication within the organization”, “mass communication”, “online communication”, “international and intercultural communication” by knowing communication concept and process. Purposes and objectives of nonverbal, verbal and written communication and the methods of communication with passengers are described in detail.

**MCAC209 Inflight Catering Service (3 credits)** This course’s target is to analyze and practice cabin service techniques and serving equipments basically. Students will gain ability, accuracy and proficiency of the following topics: impact of food and beverage service on passengers, service preparations, important points of the service, service equipment handling, loading and delivery of catering equipment, standard serving techniques, service concepts presented on board according to configuration and passenger types (Economy class, Business class, First class), rules of hygiene, special meals, dry store items, alcoholic and non-alcoholic beverage service techniques, types of service depending on the time of day.

**MCAC207 Crew Resources Management (CRM) (3 credits)** This course aims to transfer all information, regulations and procedures about Crew Resource Management to students. Students who pass the course will be able to know about Crew Resource Management, and these are reinforced by examples. The identification of risk and hazards that may occur in the cabin due to disruption in the chain of command. Crew Resource Management will be held for all situations that may create risks related to explaining the definition important plans, the source of the accident and the using concept of Aviation Sector team in detail. Information and governance, risk and failure will have a general knowledge about the human and modern aviation terminology and the issues in detail.

**MCAV214 Safety Management Systems(SMS)(3 credits)** This course’s intent is to provide and inform the students about the standards and procedures of Safety Management Systems. Students who pass the course will be able to know about human factor shaving the highest rate of accidents in the aviation industry what is required to zero, hazard analysis of accident sby evaluating the reduction studie sand the possibility of zero accidents, all forms of aviation SHELL model related with the safety problems, how to prepare for the events related risk matrix to analyze the risk matrix and Analyze to avoid the risks of accident sand all there relevant event occurred , and then know how to minimize these errors.

**MCAC210 Emergency Rules and Mock Up (3 credits)** This course objective is to impart theoretical and practical training in cabin crew with the procedures related with flight safety regarding abnormal situations during flight. The primary principle of cabin crew is flight safety. This course will include evacuation procedures to be followed in emergency landing /ditching situations, emergency equipment used during evacuation, Slide/ Slide-Raft/ Slide Raft equipment, survival kit contents, crew control with necessary positive authority with the physical communication tools used while directing passengers into exits, evacuation of handicapped and incapacitated, choosing ABP’s, briefing and positioning of ABP’s, When discussing the subject of survival, the students will learn the factors affecting survival, main principles of survival, survival techniques on desert/jungle/water, survival kit, contents with its operation.

**MCAC204 First Aid (3 credits)** The purpose of this course is to equip students with knowledge and ability on the precautions taken for preventing injuries or saving an injured person’s life by

using the first aid methods in case of an accident or emergency case until the medical team arrive. Provide the necessary knowledge and skills on first aid.

**MCAC208 Graduation Projects (3 credits)** The aim of this course is to inform students of synthesing courses and work place. The students have to identify the relation between the literature and research together.

**ATA111 Atatürk Principles and The History of Turkish Revolution I (2 credits)** *(See General Education)*

**ATA112 Atatürk Principles and The History of Turkish Revolution II (2 credits)** *(See General Education)*

**MTRD101.01 Turkish Language I (2 credits)** *(See General Education)*

**MTRD102.01 Turkish Language II (2 credits)** *(See General Education)*

**MADM107 Entrepreneurship (3 credits)** *(See General Education)*

**MISL102.01 Introduction to Business Administration (3 credits)** *(See General Education)*

## **ELECTIVES**

**MCAC201 English Language Skills I (3 credits)** *(See General Education)*

**MCAC202 English Language Skills II (3 credits)** *(See General Education)*

**MCAV206 Aviation Law (3 credits)** This course aims to provide the knowledge of all the important issues in civil aviation industry about air law. Students who pass the course will be able to know about current examples of Air Law related with basic concepts, all committees and organizations in the Civil Aviation in an explanatory way, differences between the EU and non-member countries, airlines in detail the factors to subsidized government.

**MCAV216 Airport Equipment and Operations (3 credits)** Airport equipment and operations is related with the Annex 14. With the SMS IN 2012, there are 19 pieces of annexes in Civil Aviation Sector's most important authority ICAO. This lesson is about the important details of Annex 14 and its principles. The course contains Aerodrome Data, Physical Characteristics, Obstacle Restriction and Removal, Visual aids for navigation, Indicators and installing services, Markings, Lights, Signs, Markers, Visual aids for denoting obstacles, Visual aids for denoting restricted use areas, Equipment and installations, Emergency and other services topics.

# Civil Aviation Management

## About Program

To provide the necessary qualified intermediate staff for the civil aviation sector which is becoming more and more important both in Turkey and in world is the main purpose of the program. The students are taught the basic information about the sector in the applied courses. One-year English preparation class is mandatory for the English Program students but it is optional for the Turkish Program students.

## Objectives

Graduates from Civil Aviation Management Program can take responsibility when working individually and in groups, professionals and clients can communicate effectively, using qualitative and quantitative data to solve problems arising in civil aviation sector. They can work for civil aviation authorities, airport/airline ground services etc.

The total credits required for the satisfactory completion of the curriculum are 68 credits. The program additionally requires one internship enduring 40 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA111	Atatürk Principles and The History of Turkish Revolution I	Yes	Yes	2 + 0	2
MCAV103	Passenger Services	Yes	Yes	3 + 0	3
MADM107	Entrepreneurship	Yes	Yes	3 + 0	3
MCTA101	Introduction to Computer	Yes	Yes	3 + 0	3
MCAV101	Introduction to Civil Aviation	Yes	Yes	3 + 0	3
Total :					14

### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA112	Atatürk Principles and The History of Turkish Revolution II	Yes	Yes	2 + 0	2
MCAV106	Aviation Terminology	Yes	Yes	3+0	3
MISL102.01	Introduction to Business Administration	Yes	Yes	3 + 0	3
MCAV102	Civil Aviation Rules	Yes	Yes	3 + 0	3
MVAC108	Meteorology	Yes	Yes	3+ 0	3
Total					14

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101.01	Turkish Language I	Yes	Yes	2 + 0	2
MCAV205	Dangerous Goods	Yes	Yes	3 + 0	3
MCAV203	Air Traffic Rules and Management	Yes	Yes	3+0	3
MCAV201	Airline Management	Yes	Yes	3+0	3
MISL201.01	Organization and Behavior	Yes	Yes	3+0	3
SECGNL3YY	(Elective Group)	No	Yes	0 + 0	3
SECGNL3YY	(Elective Group)	No	Yes	0 + 0	3

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MCAC201	English Language Skills I	No	Yes	3 + 0	3
MCAV206	Aviation Law	No	Yes	3 + 0	3
CLP001	Career and Life	Yes	Yes	1+0	1
Total :					20

\*C: Compulsory  
 \*\*A: Average  
 \*\*\* L + P: Lecture + Practice



#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MCAV216	Airport Equipment and Operations	Yes	Yes	3 + 0	3
MTRD102.01	Turkish Language II	Yes	Yes	2 + 0	2
MCAV204	Safety Management Systems SMS	Yes	Yes	3 + 0	3
MCAV210	Graduation Projects	Yes	Yes	3 + 0	3
MCAV208	Airport Ground Handling Management	Yes	Yes	3+0	3
SECGNL4YY	(Elective Group)	No	Yes	0 + 0	3
SECGNL4YY	(Elective Group)	No	Yes	0 + 0	3

#### [+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MCAC202	English Language Skills II	No	Yes	3 + 0	3
MCAC110	Communication	No	Yes	3 + 0	3
Total :					20
<b>Grand Total</b>					<b>68</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**MCAV101 Introduction to Civil Aviation (3 credits)** This course aims to transfer all priority information, regulations, definitions and procedures about Civil Aviation to students. Students who pass the course will be able to know about aviation alphabet and aviation concept in general terms, the current position of Turkey in general and the Civil Aviation Sector in the World, aerodynamics with the introduction of aircraft types and outlines the basic structure of the aircraft, the disclosure of information related to Meteorology and achievement of No. 2920 of the Civil Aviation Act in general, the regulations of Civil Aviation institutions in the world and Turkey, the basic concepts of Meteorology, Flight Safety and the concept of Airworthiness.

**MCAV106 Aviation Terminology (3 credits)** This course aims to transfer all terminology, regulations and procedures about Aviation to students. Students who pass the course will be able to know about how to use the terminology and abbreviations about necessary documents and forms for the aviation sector, how to read and write the initiative of terms in documents properly and understand and use phonetic alphabet when needed and analyze why all forms and documents is used.

**MCAV102 Civil Aviation Rules (3 credits)** This course aims to explain to students a general information about Civil Aviation Rules and explain to students all things except technical details about Civil Aviation Concept. Students who pass the course will be able to know about in detail the Civil Aviation Law 2920 and SHT OPS 1 and the civil aeronautics regulations with other important procedures and asses National civil aviation sector in the base on international with making comparisons.

**MCAV108 Meterology (3 credits)** This course aims to explain to students about flight routes and analyzing weather reports. Students who pass the course will be able to know about importance of aviation weather events and Describe in deeply the 4 weather reports and Narrate related with the weather reports all of the codes and codification.

**MCAV205 Dangerous Goods (3 credits)** This course's goal is to obtain and maintain the knowledge of the essential issues in civil aviation industry about dangerous goods. Students who pass the course will be able to know about what can define as dangerous goods in aviation and why them should be secured, who is charge in application of the regarding rules, which carriage goods can accept for scheduled flight by distinguish package signs and labels of dangerous goods, precautions and emergency response in case possibility of incidents and accidents caused by dangerous goods, restrictions, limits and carriage conditions of goods which is defined as dangerous and which type of baggage contain can define as dangerous good and have general information IATA Carrier and other country protocols regarding dangerous goods.

**MCAV203 Air Traffic Rules and Management (3 credits)** This course aims to transfer all information, regulations and procedures about Air Traffic Rules and Management to students. Students who pass the course will be able to know about air traffic services controlled airspace and flight regulations, VFR, IFR, NOTAM, ATC allowance and instructions, runway identification markings and analyze all regulations and procedures of air traffic rules by discussing under basic principals.

**MCAV201 Airline Management (3 credits)** This course aims to transfer all information, regulations and procedures about Airline Management to students. Students who pass the course will be able to know about national and international airline management structures, main task of the airline organization knows their duties and responsibilities, the basic performance indicators about Airlines, airline network structure, being aware of the use of traffic rights, the airline decision-making techniques, the strategic priorities and the implementation of the strategic road maps, the relationship of the management function and the ability to differentiate between them.

**MCAV216 Airport Equipment and Operations (3 credits)** Airport equipment and operations is related with the Annex 14. With the SMS IN 2012, there are 19 pieces of annexes in Civil Aviation Sector's most important authority ICAO. This lesson is about the important details of Annex 14 and its principles. The course contains Aerodrome Data, Physical Characteristics, Obstacle Restriction and Removal, Visual Aids for Navigation, Indicators and Installing Services, Markings, Lights, Signs, Markers, Visual Aids for Denoting Obstacles, Visual Aids for Denoting Restricted Use Areas, Equipment and Installations and emergency and other services topics.

**MCAV204 Safety Management Systems SMS (3 credits)** This course's intent is to provide and inform the students about the standards and procedures of Safety Management Systems. Students who pass the course will be able to know about human factors having the highest rate of accidents in the aviation industry what is required to zero, hazard analysis of accidents by evaluating the reduction studies and the possibility of zero accidents, all forms of aviation SHELL model related with the safety problems, how to prepare for the events related risk matrix to analyze the risk matrix and Analyze to avoid the risks of accidents and all the relevant events occurred , and then know how to minimize these errors.

**MCAV208 Airport Ground Handling Management (3 credits)** This course's purpose is to inform the students about the standards and procedures of Ground Services Management. Students who pass the course will be able to know about the national and international basis with examples related to Location Services Administration , obtain information about all aspects related to the inside and outside of the airport ground services, Location Services which allows all concepts related to regulations connected to the GOM Regulation . apron rules and recognize all equipments which are placed in apron, the principles of loading and calculations which are done for aircrafts.

**MCAV210 Graduation Projects (3 credits)** The main objective of this course is to instruct the students of synthesizing courses and workplace. The students have to identify the relation between the literature and research together

**MCAV108 Meterology (3 credits)** This course aims to explain to students about flight routes and analyzing weather reports. Students who pass the course will be able to know about importance of aviation weather events and Describe in deeply the 4 weather reports and Narrate related with the weather reports all of the codes and codification.

**MCAV203 Air Traffic Rules and Management (3 credits)** This course's intention is to transfer all information, regulations and procedures about Air Traffic Rules and Management to students. Students who pass the course will be able to know about air traffic services controlled airspace and flight regulations, VFR, IFR, NOTAM, ATC allowance and instructions, runway identification

markings and analyze all regulations and procedures of air traffic rules by discussing under basic principals.

**MCAV205 Dangerous Goods (3 credits)** This course aims to provide the knowledge of all the important issues in civil aviation industry about dangerous goods. Students who pass the course will be able to know about what can define as dangerous goods in aviation and why they should be secured, who is charge in application of the regarding rules, which carriage goods can accept for scheduled flight by distinguish package signs and labels of dangerous goods, precautions and emergency response in case possibility of incidents and accidents caused by dangerous goods, restrictions, limits and carriage conditions of goods which is defined as dangerous and which type of baggage contain can define as dangerous good and have general information IATA Carrier and other country protocols regarding dangerous goods.

**MBLG101 Introduction to Computer (3 credits)***(See General Education)*

**MCAV201 Airline Management (3 credits)** This course aims to transfer all information, regulations and procedures about Airline Management to students. Students who pass the course will be able to know about national and international airline management structures, main task of the airline organization knows their duties and responsibilities, the basic performance indicators about Airlines, airline network structure, being aware of the use of traffic rights, the airline decision-making techniques, the strategic priorities and the implementation of the strategic road maps, the relationship of the management function and the ability to differentiate between them.

**MCAV216 Airport Equipment and Operations (3 credits)** Airport equipment and operations is related with the Annex 14. With the SMS IN 2012, there are 19 pieces of annexes in Civil Aviation Sector's most important authority ICAO. This lesson is about the important details of Annex 14 and its principles. The course contains Aerodrome Data, Physical Characteristics, Obstacle Restriction and Removal, Visual aids for navigation, Indicators and installing services, Markings, Lights, Signs, Markers, Visual aids for denoting obstacles, Visual aids for denoting restricted use areas, Equipment and installations, Emergency and other services topics.

**MCAV204 Safety Management Systems (SMS) (3 credits)** This course aim to inform the students about the standards and procedures of Safety Management Systems. Students who pass the course will be able to know about human factors having the highest rate of accidents in the aviation industry what is required to zero, hazard analysis of accidents by evaluating the reduction studies and the possibility of zero accidents, all forms of aviation SHELL model related with the safety problems, how to prepare for the events related risk matrix to analyze the risk matrix and Analyze to avoid the risks of accidents and all the relevant events occurred , and then know how to minimize these errors.

**MCAV208 Airport Ground Handling Management (3 credits)** This course aim to inform the students about the standards and procedures of Ground Services Management. Students who pass the course will be able to know about the national and international basis with examples related to Location Services Administration , obtain information about all aspects related to the inside and outside of the airport ground services, Location Services which allows all concepts related to regulations connected to the GOM Regulation . apron rules and recognize all equipments which are placed in apron, the principles of loading and calculations which are done for aircrafts.

**MCAV210 Graduation Projects (3 credits)**The aim of this course is to inform students of synthesing courses and workplace. The students have to identify the relation between the literature and research together

**MISL201.01 Organization and Behavior (3 credits)** *(See General Education)*

**MADM107 Entrepreneurship (3 credits)** *(See General Education)*

**ATA111 Atatürk Principles and The History of Turkish Revolution I (2credits)** *(See General Education)*

**KYP001 or CLP001 Kariyer ve Yaşam Programı (Career and Life) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given in Turkish)*

**ATA112 Atatürk Principles and The History of Turkish Revolution II(2 credits)***(See General Education)*

**MTRD101.01 Turkish Language I (2 credits)** *(See General Education)*

**MTRD102.01 Turkish Language II (2 credits)** *(See General Education)*

**MISL102.01 Intorduction to Business Administration (3 credits)** *(See General Education)*

## **ELECTIVES**

**MCAV206 Aviation Law (3 credits)**This course aims to provide the knowledge of all the important issues in civil aviation industry about air law. Students who pass the course will be able to know about Current examples of Air Law related with basic concepts, all committees and organizations in the Civil Aviation in an explanatory way, differences between the EU and non-member countries, airlines in detail the factors to subsidized government.

**MCAC110 Communication (3 credits)**The objective of this course is to to give information about “Concept of communication and process”, “verbal communication”, “nonverbal communication”, “interpersonal communication”, “group communication and communication within the organization”, “mass communication”, “online communication” with “international and intercultural communication”.

**MCAC201 English Language Skills I (3 credits)** *(See General Education)*

**MCAC202 English Language Skills II (3 credits)** *(See General Education)*

# Computer Programming (Turkish) (English)

## About Program

Computer Technologies nowadays present great opportunities that can't be ignored. The use and the development of the Computer Software is a necessity for not only of the people specializing in computers but also for the others in variety of fields as well. In addition, the preparatory English Program provided in the first year and the following two years of courses taught in English, conduce students to adapt the recent developments in the Computer Programming field. The graduates of our program easily find jobs in the service sector as a technology officer or assistant technical manager.

## Goals

The Computer Programming Program aims to train technicians who have professional, ethical and social responsibilities, knowledge and respect on people and society as well as the ability to analyze and solve problems related to computer technology, and to practice what they have learned.

## Objectives

The graduates of the Computer Programming Program in English will be able to find jobs in the areas such as desktop publishing, finance and accounting applications, web site development, setting up and configuration of network systems and database management.

The total credits required for the satisfactory completion of the curriculum are 66 credits. The program additionally requires two internships each enduring 20 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MING151	Temel İngilizce-I	Yes	Yes	3 + 0	3
MBLP109	Nesne Tabanlı Programlama	Yes	Yes	3 + 0	3
MBLP113	Yazılım Geliştirme için Matematik	Yes	Yes	4 + 0	4
MBLP111	Veri Tabanı Tasarım Kavramları	Yes	Yes	3 + 0	3
MBLP103	Algoritma ve Programlamaya Giriş	Yes	Yes	3 + 0	3
Total					18

### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MING152	Temel İngilizce-II	Yes	Yes	3+0	3
MBLP118	Websitesi Tasarımı	Yes	Yes	3 + 0	3
MBLP114	Sayısal Resim Oluşturma ve Geliştirme	Yes	Yes	3+ 0	3
MBLP124	.NET ile Programlama	Yes	Yes	3 + 0	3
MBLP112	Bilgisayar Sistemleri	Yes	Yes	3 + 0	3
Total					17

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MBLP229	Java Programlama	Yes	Yes	3 + 0	3
MBLP219	E-Ticaret İşletme Yetenekleri	Yes	Yes	3 + 0	3
MBLP223	Web Uygulama Gelistirme	Yes	Yes	3 + 0	3
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
	Seçmeli Ders-1	No	Yes	3 + 0	3
	Seçmeli Ders-2	No	Yes	3 + 0	3
Total :					17

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MCMP210	IT Güvenlik Yönetimi	No	Yes	3+0	3
MBLP221	Dağıtık Yazılım Uygulamaları	No	Yes	3+0	3
MBLP231	Üç boyutlu Modelleme ve Animasyon	No	Yes	3+0	3
MMOT215	Bilgisayar Oyunları Tasarımı ve Geliştirilmesi	No	Yes	3+0	3
MBLP107	Kariyer ve Kişisel Gelişim	No	Yes	3+0	3
MCMP209	Veri Yapıları ve Algoritmalar	No	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MCMP211	İnternet Sunucu Yönetimi	No	Yes	3 + 0	3
MBLP218	Bilgi Tabanlı Sistemler	No	Yes	3 + 0	3
MBLP233	Ağ Güvenliği	No	Yes	3 + 0	3
MBLP235	Geniş Alan Ağ Teknolojileri	No	Yes	3 + 0	3
MBLP110	Kullanıcı Arayüz Tasarımı	No	Yes	3 + 0	3
MMOT209	Kablosuz İletişim Temelleri ve Güvenlik	No	Yes	3 + 0	3
MMOT208	Android Geliştirme Platformu	No	Yes	3+0	3
MMOT217	Android Programlama	No	Yes	3+0	3
MMOT106	IOS Geliştirme Platformu	No	Yes	3 + 0	3
MMOT210	IOS Programlama	No	Yes	3 + 0	3
MING212	Mesleki İngilizce	No	Yes	3 + 0	3
MGRS202	Girişimcilik	No	Yes	2 + 2	3
MGSA101	Güzel Sanatlar-I	No	Yes	1 + 0	1
MGSA102	Güzel Sanatlar-II	No	Yes	1 + 0	1
MBLP237	Güncel Konular	No	Yes	3+ 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MBLP214	Bilgisayar Ağ Sistemleri	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MBLP216	Mezuniyet Projesi	Yes	Yes	3 + 0	3
	Seçmeli Ders-3	No	Yes	3 + 0	3
	Seçmeli Ders-4	No	Yes	3 + 0	3
Total :					14

#### [+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MCMP210	IT Güvenlik Yönetimi	No	Yes	3+0	3
MBLP221	Dağıtık Yazılım Uygulamaları	No	Yes	3+0	3
MBLP231	Üç boyutlu Modelleme ve Animasyon	No	Yes	3+0	3
MMOT215	Bilgisayar Oyunları Tasarımı ve Geliştirilmesi	No	Yes	3+0	3
MBLP107	Kariyer ve Kişisel Gelişim	No	Yes	3+0	3
MCMP209	Veri Yapıları ve Algoritmalar	No	Yes	3 + 0	3
MCMP211	İnternet Sunucu Yönetimi	No	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MBLP218	Bilgi Tabanlı Sistemler	No	Yes	3 + 0	3
MBLP233	Ağ Güvenliği	No	Yes	3 + 0	3
MBLP235	Geniş Alan Ağ Teknolojileri	No	Yes	3 + 0	3
MBLP110	Kullanıcı Arayüz Tasarımı	No	Yes	3 + 0	3
MMOT209	Kablosuz İletişim Temelleri ve Güvenlik	No	Yes	3 + 0	3
MMOT208	Android Geliştirme Platformu	No	Yes	3+0	3
MMOT217	Android Programlama	No	Yes	3+0	3
MMOT106	IOS Geliştirme Platformu	No	Yes	3 + 0	3
MMOT210	IOS Programlama	No	Yes	3 + 0	3
MING212	Mesleki İngilizce	No	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam Programı	Yes	Yes	0 + 2	1
MGRS202	Girişimcilik	No	Yes	2 + 2	3
MGSA101	Güzel Sanatlar-I	No	Yes	1 + 0	1
MGSA102	Güzel Sanatlar-II	No	Yes	1 + 0	1
MBLP237	Güncel Konular	No	Yes	3+ 0	3
<b>Grand Total</b>					<b>66</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**MBLP103 Algoritma Ve Programlamaya Giriş (Algorithms and Introduction to Programming) (3 Credits)** This course contains basic information about the use of the programming environment and the rules of writing code, principles and stages of problem solving, algorithm and flow charts. *(This course is given Turkish)*

**MBLP113 Yazılım Geliştirme için Matematik (Mathematics for Software Development) (4 Credits)** Provides students with an understanding of the underlying mathematical concepts that support the diverse fields supported by software engineers. This course is an introduction to some of the mathematical concepts and techniques that will be required by software engineers. Students taking this course will explore areas of mathematics that are used to support programming. It will cover conditional statements, graphics and gaming (geometry and vectors), relationships in databases, the calling of methods (or procedures), matrices in the handling of arrays, large datasets and mapping, statistics, calculus and set theory. Notation and rules of algebra; multiplication and factorization of algebraic expressions involving brackets, algebraic equations and simultaneous linear equations, quadratic equations involving real roots, types and properties of triangles, representation of a vector discussed. *(This course is given Turkish)*

**MBLP109 Nesne Tabanlı Programlama (Object Oriented Programming) (3 Credits)** Provides students with an understanding of the principles of object oriented programming as an underpinning technological concept in the field of programming, data management and systems development. The development of systems with objects simplifies the task of creating and maintaining complex applications. Object oriented programming is a way of modeling software that maps programming code to the real world. Students taking this course will have the opportunity to develop their understanding of the object oriented paradigm and develop code suited to a range of platforms using the object oriented methodology. Characteristics of objects such as types e.g. constructors, destructors; classification; features e.g. inheritance, polymorphism, encapsulation, public classes, private classes, public methods, private methods, message passing; interpreted, open source, common libraries discussed. Public instance variables; private instance variables; static references discussed. Software engineering characteristics, e.g. modularity, encapsulation, reuse, method overloading, instance variables, classes, abstract classes, interfaces, as well as inheritance, aggregation, association, polymorphism discussed. *(This course is given Turkish)*

**MBLP111 Veri Tabanı Tasarım Kavramları (Database Design Concepts) (3 Credits)** Gives students opportunities to develop an understanding of the concepts and issues relating to databases and database design as well as the practical skills to translate that understanding into the design and creation of complex databases. This course explores database architecture, DBMS and the use of databases in an organizational context. Database design techniques are investigated and successful students will be able to apply theoretical understanding to design, create and document a database system.

Database architectures; files and record structures; physical and logical views of data; advantages of using databases; reduction of data redundancy; data consistency (validity, accuracy, usability and integrity); independence of data; data sharing possibilities; security; enforcement of standards; database utilities; data dictionaries; query languages; report generators discussed. *(This course is given Turkish)*

**MBLP114 Sayısal Resim Oluşturma ve Geliştirme(Digital Image Creation and Development) (3 Credits)** The aim of this course is to develop students skills with digital media, combined with the ability to translate ideas from research and drawings into computer-aided design work and visuals. students should be given the opportunity to develop their in-depth knowledge of software and be able to communicate ideas using a variety of specialist CAD packages. Software applications to manipulate e.g. capture, distort, scale, warp, contrast, invert, palette, create swatches, repeat tiles, mask, vector, layer, filter images are discussed.*(This course is given Turkish)*

**MBLP112 Bilgisayar Sistemleri(Computer Systems) (3 Credits)** To enable students to understand computer systems and apply theoretical knowledge to practical application when building, configuring and maintaining computer systems. Students will learn to set up, use, customize and maintain computer systems. In order to do so effectively they will need to understand how computer systems work. Students will understand the theoretical aspects of computer systems, and how information is processed. This course explores the hardware, software and peripheral components that make up a computer system. Students will also acquire the skills to set up and carry out routine maintenance of computer systems.*(This course is given Turkish)*

**MBLP124 NET ile Programlama (Programming in .NET)3 Credits)** Provides students with an understanding of the principles of programming using a .NET framework as an under pinning technological concept in the fields of programming and systems development. The .NET framework defines a range of reusable class libraries that define the interactions used for Windows operating systems based development of utilities, applications, web based resources, games as well as data integration. This course allows students to become familiar with the underpinning concepts of .NET framework programming, without needing to develop particular skills in one chosen language. Interoperability, common runtime engine, language independence, base class library, deployment, security, portability, Common Language Infrastructure (CLI), assemblies, metadata, security, class library, memory management; framework versions (architecture) e.g. 3.5, 3.0, 2.0; common language runtime and the .NET framework class libraries are discussed.*(This course is given Turkish)*

**MBLP118 Websitesi Tasarımı(Website Design) (3 Credits)** Enables students to understand the concepts of website design and apply their own creativity in designing and developing interactive websites. Students will begin this course by evaluating existing websites, in the context of cross-platforms, range of browsers, and design features. This course also considers the whole process from identification of need, design, implementation, testing, maintenance and review. Features, e.g. Uniform Resource Locators (URL), Hypertext Mark-up Language (HTML), Dynamic Hypertext Mark-up Language (DHTML), Extensible Mark-up Language (XML), JavaScript, Java Applets, plug-ins, client and server-side scripting languages; multimedia e.g. animation, sound/visual effects; hardware and software requirements e.g. computer platforms, operating systems, application software; browser behavior e.g. execute scripting languages, display Cascading Style Sheets (CSS), applets, Common Gateway Interface (CGI) are discussed.*(This course is given Turkish)*

**MBLP229 Java Programlama(Programming in Java) (3 Credits)** Provides students with an understanding of the principles of programming in Java, exploring the object oriented nature of the language and the multi-platform versatility offered. The students develop procedural programs and object oriented solutions that can work on a range of platforms, therefore it may be command line, web based, Graphical User Interface (GUI) based, games console or a deliverable for a mobile platform amongst many other solutions.*(This course is given Turkish)*

**MBLP219 E-Ticaret İşletme Yetenekleri (Business Skills for e-Commerce) (3 Credits)** The aim of this course is to give students an understanding of the functionality and technology that underpin e-Commerce solutions. This course begins by exploring a commercial transactional website, beginning with the front-end services and investigating how this links to back-office processes such as data management systems. The technologies involved in running an e-Commerce solution are explored including web architecture, hardware and software requirements and communication technology features which ensure the smooth running of the site. Protection from security threats, risk assessment, physical security, user identification and access rights, firewalls, virus protection, managing software updates, restricting HTTP methods, securing communication with SSL/TLS, enabling HTTPS on the web server, protecting the exchange of credentials, Secure Electronic Transactions (SET), detecting unauthorized modification of content, configuring permissions correctly, scanning for file-system changes are discussed.*(This course is given Turkish)*

**MBLP223 Web Uygulama Gelistirme(Web Applications Development) (3 Credits)** Enables students to understand the concepts of web applications and apply the skills to develop and test web applications using server-side technologies. Students will enjoy extending their web-development skills by understanding the concepts of web-based applications using server-side technologies. This course takes client-side web-development one step further by introducing server-side application development. This course focuses on server-side technologies and how server-side scripting can be used to create sophisticated web-based applications. Students will understand the concepts of web-based applications using one or more different server-side scripting languages, such as ASP, JSP and PHP. Many web-based systems also include database systems, which enables data to be processed dynamically. Students will gain experience of developing web-enabled database systems, using SQL statements combined with server-side scripts to manage the process of information.*(This course is given Turkish)*

**MBLP214 Bilgisayar Ağ Sistemleri(Networking Technologies) (3 Credits)** Enables students to understand computer networking concepts, how they work, how they operate and the protocols, standards and the models associated with networking technology. The aim of this course is to provide a background to the basic components of networked systems from which all networking operations derive. It also includes the evaluation of networks and network applications.

Students taking this course will explore a range of hardware and technologies, culminating in the design and deployment of a networked system. Working with many technologies, this course can be used for mobile systems, local area networks as well as larger scale wider area networked systems. Supporting a range of courses in the Higher National suite this course underpins the principles of networks for all and enables students to work towards their studies in vendor courses if applicable.*(This course is given Turkish)*

**MBLP216 Mezuniyet Projesi(Graduation Project) (3 Credits)** Graduation Project is a Software Development assignment chosen by a student or small group of students on a topic related to their course curriculum. The purpose of the graduation project is to provide students the opportunity to demonstrate their ability to write, process information from various sources, and to orally present and defend their research. An approved self-selected software development project carefully chosen and executed to demonstrate proficiency in every aspect of the Software Development Life Cycle.*(This course is given Turkish)*



**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and The History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MTRD101 Türk Dili I(Turkish Language I) (2 Credits)** *(See General Education)*

**MTRD102 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

## **ELECTIVES**

**MMOT208 Android Geliştirme Platformu (Android Development Platform) (3 Credits)** When students take this course will be able to develop applications for mobile devices by recognizing the Android software. Android virtual devices, emulators, and learn to use the developer tools. Mobile design thinking, speed and efficiency optimization importance, understand design and mobile data connections for small screens. Created in both the emulator tool will be able to run Android applications as well as in the actual device. *(This course is given Turkish)*

**MMOT106 IOS Geliştirme Platformu (IOS Development Platform) (3 Credits)** This course includes the ability to recognize the IOS software and develop applications for mobile devices. IOS virtual devices, and developer tools to be able to use the emulator, mobile design thinking, design for small screens and covers to be able to understand mobile data connections. Created in iOS applications and includes both the emulator tool to be able to run on the actual device. *(This course is given Turkish)*

**MMOT215 Bilgisayar Oyunları Tasarımı ve Geliştirilmesi (Computer Games Design and Development) (3 Credits)** It is often easy to forget that behind the polished high-definition graphics and increasingly cinematic content of modern computer games is a highly skilled team of designers and programmers. With more sophisticated environments and new ways of interacting with computers, computer game developers now have the choice to extend into many software development realms.

Linking to any of the programming units, this unit enables learners to use any suitable platform to explore design requirements and methods of user interaction as well as the coding demands required for the differing types of gaming environments. Whilst it is essential to offer learners an overview of the differing gaming environments, unit delivery for the development of a game should focus on one specific environment and the required user and technological interactions.

This unit is not suited to learners who do not have experience in programming and should ideally be delivered when the learner has completed procedural programming, object-oriented programming or event-driven programming. *(This course is given Turkish)*

**MCMP209 Veri Yapıları ve Algoritmalar(Data Structures and Algorithms) (3 Credits)** This course provides students with an understanding of how data structures are used in algorithms and enables them to design and implement data structures. The course starts by introducing abstract data types and explores their use in data structures. Based on this knowledge and understanding, students should be able to develop solutions, using data structures for a range of commercial needs. Data structures may be implemented using a variety of programming paradigms and students may use one or more areas for their implementations. Finally, students will research commercial applications that incorporate data structures and evaluate their use. On completion of this course the students should be able to design and implement a variety of data structures and be able to evaluate different algorithms that implement data structures. *(This course is given Turkish)*

**MCMP211 İnternet Sunucu Yönetimi (Internet Server Management) (3 Credits)** Enables students to implement and manage secure internet technologies for networking systems. The aim of this course is to provide an introduction to internet server management within the context of a network operating system. Internet servers are the backbone on which these internet technologies are implemented; these servers are at the heart of modern business operations. In this course students will discuss and analyze modern internet technologies used to establish internet services such as web, FTP, mail, proxy, certificate servers, directory servers, and many others. Students will install, maintain and secure internet servers using tools and techniques available. Internet technologies and communication protocols: protocols e.g. TCP/IP (Transmission Control Protocol/Internet Protocol), OSI (Open Systems Interconnection), DNS (Domain Name System), DHCP (Dynamic Host Configuration Protocol), SNMP (Simple Network Management Protocol); routing and remote access; telnet; ports and addresses; internet organizations e.g. ICANN (Internet Corporation for Assigned Names and Numbers), interNIC (Internet Network information Center), IEEE (Institute of Electric and Electronic Engineers); subnetting and supernetting discussed. Networking technologies and concepts, e.g. hubs, switch routers; network management concerns, client/server environment, user and group management, resources management, security, network attacks, firewall, ethical and legal issues, servers and server performances, user access issues discussed. *(This course is given Turkish)*

**MCMP210 IT Güvenlik Yönetimi (IT Security Management) (3 Credits)** The aim of this course is to provide an understanding of IT security management to enable students to manage organizational security. Subjects of controlling access, regulating use, implementing contingency plans and devising security policies and procedures discussed, as well as breaches in security caused by human actions, accidental, malicious or negligent, or through incorrect installation, configuration or operation. Issues of physical security management involving regulating the access to the computers, network devices, databases etc by physical means such as securing buildings from unauthorized access, prevention of loss or damage due to weather, fire and water ingress reviewed. *(This course is given Turkish)*

**MBLP221 Dağıtık Yazılım Uygulamaları(Distributed Software Applications) (3 Credits)** Provides students with an understanding of the principles of distributed computing, and apply the skills to design and build software applications delivered on distributed platforms. This course allows students to become familiar with the underpinning concepts of distributed software applications design, without needing to develop particular skills in one chosen language. students taking this course may work on distributed video, networked applications or remote database calls

amongst other systems. Selection of networking class libraries, selection of classes, identification of resources, suitability for system requirement; remote calls; data exchange; distribution system e.g. database, networked application, data exchange, web server, game, audio communication, video communication, data stream topics discussed. *(This course is given Turkish)*

**MMOT217 Android Programlama (Android Programming) (3 Credits)** This lesson is intended to develop basic applications that can run on the Open source Android operating system. Install Application kit (Android SDK API), use the components used in the kit describes application development using the basic controls and forms and java programming language. Android application development topics are covered in this advanced course. The use of advanced components and controls, data storage, connections, sensors, describes the issues related to mobile web applications. *(This course is given Turkish)*

**MBLP107 Kariyer ve Kişisel Gelişim (Employability and Professional Development) (3 Credits)** The aim of this course is to help students with the opportunity to acquire employability skills required for effective employment and to manage their own personal and professional development. All students at all levels of education and experience require employability skills as a prerequisite to entering the job market. This course gives learners an opportunity to assess and develop an understanding of their own responsibilities and performance in or when entering the workplace. The course considers the skills required for general employment such as interpersonal and transferable skills, and the dynamics of working with others in teams or groups including leadership and communication skills. It also deals with the everyday working requirement of problem solving which includes the identification or specification of the 'problem', strategies for its solution and then evaluation of the results of the solution through reflective practices. *(This course is given Turkish)*

**MMOT104 Kablosuz İletişim Temelleri ve Güvenlik(Wireless Communication Fundamentals and Security) (3 Credits)** In particular, security is a critical issue due to the nature of wireless access. With the aim to become the dominant wireless networking concept that can make a difference considering the deficiencies in the existing network of major shortcomings in this regard has content that can be brought to a point. *(This course is given Turkish)*

**MMOT210 IOS Programlama (IOS Programming) (3 Credits)** This lesson includes to prepare IOS Applications using XCode and Interface Builder in the Objective C programming language for iPad, iPhone. It is aimed testing applications on a virtual machine and install applications store. *(This course is given Turkish)*

**MBLP231 Üç boyutlu Modelleme ve Animasyon(3D Computer Modelling and Animation) (3 Credits)** This unit aims to develop learners' skills and understanding of the principles and practical applications of 3D modelling and animation. *(This course is given Turkish)*

**MBLP218 Bilgi Tabanlı Sistemler (Knowledge-based Systems) (3 Credits)** Knowledge-based systems encompass expert systems tools and techniques and incorporate artificial intelligence. This area is rapidly expanding into new and advanced environments such as science, education and medicine where there is a need for more complex and sophisticated systems. The types of system available are constantly evolving and it is the expectation that learners will engage in extensive research into existing and emerging technologies that fall under the umbrella of knowledge systems. On completion of this unit, learners should be able to appreciate the value and contribution of

knowledge-based systems and their importance in many critical environments. Learners will also engage with artificial intelligence languages, knowledge-based systems and shells to develop and design their own applications. *(This course is given Turkish)*

**MBLP233 Ağ Güvenliği (Network Security) (3 Credits)** To provide learners with opportunities to manage, support and implement a secure network infrastructure for a commercial LAN or WAN environment. *(This course is given Turkish)*

**MBLP235 Geniş Alan Ağ Teknolojileri (Wide Area Network Technologies) (3 Credits)** To provide learners with an understanding of Wide Area Network (WAN) technologies and the delivery of a wide range of networked services across a WAN infrastructure. *(This course is given Turkish)*

**MING212 Mesleki İngilizce (Professional English) (3 Credits)** Read, understand and use the terms used in computer and mobile technology. *(This course is given Turkish)*

**MBLP237 Güncel Konular (Daily Topics) (3 Credits)** To understand the current issues in computer and mobile technology. *(This course is given Turkish)*

**MBLP110 Kullanıcı Arayüz Tasarımı (User Interface Design) (3 Credits)** Basics of User Interface, human skills and limits. Usability Principles. User and Task Analysis. Stage design, prototype and evaluation. Color and Form. New User Interface Technologies. *(This course is given Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (3 Credits)** This course develops an awareness of the state of entrepreneurship. Students are introduced to elements of successful entrepreneurship, opportunity identification and assessment, economic development potential of businesses, alternative forms of work arrangements in the new economy balancing an entrepreneurial lifestyle, determining what success means to each student, goal setting and visioning. The goal of this course is to providing insight into: 1) the significance of entrepreneurship 2) entrepreneurial processes - from finding and evaluating good business opportunities to new venture start-up and growth issues, and 3) entrepreneurial behaviour, a critical success factor in new venture creation. Students will learn key entrepreneurial concepts through lecture material, experiential learning, videos and interaction with successful entrepreneurs. *(This course is given Turkish)*

**MGSA101 Güzel Sanatlar I (Fine Arts I) (1 Credit)** The aim of this course is to teach the students the terms of art, so that they can rule on the components of an art piece, to learn the necessary measures to appreciate the visual stage arts and plastic arts. *(This course is given Turkish)*

**MGSA102 Güzel Sanatlar II(Fine Arts II) (1 Credit)** The aim of this course is to help students appreciate the art pieces with a certain point of view, to work on the related subjects, to compare different arts pieces of different fields and movements, their inter-relations and influences on each others. *(This course is given Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

# Culinary (Turkish)

## About Program

Aim of the culinary program is to prepare students for a bright career in culinary world. As master chef candidates, students will be equipped by both theoretical and practical knowledge of culinary systems. Students will get all the necessary techniques and skills to compete in world cuisines and they will be the master chefs of Turkish Local Cuisines.

Education language of the program is Turkish. One-year preparation class for the students is optional. Graduates can find jobs in the restaurants, culinary institutes, touristic facilities, hosting institutes and in the related departments of the private and official enterprises, thanks to their skills they have gained in the courses.

## Objectives

The objectives of the Culinary program is to provide the students with necessary knowledge and skills in order to enable them to manage the culinary institutions, be experts in the area of food sciences, improve the standards and hygiene in the work place and have the necessary know about the Turkish and world cuisines.

The total credits required for the satisfactory completion of the curriculum are 66 credits. The program additionally requires an internship enduring 40 work days



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılâp Tarihi I	Yes	Yes	2 + 0	2
MASC109	Gıda Güvenliği, Hijyen ve Sanitasyonu	Yes	Yes	2 + 0	2
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MASC111	Mutfak Teknikleri I	Yes	Yes	2 + 2	3
MASC113	Gastronomide Gıda Bilimi	Yes	Yes	3 + 0	3
MASC115	Beslenme ve Diyet	Yes	Yes	3 + 0	3
Total					16

### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılâp Tarihi II	Yes	Yes	2 + 0	2
MASC106	Dünya Mutfakları	Yes	Yes	2 + 2	3
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MASC116	Yöresel Mutfak I	Yes	Yes	2 + 2	3
MASC104	Yiyecek ve İçecek Yönetimi	Yes	Yes	3 + 0	3
MASC118	Gastronominin Temelleri	Yes	Yes	2 + 0	2
Total :					16

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MASC219	Yöresel Mutfak II	Yes	Yes	2 + 2	3
MASC217	Yöresel Mutfak III	Yes	Yes	2 + 2	3
MASC223	Gastronomi ve Yiyecek Tarihi	Yes	Yes	2 + 0	2
MASC215	Gastronomide Satış ve Pazarlama	Yes	Yes	2 + 0	2
SECGNL3YY	(Seçmeli)	No	Yes	0 + 0	3
SECGNL3YY	(Seçmeli)	No	Yes	0 + 0	3

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MASC108	Gıda Teknolojisi	No	Yes	3 + 0	3
MILK201	İlkyardım	No	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	1+0	1
Total :					18

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

*4. SEMESTER COURSE PLAN*

Code	Course Title	*C	**A	***L+P Hours	Credits
MASC220	Mutfak Teknikleri II	Yes	Yes	2+ 2	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MASC224	Mutfak Teknikleri III	Yes	Yes	2 + 2	3
MASC212	Mezuniyet Projesi	Yes	Yes	2 + 0	2
SECGNL4YY	(Seçmeli)	No	Yes	0 + 0	3
SECGNL4YY	(Seçmeli)	No	Yes	0 + 0	3

[+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MASC208	Yiyecek ve İçecek Maliyet Kontrolü	No	Yes	3 + 0	3
MASC214	Gıda Mevzuatı ve İş Hukuku	No	Yes	3 + 0	3
Total :					16
<b>Grand Total</b>					<b>66</b>

\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

## Course Descriptions

### **MASC109 Gıda Güvenliği Hijyen Sanitasyon (Sanitation Hygiene Food Safety) (2 credits)**

The purpose of this course is to introduce the meaning of food safety and to show importance of hygiene principles. Students will recognize the importance of hygiene rules to produce safe foods. Safe food production methods starting from the field to the fork will be explained. Also, the role and responsibilities of kitchen staff in the production of safe food according to the food safety legislation will be explained. *(This course is given Turkish)*

**MASC111 Mutfak Teknikleri I (Kitchen Techniques II) (3 credits)** The purpose of this course is the to introduce the basic culinary equipment and techniques. Kitchen applications course consists of two main parts, including sections of both theory and practice. Basic Professional Kitchen format, culinary terms, basic tools and equipment will be introduced;. Students will get used to a classical kitchen set up. *(This course is given Turkish)*

**MASC113 Gastronomide Gıda Bilimi (Food Science in Gastronomy) (3 credits)** The purpose of this course is to explain the relationship between food science and gastronomy. Students will learn the chemical background of cooking process in a simple manner. The effect of processes such as cooking, chilling on food compositions and flavour will be discussed in this course. Course will explain to produce healthy foods using proper cooking and preservation methods. *(This course is given Turkish)*

**MASC115 Beslenme ve Diyet (Diet and Nutrition) (3 credits)** The purpose of this course is to introduce the chef candidates with the basics of nutrition and diet. Nutrition is one of the most important concepts of a culinary school. Nutritional elements and nutritional principles and menu preparation are covered in this lecture. The aim of the course is to make understand the relation between nutrients and energy, nutritional requirements of people with different sex, ages and working conditions. *(This course is given Turkish)*

**MING151 Temel İngilizce I (Basic English I) (3credits)** *(See General Education)*

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (History Of Turkish Revolution I) (2credits)** *(See General Education)*

**MASC104 Yiyecek İçecek Yönetimi (Food and Drink Management) (3credits)** The purpose of this course is to explain the food and beverage operations within hospitality sector. A general introduction to the sector will be followed by organisation, planning and production and service processes of food and beverage business. *(This course is given Turkish)*

**MASC106 Dünya Mutfakları (World Culinary Cultures) (3 credits)** The purpose of this course is to increase the culinary capabilities of the students by learning international cuisines' materials, cooking techniques and service specialities. This course introduces the preparation and service of international cuisines. The student will be able to understand cultural, geographical and even religious differences lead different cuisines all around the world. Student will be introduced different food sources around the world as well as different cooking techniques. Students will be emphasized to be open new tastes. *(This course is given Turkish)*

**MASC116 Yöresel Mutfak I (Local Cuisine I) (3 credits)** The purpose of this course is to teach the cuisines of Turkish regional parts. Course covers Black Sea Coastal region and Central Anatolia. Regional Cuisines inspires chefs to use different ingredients like local herbs, local fruits and also local cooking techniques. In this course, both Black Sea and Central Anatolia regions' food culture will be examined and recipes including local produce will be prepared in the kitchen. *(This course is given Turkish)*

**MASC118 Gastronominin Temel İlkeleri (Basics of Culinary) (2 credits)** The purpose of this course is to introduce the culinary students with the gastronomy world. This course provides the basic knowledge of gastronomy. It also broadens and deepens the understanding of food and how it relates to taste according to place and culture. The course also introduces the student to fundamental concepts and culinary techniques. Emphasis is placed upon ingredients and an introduction to basic sauces will be given. *(This course is given Turkish)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (History of Turkish Revolution II) (2 credits)**  
*(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 credits)** *(See General Education)*

**MASC215 Gastronomide Satış ve Pazarlama (Gastronomy in Sales and Marketing) (2 credits)**  
The purpose of this course is to explain the sales and marketing concepts from a food and beverage point of view. Sales and marketing are as important as the quality of goods in global era. Food and beverage sector as a service sector has a vast market and many competitors. Culinary students' main concern is to be a good chef generally but it has to be underlined that if good food does not supported with a good marketing and sales strategy it would not get the success it deserved. *(This course is given Turkish)*

**MASC219 Yöresel Mutfak2 (Local Cuisine II) (3 credits)** The purpose of this course is to introduce Turkish regional cuisines. This course is a part of Turkish Regional Cuisines; it covers East and South East Anatolia. Regional Cuisines inspires chefs to use different ingredients like local herbs, local fruits and also local cooking techniques. In this course, both East and South East Anatolia regions' food culture will be examined and recipes including local produce will be prepared in the kitchen. *(This course is given Turkish)*

**MASC217 Yöresel Mutfak 3 (Local Cuisine III) (3 credits)** The purpose of this course is to introduce Turkish regional cuisines. This course is a part of Turkish Regional Cuisines; it covers Ege and Akdeniz. Regional Cuisines inspires chefs to use different ingredients like local herbs, local fruits and also local cooking techniques. In this course, both Ege and Akdeniz regions' food culture will be examined and recipes including local produce will be prepared in the kitchen. *(This course is given Turkish)*

**MASC223 Gastronomi ve Yiyecek Tarihi (Gastronomy and Food History) (2 credits)** The purpose of this course is to give a historical perspective of gastronomy to the students. Starting from the very early ages till now, eating habits, what to eat and how to eat have changed all over the world. In this course, ancient gastronomic cultures like Roman, ancient China, mediaeval Europe, Nomadic Turkish and Arabic will be introduced. French gastronomic revolution and its dynamics will be discussed. *(This course is given Turkish)*

**MTRD101 Türk Dili I (Turkish Language II) (2 credits)** *(See General Education)*

**MASC212 Mezuniyet Projesi (Graduation Project) (2 credits)** The purpose of this course is to teach the scientific research and reporting technics. In this course each student prepares a research project on a topic related with culinary world which he or she interested in. Course aims to enhance the research practices, data interpretation and assessment capabilities of students. *(This course is given Turkish)*

**MASC220 Mutfak Teknikleri 2 (Kitchen Techniques II) (3 credits)** The purpose of this course is to increase the culinary skills of students. This course informs students about advance kitchen equipments besides advance cooking and preparation methods. Students also learn to handle a professional kitchen. *(This course is given Turkish)*

**MASC224 Mutfak Teknikleri 3 (Kitchen Techniques III) (3 credits)** The purpose of this course is to increase the culinary skills of students. This course informs students about professional cooking and preparation methods. Students also learn to handle a professional kitchen. *(This course is given Turkish)*

**MTRD102 Türk Dili II (Turkish Language II) (2 credits)** *(See General Education)*

## **ELECTIVES**

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MASC108 Gıda Teknolojisi (Food Technology) (3 credits)** The purpose of this course is to create difference in kitchen application by using the knowledge of modern food technology. Students are informed food processes starting from raw materials to foods ready for consumption in the kitchen. This knowledge will give the advantage of choosing right material in kitchen. *(This course is given Turkish)*

**MILK201 İlk Yardım (First Aid) (3 credits)** The purpose of this course to explain the importance of first-aid and the principles of the first- aid. Course covers kitchen accidents (burns, fallings, cuttings and electric shocks) as well as general health issues. Safety rules that must be followed in the kitchen also be emphasized. *(This course is given Turkish)*

**MASC214 Gıda Mevzuatı ve İş Hukuku (Food legislation and Business Law) (3 credits)** The purpose of this course is to explain the legal structure for food and labour. Course will cover the both national and international food production rules especially in terms of hygiene. National labour law will be explained. In addition, national and international statues and organisations, food premises licence conditions have been introduced. *(This course is given Turkish)*

**MASC208 Yiyecek İecek Maliyet Kontrolü (Food and Drink Cost Control) (3 credits)** The purpose of this course is to provide judgments about cost control period, standardized recipe and cost calculations to reach intended economical goal in food and beverage operations. Informing math word problems and unit of measures will provide the basis for culinary calculations. Purchasing quantity, cost of a recipe, portion cost and menu price will be calculated through the examples. Therefore, gross profit and loss will be identified without any mistakes. (*This course is given Turkish*)

# Electric (Turkish)

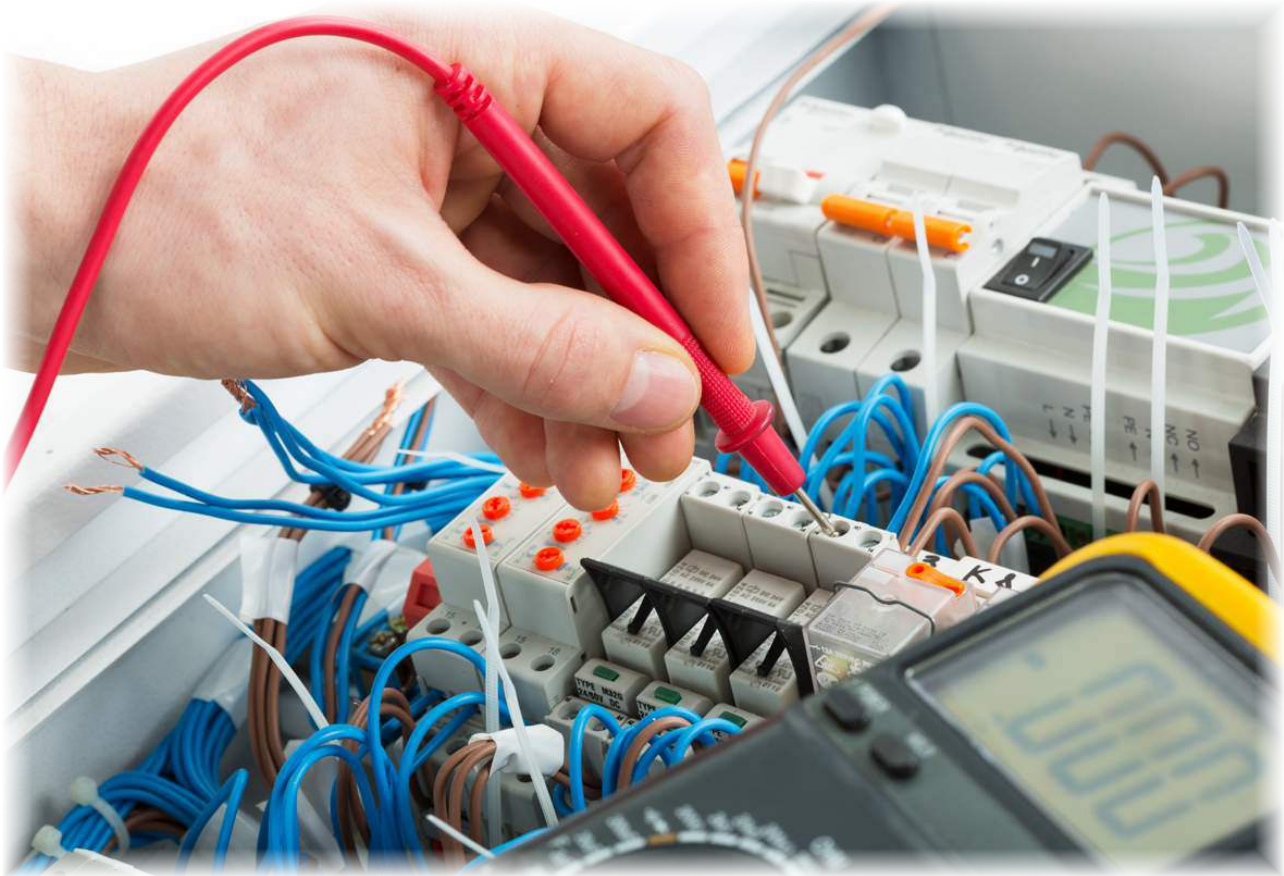
## About Program

Students not only the introduction of the electrically powered system, the presence of the malfunction, electrical machinery and engine work systems, electricity transmission and distribution, control and automation systems for industrial and laboratory applications in conjunction with the teaching manual has been prepared to develop their skills. Program private and public sector on all matters related to skilled electrical, knowledge able and able to intervene immediately at the moment of failure, both electronic and electricity can nestif statements, Professional knowledge is enough to open their own repair shops when necessary of aerodromes taking search elements capable of cultivating.

## Objectives

In this program students age teaching can keep up with the development of the vision, the functioning of the newsystem, judges, skilled and always open to development technicians shall take their place in the industry as well.

The total credits required for the satisfactory completion of the curriculum are 69 credits. The progr am additionally requires one internship enduring 40 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılâp Tarihi I	Yes	Yes	2 + 0	2
MMAT101	Matematik I	Yes	Yes	2 + 0	2
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MYYO111	Bilgisayar Programlama	Yes	Yes	2 + 2	3
MELK101	Devre Analizi	Yes	Yes	3 + 0	3
MELK103	Elektrik Tesisat Planları	Yes	Yes	3 + 0	3
Total :					16

### 2. SEMESTER COURSE PLAN<sup>13</sup>

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılâp Tarihi II	Yes	Yes	2 + 0	2
MMAT102	Matematik II	Yes	Yes	2-0	2
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MELK104	Lojik Devre Analizi	Yes	Yes	3 + 0	3
MELK102	Analog Elektronik	Yes	Yes	2 + 0	2
MMEK108	Bilgisayar Destekli Teknik Çizim	Yes	Yes	2+ 2	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



MMEK102	Matlab/Simulink'e Giriş	Yes	Yes	2+ 2	3
Total :					18

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MELK201	Elektrik Makineleri I	Yes	Yes	3 + 0	3
MMEK201	Güç Elektroniği	Yes	Yes	3 + 0	3
MELK203	Bilgisayar Destekli Devre Analizi	Yes	Yes	2 + 0	2
SECGNL3YY	(Seçmeli Ders)	No	Yes	0 + 0	3
SECGNL3YY	(Seçmeli Ders)	No	Yes	0 + 0	3

### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
KYP001	Kariyer ve Yaşam	Yes	Yes	1+0	1
MMAK203	Pompalar ve Kompresörler (Seçmeli Grubu)	No	Yes	3 + 0	3
MSHK206	Etkili İletişim Teknikleri (Seçmeli Grubu)	No	Yes	3 + 0	3
Total :					16

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MELK202	Elektrik Makineleri II	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MELK204	Yenilenebilir Enerji Kaynakları	Yes	Yes	3 + 0	3
MYYO216	Mezuniyet Projesi	Yes	Yes	3 + 0	3
MELK206	Elektrik Motorları ve Sürücüler	Yes	Yes	2+0	2
SECGNL4YY	(Seçmeli Ders)	No	Yes	0 + 0	3
SECGNL4YY	(Seçmeli Ders)	No	Yes	0 + 0	3

#### [+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MMAK127	Hidrolik ve Pnömatik Sistemler (Seçmeli Grubu)	No	Yes	3 + 0	3
MMAK162	İklimlendirme ve Soğutma Sistemleri (Seçmeli Grubu)	No	Yes	3 + 0	3
MMEK109	Mikrodenetleyiciler (Seçmeli Grubu)	No	Yes	2+2	3
Total :					19
<b>Grand Total</b>					<b>69</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 credits)** *(See General Education)*

**MING151 Temel İngilizce I (3 credits)***(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and The History of Turkish Revolution II) (2 credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 credits)** *(See General Education)*

**MTRD201 Türk Dili I (Turkish Language I) (2 credits)** *(See General Education)*

**MTRD202 Türk Dili II (Turkish Language II) (2 credits)** *(See General Education)*

**MMEK103 Bilgisayar Programlama (Computer Programming) (3 credits)** The aim of this course; basic programming and algorithm logic is to be developed. In this context, The structure of the Java programming language and teaching the rules is intended to give the ability to write programs with this programming language. *(This course is given Turkish)*

**MMAT101 Matematik I (Mathematics I) (2 credits)** This course aims to provide information and to gain knowledge of basic mathematics for mathematical thinking. At the same time math skills needed for students to gain the ability to apply to the employment profession. *(This course is given Turkish)*

**MELK101 Devre Analizi (Circuit Analysis) (3 credits)** The aim of this course: review Series-Parallel then proceed on to Electromagnetism, AC Current and Voltage, Capacitance, Induction and Transformers. *(This course is given Turkish)*

**MELK103 Elektrik Tesisat Planları (Electrical Installation Plans) (3 credits)** The aim of this course: the frequency response of the amplifier, feedback, stability of feedback circuits, the compensation, oscillators, power amplifiers, differential amplifiers, current mirror, multistage amplifiers, non-ideal characteristics of operational amplifiers. *(This course is given Turkish)*

**MELK104 Lojik Devre Tasarımı (Logic Circuit Design) (3 credits)** This course provides the design abilities and theoretical knowledge needed to design, simulate, and build basic sequential circuits and combinational logic circuits. *(This course is given Turkish)*

**MELK102 Analog Elektronik (Analog Electronic) (2 credits)** The aim of this course: the frequency response of the amplifier, feedback, stability of feedback circuits, the compensation, oscillators, power amplifiers, differential amplifiers, current mirror, multistage amplifiers, non-ideal characteristics of operational amplifiers. *(This course is given Turkish)*

**MMEK108 Bilgisayar Destekli Teknik Çizim(Computer Aided Technical Drawings) (3 credits)** The aim of this course: their ideas were contemplated engineers can express through drawings and to put the idea to share through drawings with other technical staff, to adopt the importance of the sketch for engineers alongside the applicable drawing methods of teaching methods and rules to be used and to enforce. Adhering to the basic principles of computer-aided two-dimensional drawing program of technical drawing (AutoCAD) to use in an active way.

**MMAT102 Matematik II (Mathematics II) (2 credits)** This course is a continuation of Mathematics I course. This course aims giving basic knowledge of mathematics and to gain knowledge for mathematical thinking. At the same time math skills needed for students to gain the ability to apply to the employment profession.*(This course is given Turkish)*

**MMEK102 Matlab/Simulink'eGiriş (Introduction to Matlab/Simulink) (3 credits)** Matlab is a high-level computer language for general-purpose and interactive environment useful for solving a wide range of problems in science and engineering. The aims of this course are to introduce the elements and practicalities of computer programming through the mathematical computing environment MATLAB.Programming and problem solving with MATLAB.emphasizes the systematic development of algorithms and programs. Topics include variables, conditional statements, loops, plots, iteration, function m-files, functions, arrays and vectors, strings, recursion, algorithms, object-oriented programming, and MATLAB graphics.*(This course is given Turkish)*

**MELK201 Elektrik Makineleri I (Electrical Machines I) (3 credits)** Transformer types, construction, connections, protection, grounding, and associated safety procedures. Direct current (DC) motors, single-phase and poly-phase alternating current (AC) motors, generators, and alternators with emphasis on construction, characteristics, efficiencies, starting, and speed control. *(This course is given Turkish)*

**MMEK201 Güç Elektroniği (Power Electronics) (3 credits)** The main objective of this course, the historical development of power electronics, to learn the basic concepts and principles. As well as power electronics the basic elements and characteristics of these essential elements, principles, types, and aimed to gain knowledge and skills for practice. *(This course is given Turkish)*

**MELK203 Bilgisayar Destekli Devre Tasarımı (Computer Aided Circuit Design) (2 credits)** The aim of this course; make students gain knowledge and skills about computer-aided design. *(This course is given Turkish)*

**MELK202 Elektrik Makineleri II (Electrical Machines II) (3 credits)** The main objectives of this course; Introduction to alternating current machine; Obtaining the rotating magnetic field; MMCs in AC machine flux and induced voltage distribution; The winding structure of AC machines, torque, power flow and losses; Synchronous Generators; Equivalent circuit of synchronous generators, phase diagram, expression of power and torque; Measurement of Synchronous Generator parameters; Local and parallel operation of synchronous generator; Transient state analysis of synchronous generator; Synchronous Motors; Give way to steady state analysis and synchronous motors; Asynchronous Motors; Equivalent circuit of the induction motor; torque and power relations; torque speed characteristic; parameter measurement; Induction motor drives; Asynchronous Generators; Single phase motors and special equipment; Universal Motors; Single-phase asynchronous motors. *(This course is given Turkish)*

**MELK204 Yenilenebilir Enerji Kaynakları (Renewable Energy Sources) (3 credits)** The main objectives of this course new renewable energy based electric energy generation technologies and their integration into the power grid. The principals of new energy based distributed generation technologies: wind, solar, and fuel cells. Interconnection of distributed generation sources to power distribution grid. Economic aspects of distributed generation. *(This course is given Turkish)*

**MELK206 Elektrik Motorları ve Sürücüleri (Electrical Motors and Drivers) (2 credits)** The main objectives of this course; Introduction to Electric Motors. DC Motors and operating principles. Give road to DC Motor. DC Motor speed control and samples. Mechanical power DC motors, losses, efficiency, examples. Collectorless and brushless DC motors. Three-phase asynchronous motors. Measuring the speed of asynchronous motors and speed shear. Motor drive systems. One-phase and three-phase half-wave diode, thyristor drives, converter, inverter systems. One-phase and three-phase half-wave diode, thyristor drives, converter, inverter systems. *(This course is given Turkish)*

**MELK208 Mezuniyet Projesi (Graduation Project) (3 credits)** The aim of this course is intended to design a electric-electronic system using the knowledge acquired and some electives. *(This course is given Turkish)*

## **ELECTIVES**

**MMAK134 İklimlendirme ve Soğutma Sistemleri (Air Conditioning and Cooling Systems) (3 credits)** With this course students; both in theory and in practice in terms of air conditioning and refrigeration technology, it is intended to look with a wide range of perspectives on issues. The scope of the course, Air Conditioning and Refrigeration entrance, Basic topics such as Principles of Air Conditioning and Refrigeration. In addition, cooling and heating systems, System Design, Air Conditioning System Design to develop students' professional skills, such as vision and implementation is planned level. *(This course is given Turkish)*

**MMAK203 Pompalar ve Kompresörler (Pumps and Compressors) (3 credits)** The aim of this course is give ability in terms of both theoretical and practical about pump technologies and compressor applications and intended to look with a wide range of perspectives on issues. *(This course is given Turkish)*

**MSHK206 Etkili İletişim Teknikleri ( Communication Techniques) (3 credits)** The main objective of this course, communication consept and process of communication, verbal communication, nonverbal communication, mass communication, group communication and organizational communication, online communication, interpersonal communication, provide basic knowlage about intercultural and international communication. *(This course is given Turkish)*

**MMEK109 Mikro Denetleyiciler (Microcontrollers) (3 credits)** The aim of this course; to teach the differences between microcontroller and microprocessor, microcontroller architecture to provide information about and to recognize the current microcontroller platforms, to develop applications for these platforms. Microcontrollers, microprocessors, microcontroller Arduino hardware platform structure, basic functions, programming operators, data types and applications. *(This course is given Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MMAK127 Hidrolik ve Pnömatik Sistemler (Hydraulic and Pneumatic Systems) (3 credits)** This course offers students might encounter frequently in the industry to ensure the teaching of hydraulic and pneumatic circuits and students will ensure mastery of the subject. *(This course is given Turkish)*

# Fashion Design (Turkish)

## About Program

Fashion design program provides an education to meets students are academical and applicable requirements by focusing development to fashion design, fashion industry and international economy. Department found to provide career development with local and foreign visitings and traning programmes, workshops, presentations, interviews with the students one on one, seminars and objectives. That is why this department will provide to contributes to fashion.Education programmes found to provides students are personal specifications and abilities by teaching them to form, material, and presenting unique proposals by contacting build connections

## Objectives

Okan University, Vocational School Of Higher Education, Fashion Design Program purposing training modern, creative fashion designers whom producing unquie designs by shaping scientific ideas with aestetichal form.

The total credits required for the satisfactory completion of the curriculum are 68 credits. The progr am additionally requires one internships enduring 40 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN<sup>14</sup>

Code	Course Title	*C	**A	***L+P Hours	Credits
MATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MMDT109	Sanat Tarihi	Yes	Yes	2+ 0	2
MMING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MMDT111	Temel Sanat Eğitimi	Yes	Yes	2 + 2	3
MMDT113	Kumaş Yapı Bilgisi	Yes	Yes	2+ 2	3
MMDT115	Moda Teknolojisi	Yes	Yes	2+ 2	3
MYYO117	Bilgisayarda Temel Tasarım	Yes	Yes	2+ 2	3
Total					19

### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MMDT116	Dokuma ve Baskı Tasarımı	Yes	Yes	2-2	3
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MMDT122	Moda İllüstrasyonu	Yes	Yes	2 + 2	3
MMDT112	Kalıp Hazırlama Teknikleri	Yes	Yes	2 + 2	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



MMDT124	Teknik Çizim	Yes	Yes	2+ 3	3
Total :					17

### 3. SEMESTER COURSE PLAN<sup>15</sup>

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MMDT227	Bilgisayarda kalıp Teknikleri	Yes	Yes	2 + 2	3
MMDT229	Örme Tasarım	Yes	Yes	2 + 2	3
MMDT231	Giyim Tasarımı	Yes	Yes	2 + 2	3
MMDT233	Dikiş Teknikleri ve Yöntemleri	Yes	Yes	1 + 2	2
	(Seçmeli Grup)	No	Yes	2 + 0	2
	(Seçmeli Grup)	No	Yes	2 + 0	2

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MMDT207	Moda Tarihi (Seçmeli Grup)	No	Yes	2 + 0	2
MMDT201	Drapaj- (Seçmeli Grup)	No	Yes	2 + 0	2
KYP001	Kariyer ve Yaşam (Seçmeli Grup)	Yes	Yes	1+0	1
Total :					17

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

**4. SEMESTER COURSE PLAN<sup>16</sup>**

Code	Course Title	*C	**A	***L+P Hours	Credits
MMDT204	Mezuniyet Projesi	Yes	Yes	2 + 2	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MMDT230	Model Uygulama Teknikleri	Yes	Yes	1 + 2	2
MMDT234	Sanatsal Tekstiller	Yes	Yes	1 + 0	2
MMDT224	Bilgisayarda Moda Tasarımı	Yes	Yes	1 + 2	2
	(Seçmeli Grup)	No	Yes	2 + 0	2
	(Seçmeli Grup)	No	Yes	2 + 0	2

**[+] 4. Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
MMDT208	Tekstil Hammaddeleri (Seçmeli Grup)	No	Yes	2 + 0	3
MMDT212	Hazır Giyim (Seçmeli Grup)	No	Yes	2 + 0	3
Total :					15
<b>Grand Total</b>					<b>68</b>

\*C: Compulsory  
 \*\*A: Average  
 \*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**MMDT109 Sanat Tarihi (History of Art) (2 Credits)** This course main goal is teaching to students historic ages, researching and reviewing western art history, reviewing and providing to capable with qualifying plastic and iconographic analysis. *(This course is given in Turkish)*

**MDT111 Temel Sanat Eğitimi (Basic Art Education) (3 Credits)** This course teaches applications of drawing techniques and methods with providing to learn texture, colour values informations by application methods. Students learns all the necessary subjects to create successful designs during the designing period. In this step, all the workshops will be performed with required tools which intended to drawing. *(This course is given in Turkish)*

**MMDT113 Kumaş Yapı Bilgisi (Knowledge of Fabric Structure) (3 Credits)** Providing the necessary substructure for planning to fabric structure of woven fabrics at the weaving design course and making sense of the methods of the weaving structure creation. Woven fabrics classification will be performed as technically. Basic knittings will be explained that used in woven fabrics with the terms and creation of the fabric manufacturing. *(This course is given in Turkish)*

**MMDT115 Moda Teknolojisi (Fashion Technology) (3 Credits)** Explains preparing of the basic cloth pattern technics. Students prepares basic skirt and pant patterns. Different type of model applications will be performed on the skirt and pants. *(This course is given in Turkish)*

**MMDT117 Bilgisayarda Temel Tasarım (Computerized Basic Design) (3 Credits)** Students will be used colorization commands, saving commands, editing commands, geometrical drawing commands with computer supported design applications at the end of the course. Human figure can be drawn, clothing illustration and Professional technical drawing can be performed by the students. Also colorization and texturing will be performed and presentation portfolio will be prepared. *(This course is given in Turkish)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and The History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**MMDT116 Dokuma ve Baskı Tasarımı (Weave & Printing Design) (3 Credits)** Students prepares applicable weaving projects by combining with their visual senses, weaving informations that obtains from other disciplines. Students will be developed their artistic abilities and creativities, experimental works will be performed through this course. Purposing to obtain all basic information about print design by theoretical and application way. *(This course is given in Turkish)*

**MMDT112 Moda İllüstrasyonu (Fashion Illustration) (3 Credits)** Students preparing to present their collection learning by fabric textures, clothing details, model drawing that using by every type of colour. Form and textures with their developed abilities at the basic art course. *(This course is given in Turkish)*

**MMDT112 Kalıp Hazırlama Teknikleri (Preparation Techniques of Pattern) (3 Credits)** This course teaches students to capability of preparing basic t-shirt and body pattern without dart. Also taking the dimensions and basic skirt pattern applications on the model. *(This course is given in Turkish)*

**MMDT124 Teknik Çizim (Technical Drawing) (3 Credits)** Teaches theoretical and application informations about how to measurement, technical drawings without mistake to manufacturing serially according to model design details. *(This course is given in Turkish)*

**MTRD101 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MMDT227 Bilgisayarda Kalıp Teknikleri (Computerized Pattern Techniques) (3 Credits)** Introduces CAD-CAM applications that used in clothing industry. Purposes to obtain making pattern ability using by computer. Creating variants, model application on the model, basic pattern preparation by the editing menü in design application on the computer. Also purposes to obtain preparing technical portfolio, drawing clothe models using by computer application. *(This course is given in Turkish)*

**MMDT229 Örme Tasarım (Knitting Design) (3 Credits)** The purpose of this course is toIntroducing the materials with application methods what necessary for design. Giving information about the how to applicate in knitting design. Performs some samples while applicating from ideas to making realize. Current subjects explains what news about the knitting design and teaches what brings latest technology to knitting technology. *(This course is given in Turkish)*

**MMDT231 Giyim Tasarımı (Clothing Design) (3 Credits)** The purpose of this course is to Main aim of the course is obtaining students to clothing design's basic information as theoretic. Students will have experience preliminary and application for the clothe collection that includes innovation, information, discovery and occurring a style and theory which belong to themselves. *(This course is given in Turkish)*

**MMDT233 Dikiş Teknikleri ve Yöntemleri (Stitch Techniques & Methods) (2 Credits)** Learning to threading techniques to needle and usage of special machines at the ready made clothing workshop. Increasing the Application of the ready made clothing stitching techniques information and abilities. Also purposes to obtain making of pocket kinds, belt works, shirt and crew neck techniques. *(This course is given in Turkish)*

**MTRD102 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**MMDT204 Mezuniyet Projesi (Graduation Project) (3 Credits)** Provides to unique design with creative ideas during the Project preparing period. Students perspective will be developed socially, economically and technically to perform visualize personel creative ideas with written and picturing

techniques to develop self expression skills. During the course, all the students obtains teamworking and co-operating identity. Students shapes his/her own artistic identity. Purposes to review and learn related clothing designs theoretically by application. *(This course is given in Turkish)*

**MMDT230 Model Uygulama Teknikleri (Model Application Techniques) (2 Credits)** Different type of unique designed models will be developed use as a base by patterns. Patterns will be created to stitching. Students performs rehearsal on the dummies with raw or american fabrics, then fixes the pattern mistakes and finally completes their final deisgns. *(This course is given in Turkish)*

**MMDT234 Sanatsal Tekstiller (Artistic Textiles) (2 Credits)** Entering to environmental and fibre art that scope of textile arts; artistic designs will be created combining by different type of materials according to visual & aesthetic values that using to manufacturing textile materials through this disciplines. Wearable art, land art theoretics: Two & three dimensions unique expressions Works will be performed which benefit from different art disciplines. *(This course is given in Turkish)*

**MMDT224 Bilgisayarda Moda Tasarımı (Computerized Fashion Design) (2 Credits)** Learns all necessary informations what he/she need in his/her Professional life. Obtains application techniques using and learning by photoshop program's theroretical infrastructure. *(This course is given in Turkish)*

## **ELECTIVES**

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given in Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (3 Credits)** Successful entrepreneurship, opportunity identification and assessment, economic development potential of businesses, alternative forms of work arrangements in the new economy balancing an entrepreneurial lifestyle, determining what success means to each student, goal setting and visioning. The goal of this course is to providing insight into: 1) the significance of entrepreneurship 2) entrepreneurial processes - from finding and evaluating good business opportunities to new venture start-up and growth issues, and 3) entrepreneurial behaviour, a critical success factor in new venture creation. Students will learn key entrepreneurial concepts through lecture material, experiential learning, videos and interaction with successful entrepreneurs. *(This course is given in Turkish)*

**MMDT207 Moda Tarihi (History of Fashion) (2 Credits)** The purpose of this course is to The current Fashion trend, fashion senses and the designers whom represents these senses researches starts from ancient century till 20th. Socially, economically, cultural and artistic terms of fashion trends reviews via comparing. *(This course is given in Turkish)*

**MMDT201 Drapaj (Drapaj) (2 Credits)** Creating spontaneous models using by fabric, mileage paper or similar materials. Performs shaping material on the dummy if the material lets to shape it

before designing. Designer reviews the result as 3D and prepares the pattern that who created the model. This case very important development evolution of the fashion designer. *(This course is given in Turkish)*

**MMDT208 Tekstil Hammaddeleri (Textile Raw Materials) (2 Credits)** The purpose of this course is to All textile fibers are provided with updated information as well as basic information about the newly developed artificial fibers.Fiber definition, history, classification of textile fibers, the main features about usage, synthesis methods, internal structure of textile fibers and the physical and chemical properties, will be explained theoretically and supported with visual examples. The natural and artificial fibers, vegetable fibers, animal fibers, mineral fibers and chemical fibers will be transferred concepts In addition, the fibers used in textiles will focus on the importance and uses information about the kinds of yarn to Turkey and will be transferred. *(This course is given in Turkish)*

**MMDT212 Hazır Giyim (Readymade Clothing) (2 Credits)** Purposes to students obtain basic information about clothing design theoretically through applicating. Also obtains to experience and information of pre-preparation of clothing collection that creates own styles which includes creativity, innovatively and carries aesthetic values. *(This course is given in Turkish)*

# Foreign Trade (Turkish) (English)

## About Program

Increased needs and spreading of the facilities and mechanisms to meet such needs from the international markets cause gradual increases year by year in the share of international trade in the economy of our country and also in the world economies. This intensity which is currently being experienced in the international trade necessitates fast, technical and error-free export and import operations for the implementations in the world. And this situation brings forth Turkey's need for technically-equipped and well-educated manpower in the sector. On the basis of the foregoing, a "International Trade Program" was opened within the body of Vocational School for Social Sciences which has been going on with its specialist instructors, effective curriculum, and student quota which is full every year. International Trade Program was entirely designed to meet the medium-level work power required by the sector and the areas of the courses include economics, business, computer and foreign trade techniques and applications. Some of the courses are: Introduction to Economics, International Economics, Financial Accounting, Customs Operations and Practices, Import & Export Practices, Financing Foreign Trade, and Basics of Logistics. Course is given under circumstances where interactive participations with instructors are realized, real examples are discussed, and the subjects are supported by home-works and projects. In addition to this, the training at institutions and enterprises related to foreign trade which each student is obliged to fulfill intends to provide real business life applications.

## Objectives

International Trade Program aims to provide its students with the fundamentals and techniques of international trade based on the elementary and relevant theoretical and applied information.

The main objective of the program is to equip students with problem solving abilities, using basic and technical scientific background, and to improve their communication skills and capabilities of critical thinking, cooperation and individual responsibility that help them to conduct their life-long personnel development by keeping and pursuing ethical and social criteria.

International Trade Program is designed to equip the students with both theoretical and practical knowledge of the rapidly changing foreign trade world as qualified intermediate staff assistants needed to perform a particular job in foreign trade companies or in export-import departments of business organizations.

The total credits required for the satisfactory completion of the curriculum are 62 credits.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA111	Atatürk Principles and The History of Turkish Revolution I	Yes	Yes	2+0	2
MFTR101.00	General Concepts of International Trade	Yes	Yes	3+0	3
MMAT101	Mathematics	Yes	Yes	3+0	3
MIKT101	Introduction to Economics	Yes	Yes	3+0	3
MFTR101.06	International Economic Institutions and EU	Yes	Yes	3+0	3
Total :					14

### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA112	Atatürk Principles and The History of Turkish Revolution II	Yes	Yes	2+0	2
MFTR102	Basics of Finance	Yes	Yes	3+0	3
MISL112	Business Strategy	Yes	Yes	3+0	3
MADM104	Financial Accounting	Yes	Yes	3+0	3
MFTR102	International Trade	Yes	Yes	3+0	3
Total :					14

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MISL201.01	Organization and Behavior	Yes	Yes	3+0	3
MISL209	Basics of Logistics	Yes	Yes	3+0	3
MFTR201	Import and Export Practices	Yes	Yes	3+0	3
	Elective Course I	Yes	Yes	0+0	3
	Elective Course II	Yes	Yes	0+0	3
MTRD101.01	Turkish Language I	Yes	Yes	2+0	2

#### [+] 3. Semester Elective Course List

Total :					17
MADM107	Entrepreneurship	Yes	Yes	3+0	3
MFTR213	Foreign Trade Documents	Yes	Yes	3+0	3

### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MFTR206	Graduation Project	Yes	Yes	3+0	3
MECO202	E-Commerce	Yes	Yes	3+0	3
MFTR202	Customs Operations and Practices	Yes	Yes	3+0	3
	Elective Course III	Yes	Yes	0+0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

	Elective Course IV	Yes	Yes	0+0	3
MTRD102.01	Turkish Language II	Yes	Yes	2+0	2

[+] **4. Semester Elective Course List**

<b>Code</b>	<b>Course Title</b>	<b>*C</b>	<b>**A</b>	<b>***L+P Hours</b>	<b>Credits</b>
MADM222	Customer Relationships Management	Yes	Yes	3+0	3
MFTR205	Financing Foreign Trade	Yes	Yes	3+0	3
Total :					17
<b>Grand Total</b>					<b>62</b>

\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA111 Atatürk Principles and The History of Turkish Revolution I (2 credits)** *(See General Education)*

**MFTR101 General Concepts of International Trade (3 credits)** This course will be able to develop skills that allow students to (a) apply basic concepts of international trade to consider issues from an analytical perspective, and (b) put these basic tenets in the context of current events and the global economy, international economic relations, and international economic institutions.

**MMAT101.01 Mathematics (3 credits)** This course aims to provide basic mathematical skills necessary for the computer programmers. Basic mathematical concepts, definitions and related operations; algebraic concepts, definitions and related operations, basic formal methods and basic statistical concepts

**MIKT101.01 Introduction to Economics (3 credits)** This course will be to develop an understanding of elementary economic analysis and its applications. By the end of the term, the student will have acquired a basic understanding of the main micro and macro economic topics, including analysis of the consumer, the firm, the economics of public sector, product markets, national income, aggregate demand and supply, an introduction to the real economy and money and prices in the long run and some basic concepts about inflation and unemployment trade-off. The material covered in this course will help the student to organize his/her ideas about economics.

**MFTR212 International Economic Institutions and EU (3 credits)** This course will a special emphasis that shall be made on the dynamic evolution of the topics analyzed and the necessary adaptation, reforms and renewed goals of these institutions to tackle new global challenges in a fast changing world of interdependence. Analytical thinking is particularly required in this regard.

**ATA112 Atatürk Principles and The History of Turkish Revolution II (3 credits)** *(See General Education)*

**MFTR103 Basics of Finance (3 credits)** This course will investigate the various banking and finance industries through an examination of the segments of these industries and appraisals of the financial and management skills that future managers need to succeed. The course pedagogy is enhanced with student-led discussion regarding current events in global financial markets. Students gain insights into the development and characteristics of the different industries through popular trade magazines, newspapers, Internet sources, and text. To obtain an understanding and ability to use basic business financial management concepts and tools of analysis such as valuation, risk-return relationships, financial statement analysis, capital budgeting, cost of capital, capital structure, and working capital management. To become familiar with the various types of financing available to a firm.

**MISL112 Business Strategy (3 credits)** *(See General Education)*

**MADM104 Financial Accounting (3 credits)** The objective of the course is exploring the importance of using financial accounting data in decision-making. Students are introduced to the

importance of such data to decision-making by discussing the principles and basic applications of financial accounting.

**MFTR102 International Trade ( 3 credits)** This course is to study the structure and dynamics of international trade within an evolving world economy from the perspective of a developing country, especially Turkey. Students will analyze the essential characteristics of foreign trade structures of developing countries within recent periods of world economy.

**MISL201.01 Organization and Behaviour (3 credits)** (*See General Education*)

**MLOG201 Basics of Logistics (3 credits)** This course will provide that the students will be given information about basics of logistics. Basics of logistics will be analyzed in terms of economy, organization and global trade system. In this context students will be provided “the objectives, functions of logistics, logistics and customer service, procurement and outsourcing, inventory role& importance of inventory, transportation, warehousing/distribution, packaging and materials handling and global logistics”. Objective of the course is to instruct students about basics of logistics. Basics of Logistics will help students understand the role of logistics in the economy and organization, the importance of logistics in global trade system.

**MFTR201 Import and Export Practices (3 credits)** This course is to teach students import and export regulations, foreign trade, major concepts, documents, form of payment and delivery organizations.

**MTRD101.01 Turkish Language I (2 credits)** (*See General Education*)

**MFTR206 Graduation Project (3 credits)** This course will improve the participants knowledge of how to prepare a scientific report and gain the qualification of doing scientific research. Through chapters, readings, and case analyses, we will discuss issues related to comparative environmental framework, theories and institutions about the related subject. During the lectures, students will be taking on leadership responsibilities and work with other people in teams while developing their oral communication abilities and presentation skills.

**MECO202 E-Commerce (2 credits)** The purpose of this course, organisations of all sizes, structures and aims can benefit from the opportunities made available by the intelligent application of communication based technologies and there will always be a need for practitioners who have a good understanding of those technologies. E-Commerce has become a vital part of an organisation’s ability to reach out to the marketplace and position itself to maximise commercial returns on investment. Poor choices of technology and processes will result in poorly managed opportunities which could lose business, market position and profitability. Learners will investigate the values of business skills by exploring current, topical examples of e-Commerce practices. Learners will consider how to design an e-Commerce solution to the best advantage of the organisation and its stakeholders (for example employees, suppliers and customers). Learners will explore current legislation concerning e-Commerce based trading, organisational responsibilities and finance/payment systems. The first part of the unit considers the structure and aims of organisations to better understand how they could benefit from an e-Commerce structure. Then follows an opportunity to investigate and evaluate the impact of e-Commerce systems on organisations and their stakeholders. Once these areas have been studied the learner will be in a position to examine

the process of the development of an e-Commerce presence followed by the opportunity to design an e-Commerce system.

**MFTR202 Customs Operations and Practices (3 credits)** Bu derste Gümrük İşlem ve Uygulamaları nı öğretmek yani.gümrük tarihi vizyonu, Amacı,Misyonu TÜRK Gümrük sisteminin işleyişi GÜMRÜK e gelen eşyanın tabi tutulacağı gümrük rejimlerini ve uygulama esnasında gerekli olan tarife.kıymet,menşe aranan belgeler ve tanımlar gerekli sair mevzuat,

**MTRD102.01 Turkish Language II (2 credits)** *(See General Education)*

## **ELECTIVES**

**MADM107 Entrepreneurship (3 credits)** *(See General Education)*

**MFTR213 Foreign Trade Documents (3 credits)** The purpose of this course is to teach students the documents used in foreign trade operations.

**MADM222 Customer Relationships Management (3 credits)** The aim of this course is to explain students the fundamental principles and concepts of customer relationship management. Upon successful completion of this class, students will have knowledge of CRM and CRM applications, how CRM fits into overall marketing strategy, customer data integration and requirements, CRM systems and sales force automation applications, CRM integration with marketing automation, and the importance of ethics and privacy in CRM.

**MFTR205 Financing Foreign Trade (3 credits)** This course designed to prepare students to be managers for the increasingly competitive foreign trade world. The emphasis of this course will be on the international commercial terms, import and export transactions and accounting. Through chapters and readings, students will take of learning. In addition, we will be explained the topics with examples. End of the course, students are required to do homework. During the presentations, students will be work with other people in teams while developing their oral communication abilities and presentation skills.

# Graphic Design (Turkish)

## About Program

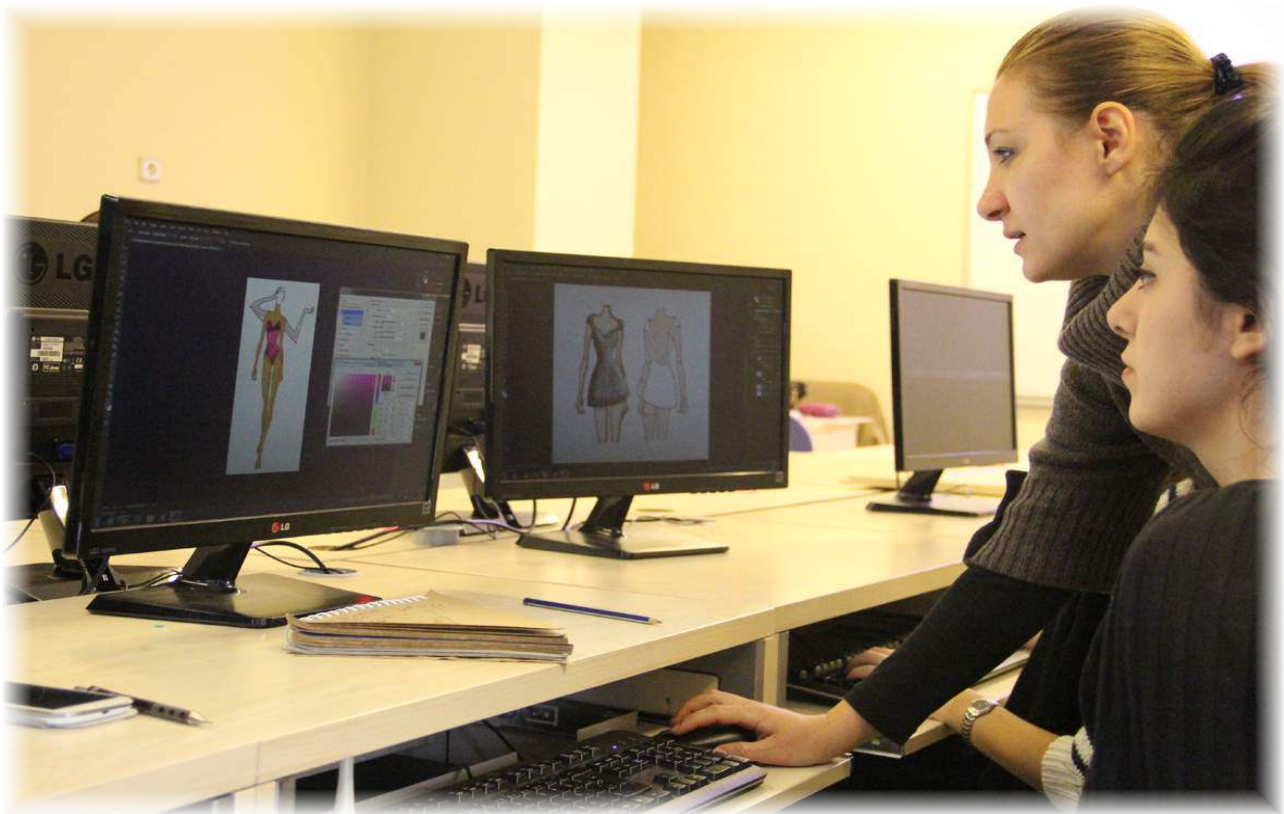
The aim of the Department; graphic trained the areas of technical and aesthetic aspects related to the design, which can analyze the environment and age, researchers can solve design problems and have creative potential, communication and a of dynamic adaptation abilities armed with can provide, confident educate designers. Our students prepared a curriculum for this purpose is equipped with features that meet the basic requirements of both professional as well as develop their ability to recognize the interdisciplinary study of the different application areas. Our graduate students, promotion and advertising agencies, firms, advertising and promotion unit, in the printed media, printing, photography, film making in the sector, the television channel, web-based can work in an enterprise engaged in publishing, can continue their profession as or in a freelance designer business that they themselves established.

## Objectives

Has captured the era, the dominant language of communication, knowledge of the arts is to train hardware designers.

The total credits required for the satisfactory completion of the curriculum are 67 credits. The program additionally requires one internship enduring 40 work days. Message to the visual pathways, logos and artistic criteria to reach a specific target audience, posters, catalogs, corporate identity, large street posters (billboards), press advertisements, packaging, books, web interface design, interactive design, preparing the design of materials, such as magazines to gain the skills.

This program can solve all kinds of problems of visual design, creative designers, advanced equipment and design required by the age of TV reality can be used effectively it aims to train.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlke ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MGTS113	Bilgisayar Destekli Grafik Tasarım I	Yes	Yes	2 + 2	3
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MGTS121	Sanat Tarihi	Yes	Yes	2 + 0	2
MYYO115	Temel Sanat Eğitimi	Yes	Yes	2 + 0	2
MGTS123	Tipografi ve Yazı I	Yes	Yes	2 + 2	3
Total :					15

20

### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlke ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MGTS232	Bilgisayar Destekli Grafik Tasarım II	Yes	Yes	2+2	3
MGTS120	Tipografi ve Yazı II	Yes	Yes	2+2	3
MGTS118	Grafik Tasarım I	Yes	Yes	2+2	3
MGTS112	Reklam Kampanyaları	Yes	Yes	2 + 0	2
MGTS116	Etkili İletişim	Yes	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MING152	Temel İngilizce II	Yes	Yes	3+ 0	3
Total :					19

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili - 1	Yes	Yes	2 + 0	2
MGTS227	Bilgisayar Destekli Grafik Tasarım III	Yes	Yes	2+ 2	3
MGTS229	Grafik Tasarım II	Yes	Yes	2+2	3
MGTS215	2D, 3D Tabanlı Uygulamalar	Yes	Yes	2+2	3
MGTS233	Masaüstü Yayıncılık ve Baskı Teknikleri	Yes	Yes	2+2	2
MGTS215	(Seçmeli 1)	No	Yes	2 + 2	3
MGTS223	(Seçmeli 2)	No	Yes	2 + 2	3

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
KYP001	Kariyer ve Yaşam	Yes	Yes	0+ 2	1
MGTS215	Maket ve 3 Boyutlu Tasarım	No	Yes	2 + 2	3
MGSA101	Ürün Fotoğrafçılığı	No	Yes	2 + 2	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



Total :	19
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#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MGTS220	Ambalaj Tasarımı	Yes	Yes	2 + 2	3
MGTS210	Mezuniyet Projesi	Yes	Yes	2 + 2	3
MGTS212	(Seçmeli Ders)	No	Yes	0 + 0	3
MGTS218	(Seçmeli Ders)	No	Yes	0 + 0	3

#### [+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MGTS224	İleri Photoshop Teknikleri	No	Yes	2 + 2	3
MGTS231	Reklam ve Tanıtım Fotoğrafçılığı	No	Yes	2 + 2	3
MGTS212	Web arayüz tasarımı	No	Yes	2 + 2	3
Total :					14
<b>Grand Total</b>					<b>67</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**MGTS113 Bilgisayar Destekli Grafik Tasarım I (Computer Aided Graphic Design I) (3 Credits)** Students will be learned how they find creative solutions for design period and preparation of workshop to customer in the same time. This course will build over learned skills what obtained previous course. These skills will be combined and provided to manage production period effectively. Graphical productions, magazines, poems, management of content, spreading sheets, vector drawing techniques, margining, character styles and page titles will be obtained using by Adobe Indesign application. *(This course is given in Turkish)*

**MGTS121 Sanat Tarihi (History of Art) (2 Credits)** The student, particularly in a broad cultural context, including Anatolia, offering art history training them cultural, educational and equipped to transmit information in the field of education and cultural heritage protection principle is to train as individuals have. In addition, the social aspects of students, communication and team spirit and give developing winning art from the point of view of students in certain individuals and not the opinion of a specific cultural heritage aspects of creativity. *(This course is given in Turkish)*

**MGTS115 Temel Sanat Eğitimi (Foundation for Art Education) (2 Credits)** This course teaches applications of drawing techniques and methods with providing to learn texture, colour values informations by application. *(This course is given in Turkish)*

**MGTS123 Tipografi ve Yazı I (Typography and Lettering I) (3 Credits)** This course contributes to students are graphical design knowledge and experiences using by kind of typing character, typefaces and evocatory fragments. All the Works what performed in this course will be criticised and discussed visually (visual power) with balance, tension, motion and plastical factors. *(This course is given in Turkish)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**ATA101 Atatürk İlke ve İnkılap Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MGTS232 Bilgisayar Destekli Grafik Tasarım II (Computer Aided Graphic Design II) (3 Credits)** Learning to Adobe Photoshop application in expert mode is among the main objectives. Also understanding of file extensions, designing of the graphical products re-production, decoupage, path, manipulation, retouching, masking, layer knowledge, colour spaces and the preparing of the image file intended to printing and digital area will be aimed. Purposes to eliminate possible troubles for students whom may encounter in the industry. Also students will be obtained to have enough knowledge with pixel based applications like Adobe Photoshop. *(This course is given in Turkish)*

**MGTS120 Tipografi ve Yazı II (Typography and Lettering II) (3 Credits)** Purposes to learning structural specification of typography, perceiving the type as typographic item and using effectively right way in graphic design. Importance of typography for graphic design; Basic terms about typography and type anatomy, font character types and classification, comparing font characters according to types and forms, similar forms and typographic dimension, factors that supports the typography ( lines, tables, symbols, typographic ornaments) Provides to teach

typography by trying and increase experimental typography ability. Learning to font anatomy, learning to font layouts meaning what will bring to our life. Reaching to result using by their own bodies on the fonts and the shapes. Providing to target using typography in the other usage areas. *(This course is given in Turkish)*

**MGTS118 Grafik Tasarım I (Graphic Design I) (3 Credits)** Workshop applications will be performed for basic information and experiences against to graphic designers trouble who encounter with it. Pre-preparation and continuous work is basic principle. Researching and reviewing travel will be performed to graphic design agency at the end of the semestre. *(This course is given in Turkish)*

**MGTS112 Reklam Kampanyaları (Advertising Campaigns) (2 Credits)** Evaluating advertisement period application, planning advertisement period, media, advertisement types, situation of the advertisement, historical development, description and concept. Advertise is incremental process and advertisement researches. *(This course is given in Turkish)*

**MGTS116 Etkili İletişim (Effective Communication)(3 Credits)** The student, at work to establish communication were influential. Speaking with employers effectively during job interviews. Taking training using body language. *(This course is given in Turkish)*

**MING152 Temel İngilizce II (Basic English) (3 Credits)** The purpose of this course is to improve students' listening, speaking, reading and writing skills. Students learn new vocabulary, expressions and ideas, some grammar points related to the topic of each unit. *(This course is given in Turkish)*

**ATA102 Atatürk İlke ve İnkılapları II (Atatürk Principles and the History of Turkish Revolution II)(2 Credits)** *(See General Education)*

**MGTS227 Bilgisayar Destekli Grafik Tasarım III (Computer Aided Graphic Design III) (3 Credits)** Students will learn Adobe Illustrator application in this course. They will have opportunities to vector drawing application with Adobe Illustrator. They will learn how innovative solutions created and preparing of the portfolio to presenting to customers. This course will build over learned skills what obtained previous course. These skills will be combined and provided to obtain manage production period effectively. Course have to performed with team working abilities by the groups who communicates to each other. *(This course is given in Turkish)*

**MGTS215 2D, 3D Tabanlı Uygulamalar (2D, 3D Base Applications) (3 Credits)** Allowing the realization of imagination made with 3DS MAX design course; 3D architecture, character modeling, texturing, animation, lighting, special effects, animated images, prepares realistic animations. The projects can be modeled in 3D and visualizing makes realistic prepare presentations. Students more productive, rational approach enhances the creative direction. Time will gain the ability to solve given problems by using quick and effective decisions. *(This course is given in Turkish)*

**MGTS229 Grafik Tasarım II (Graphic Design II) (3 Credits)** Designing to items using by what constitutes the company and the creating corporational identity. Finding a name for company, cd case, folder design, billboard, poster design, magazine design, manufacturing promotional products learning by Corporation identity rules. Making it realize with application. Learning of the graphic

design rules and using this rules in the course is Basic principle.Reviews the product and consumer communication by emphasizing period of the advertise and promotion that belong to product. Purpose of the course is teaching any brand introduction and marketing technically and theoretically design using by mass media. *(This course is given in Turkish)*

**MGTS233 Masaüstü Yayıncılık ve Baskı Teknikleri (Desktop Publishing and Printing Techniques) (3 Credits)** Guiding to design by technological criterias and performing to all pre-printing period preparations. Obtaining to material information and management what necessary for printing.Understanding the common criterias and variables, dominating to all technological datas between of the print type communications.Shows that efficiency of knowledge and obtaining about information-communication channels that printing techniques requires. *(This course is given in Turkish)*

**MTRD101 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MGTS220 Ambalaj Tasarımı (Package Design) (3 Credits)** Some applications will be performed about to design of the different type packages which used in marketing conditions. Student performs a marketing research to how product must be sold by applications what performed in this course. After these researches creates the product by logo, package, criterias, name, and counting printing expenses. Evaluates on the application which is done. *(This course is given in Turkish)*

**MGTS210 Mezuniyet Projesi (Graduation Project) (3 Credits)** This course is 4 semester courses that combine to create a good reading vision and transform this vision of the project. *(This course is given in Turkish)*

**MTRD102 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

## **ELECTIVES**

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given in Turkish)*

**MGTS212 Web Arayüz Tasarımı (Web Interface Design)(3 Credits)** The aim is to create a web page interface design. *(This course is given in Turkish)*

**MGTS223 Maketve 3 BoyutluTasarım (Model and 3D Design)(3 Credits)** This course purposes transforming material to suitable to 3D design condition Obtains model designing ability learning by 3D drawing material and usage of the material. Understands location and model disciplinary explains multimedia disciplinary by learning measuring and scaling theoretics. *(This course is given in Turkish)*

**MGTS224 İleri Photoshop Teknikleri (Advanced Photoshop Techniques) (3 Credits)** Main purpose of this course is teaching the photography theroretics, photo cameras, films, lenses, light types and its sources, effects of the lights, carrying the camera, holding and using the camera, ASA & ISO theoretics, focusing, aperture, exposure, Stops, shutter speed and also understanding specifications of the effects on photography. *(This course is given in Turkish)*

**MGSA101 Ürün Fotoğrafçılığı (Product Photography) (3 Credits)** This course, basic photography, photography techniques and includes studio photography.After studies in the studio and outdoors, with different materials and subjects, working examples of advertising.

- Students learn basic photography, Effective use of photographic techniques
- Using studio and natural light taking photos, Light reading, making good composition
- Using different light on different subject, Becoming proficient in advertising photography
- Learn to look at the world from different angles. *(This course is given in Turkish)*

**MGTS231 Reklam ve Tanıtım Fotoğrafçılığı (Advertising and Presentation Photography) (3 Credits)** This course, basic photography, photography techniques and includes studio photography.After studies in the studio and outdoors, with different materials and subjects, working examples of advertising.

- Students learn medium photography, Effective use of photographic techniques
- Using studio and natural light taking photos, Light reading, making good composition
- Using different light on different subject, Becoming proficient in advertising photography
- Learn to look at the world from different angles. *(This course is given in Turkish)*

# Human Resources Management (Turkish)

## About Program

From different dynamics like environmental issues and globalization process, the importance of people have increases. The Human Resources Management Program aims to enable students to take part of the task and responsibility in several processes of firms as a capital and a power of human resource. The graduate students can work in several branches in different businesses and create "Graduation Project" in the current professional issues.

## Objectives

The Human Resources Management Program main objectives is after graduation taking the responsibility in decision making process of human resources.

The total credits required for the satisfactory completion of the curriculum are 69 credits. The program additionally requires one internships enduring 40 work days.



## CURRICULUM

### 1<sup>st</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MIKA101	İnsan Kaynakları Yönetimi I	Yes	Yes	3 + 0	3
MGSA101	Finansal Kaynakların ve Kararların Yönetimi	Yes	Yes	3 + 0	3
MISL202	Pazarlama İlkeleri	Yes	Yes	3 + 0	3
MISL213	İşletme Çevresi	Yes	Yes	3 + 0	3
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
Total :					17

### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MIKA104	İnsan Kaynakları Yönetimi II	Yes	Yes	3 + 0	3
MIKA106	İnsan Kaynakları Gelişimi	Yes	Yes	2 + 0	2
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MISL112	İşletme Stratejileri	Yes	Yes	3 + 0	3
MISL203	İş Etiği	Yes	Yes	3 + 0	3
Total :					16

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

**3<sup>rd</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
METI210	Kişisel ve Profesyonel Gelişim	Yes	Yes	3 + 0	3
MHUK201	İş Hukuku	Yes	Yes	3 + 0	3
MIKA217	Bordrolama ve Ücret Sistemleri	Yes	Yes	2 + 0	2
MIKA213	İstihdam Şekilleri	Yes	Yes	2 + 0	2
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
	Seçmeli Ders 1	No	Yes	3 + 0	3
	Seçmeli Ders 2	No	Yes	3 + 0	3
Total :					18

**[+] 3<sup>rd</sup> Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
KYP001	Kariyer ve Yaşam Programı	Yes	Yes	0 + 2	1
MYYO108	Örgütsel Davranış	No	Yes	3 + 0	3
MIKA221	Etkili İletişim Teknikleri	No	Yes	3 + 0	3
Total :					7

**4<sup>th</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MIKA208	Çalışma Psikolojisi	Yes	Yes	2 + 0	2

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



MIKA216	Mezuniyet Projesi	Yes	Yes	3 + 0	3
MIKA218	Çalışma İlişkileri	Yes	Yes	2 + 0	2
MISL114	İşletme Kararlarının Alınması	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
	Seçmeli Ders 3	No	Yes	3 + 0	3
	Seçmeli Ders 4	No	Yes	3 + 0	3
Total :					18

[+] 4<sup>th</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MIKA214	Performans Yönetimi	No	Yes	3 + 0	3
MISG204	İş Sağlığı ve İş Güvenliği Mevzuatı	No	Yes	3 + 0	3
Total :					6
<b>Grand Total</b>					<b>69</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MIKA101 İnsan Kaynakları Yönetimi (Introduction to Human Resources Management) (3 Credits)** The aim of the course is to understand the techniques of effective human resources management in the business environment in the organization. In this context, organizations and systems in the human function of human resource management, evaluation procedures and the scope of activities within the framework of ethical practices in areas such as management of employees during the function will better understand. Strategic human resource management, globalization, performance evaluation, training, motivation of employees, compensation techniques, change management and flexibility issues will be addressed within the scope of the course. *(This course is given in Turkish)*

**MISL103 Finansal Kaynakların ve Kararların Yönetimi (Financial Resources and Desicions Management) (3 Credits)** *(See General Education)*

**MISL202 Pazarlama İlkeleri (Marketing Principles) (3 Credits)** *(See General Education)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MISL213 İşletme Çevresi (Business Environment) (3 Credits)***(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II(Atatürk Principles and The History of Turkish Revolution II)(2 Credits)** *(See General Education)*

**MIKA104 İnsan Kaynakları Yönetimi IİYönetimi (Introduction to Human Resources Management II) (3 Credits)** The aim of the course is to understand the techniques of effective human resources management in the business environment in the organization. In this context, organizations and systems in the human function of human resource management, evaluation procedures and the scope of activities within the framework of ethical practices in areas such as management of employees during the function will better understand. Strategic human resource management, globalization, performance evaluation, training, motivation of employees, compensation techniques, change management and flexibility issues will be addressed within the scope of the course. *(This course is given in Turkish)*

**MIKA106 İnsan Kaynakları Gelişimi (Human Resources Development) (2 Credits)** The aim of this course is to inform students of developing of human resources in the workplace. The students have to identify the relation between the human resource development and workplace. *(This course is given in Turkish)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** The purpose of this course is to improve students' listening speaking, reading and writing skills. Students learn new vocabulary, expressions and ideas, some grammar points related to the topic of each unit. *(This course is given in Turkish)*

**MISL112 İşletme Stratejileri (Business Strategies) (3 Credits)***(See General Education)*

**MISL203 İş Etiği (Business Ethics) (3 Credits)** *(See General Education)*

**METI210 Kişisel ve Profesyonel Gelişim (Personal and Professional Development) (3 Credits)** *(See General Education)*

**MHUK201 İş Hukuku (Business Law)(3 Credits)** *(See General Education)*

**MIKA213 İstihdam Şekilleri (Recuitment Formation) (2 Credits)** The aim of this course is to inform students of developing of human resources in the workplace. The students have to identify the relation between the human resource development and workplace. *(This course is given in Turkish)*

**MIKA217 Bordrolama ve Ücret Sistemleri (Payroll and Payment Systems) (2 Credits)** Bu programda, ücretin öneminin anlaşılması, ücret teorilerinin neler olduğunun bilinmesi, ücret politikalarının öneminin anlaşılması, toplum ve işletme boyutuyla ücretin etkilerinin kavranması hakkında öğrencilere bilgiler sunulmaktadır. *(This course is given in Turkish)*

**MTRD101 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MIKA208 Çalışma Psikolojisi (Working Psychology) (2 Credits)** Bu programın amacı çalışma ilişkileri ile bağlantılı bir konu olan çalışma ekonomisi dersinin bütünleyeni olarak düşünülmektedir. Öğrencilerin, iş hayatına ilişkin çalışma ilişkileri ile ilgili konular, istihdam, işsizlik, işgücü, sendika, çalışma psikolojisi ve yönetim konuları açısından ele alınmaktadır. *(This course is given in Turkish)*

**MIKA216 Mezuniyet Projesi (Graduation Project) (3Credits)** Bu dersin amacı, Patoloji Laboratuvar Teknikeri olarak atanacak öğrencilerin iki yıllık öğrenim hayatlarında öğrendikleri mesleki beceri ve araştırma yöntem ve tekniklerini değerlendirmektir. Eğitim sürelerince elde ettikleri bilgileri; sentez yapabilmek, problem çözebilmek, gereksinimleri biraraya getirebilmek gibi becerilere dönüştürebilmeleri test edilecek olup, aynı zamanda yaptıkları araştırmaları bir çalışma haline getirmeleri beklenmektedir. *(This course is given in Turkish)*

**MIKA218 Çalışma İlişkileri (Work Relations) (2 Credits)** Bu programda, insanın ekonomik yaşamdaki fonksiyonları ele alınmaktadır. Emek Piyasası Kavramı, Emek Piyasası Türleri, İşgücünün Hareketliliği Emek Arzı, Emek Arzını Etkileyen Faktörler, İşgücü ve İşgücünü Oluşturan Unsurlar, İşgücüne Katılma Oranı, Nüfus Sorunları, Mesleki Eğitim, İşgücünün Yapısı, İstihdamın Yapısı, İşsizlik, İşsizlik Türleri, İşsizlikle Mücadelede Emek Piyasası Politikaları, ders kapsamında ele alınmaktadır. *(This course is given in Turkish)*

**MISL114 İşletme Kararlarının Alınması (Take a Decision for Business) (3 Credits)** *(See General Education)*

**MTRD102 Türk Dili II (Turkish Language II ) (2 Credits)***(See General Education)*

**MYYO108 Örgütsel Davranış (Organizational Behaviour) (3 Credits)** *(See General Education)*

**MSHK206 Etkili İletişim Teknikleri (Effective Communication Techniques) (3 Credits)** Dersin amacı; iletişim kavramı ve iletişim süreci, sözel iletişim, sözsüz iletişim, bireylerarası iletişim, grup iletişimi ve örgüt içi iletişim, kitle iletişimi, çevrimiçi iletişim, uluslararası ve kültürlerarası iletişim hakkında temel bilgiler vermektir. *(This course is given in Turkish)*

**MIKA214 Performans Yönetimi (Performance Management) (3 Credits)** Bu programın amacı, öğrencileri insan kaynağının iş yaşamındaki gelişimi hakkında bilgilendirmektir. Öğrenciler, insan kaynaklarının yönetimi ve iş yaşamı arasındaki bağlantıya ilişkin bilgi sahibi olmaktadır. *(This course is given in Turkish)*

**MISG204 İş Sağlığı ve İş Güvenliği Mevzuatı (Law of Workplace Health and Safety) (3 Credits)** *(See General Education)*

# Justice (Turkish)

## About Program

The need of skilled workforce in judicial system, law offices and law departments, who has been educated in the field of law and justice is increasing every day. Our purpose is to prepare our students to become a high-qualified member of staff employed in the law offices of the enterprises. In accordance with this purpose we emphasize both the theoretical and practical education. In addition to the law classes, our students will also learn business administration, human resources, public relationship, accounting, computer and banking practices. Our graduates will have the possibility to be employed in the law departments of the enterprises, courthouses, debt enforcement offices and prisons. The aim of the Justice Programme is to train qualified professional staff in the light of contemporary and universal values, who has basic legal knowledge; seeking to meet the needs of manpower and will provide an effective contribution to the execution of justice.

## Objectives

Particularly the Ministry of Justice, including court and other subordinate units, public and private sector institutions and organizations:

- Equipped with all types of professional knowledge, to have basic knowledge of law,
- Acquired the skills to evaluate legal problems
- Having the knowledge and skills to be able to ensure fast, efficient and effective implementation of The judicial system
- Following the developments in the justice services,
- Specialized in the field, to train professional administrative staff who is open to innovations, closely reads and follows the technology and publications related to the profession.

The total credits required for the satisfactory completion of the curriculum are 71 credits. The program additionally requires two internships each enduring 20 work days.



**1ST SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2+0	2
MADL107	Anayasa Hukuku	Yes	Yes	3 + 0	3
MADL105	Medeni Hukuk I	Yes	Yes	3 + 0	3
MADL109	Hukuka Giriş ve Yargı Örgütü	Yes	Yes	3 + 0	3
MADL113	Adli Yazışmalar ve Dosyalama Teknikleri	Yes	Yes	2 + 0	2
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
Total :					16

**2. SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MAD102	Hukuk Usulü Bilgisi	Yes	Yes	2+0	2
MADL110	Medeni Hukuk II	Yes	Yes	3 + 0	3
MADL106	İdare Hukuku Bilgisi	Yes	Yes	2 + 0	2
MADL114	Avukatlık ve Noterlik Mevzuatı	Yes	Yes	2 + 0	2
MING152	Temel İngilizce II	Yes	Yes	3+0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MADL116	Tebliğat Hukuku	Yes	Yes	2+ 0	2
Total:					16

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD201	Türk Dili I	Yes	Yes	2 + 0	2
MADL213	Klavye Kullanımı I	Yes	Yes	3 + 0	3
MADL201	Kalem Mevzuatı ve İşlemleri	Yes	Yes	2 + 0	2
MADL207	İdari Yargılama Usul Bilgisi	Yes	Yes	2+0	2
MADL209	Ticaret Hukuku	Yes	Yes	2 + 0	2
MADL211	Ceza Hukuku	No	Yes	2 + 0	2

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MADL223	Borçlar Hukuku	Yes	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	0 + 2	1
MMAT101	Matematik	Yes	Yes	1+0	3
MADL242	Memur Hukuku	Yes	Yes	3+0	3
MGSA101	Güzel Sanatlar I	Yes	Yes	1+0	1
Total :					19

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MADL202	Ceza Muhakemesi Hukuku	Yes	Yes	3 + 0	2
MTRD202	Türk Dili II	Yes	Yes	2 + 0	2
MADL204	İcra ve İflas Hukuku	Yes	Yes	2 + 0	2
MAD206	Cezaevi İdaresi ve İnfaz Bilgisi	Yes	Yes	2 + 0	2
MADL212	Mezuniyet Projesi	Yes	Yes	3 + 0	3
MADL210	Klavye Kullanımı I	Yes	Yes	3 + 0	3

#### [+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MADL230	İş Hukuku	Yes	Yes	3 + 0	3
MADL225	Hukuk Mesleği ve Etik	Yes	Yes	3 + 0	3
MADL244	Büro Yönetimi	Yes	Yes	3+0	3
MADL234	Adalet Psikolojisi	Yes	Yes	3+0	3
MGSA102	Güzel Sanatlar 2	Yes	Yes	1+0	1
Total :					17
Grand Total					71

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



## Course Descriptions

**MADL107 Anayasa Hukuku (Constitutional Law) (3 Credits)** This course covers a wide range of topics relating to constitutional framework for the organization of the State and various political systems, including the conceptual analysis of the constitution and “constitutionalism”, acts of parliament such as laws and parliamentary resolutions, decrees having force of law, regulations and by-laws, theocratic and democratic sovereignty, state forms as regards the structure and the exercise of sovereignty, electoral systems, characteristics of the parliamentary, presidential and semi-presidential systems. In addition to the doctrinal background bearing on these topics, leading cases in comparative constitutional law will be analyzed. *(This course is given in Turkish)*

**MADL105 Medeni Hukuk I (Civil Law I) (3 Credits)** This course is designed to inform students about the main subjects and principles of civil law, the logic of civil law and to give them the ability to solve problems about civil law. *(This course is given in Turkish)*

**MADL109 Hukuka Giriş ve Yargı Örgütü (Introduction to Law And Judicial Organization) (3Credits)** To explain the basic concepts of the law, Turkish Law System, to recognize the methods when in a legal problem, to understand the main court cases and legal organs and to provide students some information about the concepts both in daily life and in education. Also, this course is intended to be the foundation of other law classes to be taken. *(This course is given in Turkish)*

**MADL113 Adli Yazışmalar ve Dosyalama Teknikleri (Legal Correspondence And Filing Techniques) (2 Credits)** The aim of the course is to make students informed about the techniques of preparing, filing, archiving judicial writings and use them in practice. *(This course is given in Turkish)*

**MADL102 Hukuk Usulü Bilgisi (Legal Information Procedure) (2 Credits)** This course examines the court structure in Turkey, status of judges, initiation of proceedings, summary and ordinary procedures, jurisdiction, petition of the case and reply, evidence, burden of proof, means of proof including written instruments, witnesses, oath and expert evidence, effect of judgments, and enforcement procedures. *(This course is given in Turkish)*

**MADL110 Medeni Hukuk II (Civil Law II) (3 Credits)** The aim of the course is to make students informed about the main subjects and principles of civil law and the logic of the civil law; to give them the ability to solve the problems about to civil law. *(This course is given in Turkish)*

**MADL106 İdare Hukuku Bilgisi (Administrative Law Info) (2 Credits)** One of the important requirements of the rule of law and which is closely related to human rights ,rule of law, with emphasis on the issue of loyalty to examine the Turkish administrative organization ; public officials ,civil servants and to define the concept of public goods , grasp the activities of the administration , where the administration to explain the responsibilities and assess the issues. *(This course is given in Turkish)*

**MADL114 Avukatlık ve Noterlik Mevzuatı (Law And Notary Legislation) (2 Credits)** The aim of the course is to make students informed about working fields of attorneyship law and notariate law, conditions for accepting into profession, contributions of these fields to civil and criminal

jurisdiction and make them prepared about assistance of attorneys and notaries in practice. *(This course is given in Turkish)*

**MADL116 Tebligat Hukuku (Notice Law) (2 Credits)** To inform the students generally about the valid notice law in parallel with 7201 s. Notification law, its order and manners, applications, hitches and solutions. *(This course is given in Turkish)*

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (3 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and the History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**MADL203 Klavye Kullanımı I (Keyboard Usage I) (3 Credits)** Regardless of the student's keyboard, ten-finger method "F Keyboard", the 29th letter learning and in 3 minutes, 20 words is to write error-free. *(This course is given in Turkish)*

**MADL201 Kalem Mevzuatı ve İşlemleri (Regulatory Assets and Operations) (2 Credits)** The aim of the course is to make students informed about clerk's office where judicial correspondences and records are conserved and the books related are written. *(This course is given in Turkish)*

**MADL207 İdari Yargılama Usul Bilgisi (Administrative Procedure Information) (2 Credits)** To explain basic concepts and resources of judiciary law, administrative suits and proceeding, law methods, and ruling of the court.

**MADL209 Ticaret Hukuku (Commercial Law) (2 Credits)** The aim of the course is to make students informed about basic concepts and applications of commercial law. *(This course is given in Turkish)*

**MADL211 Ceza Hukuku (Criminal Law) (2 Credits)** General notions of criminal law, including the common categories of crime, will be explained. Consequently students who successfully complete this course will be able to determine which behaviours match which type of crime. *(This course is given in Turkish)*

**MADL202 Ceza Muhakemesi Hukuku (Criminal Procedure Law) (2 Credits)** The criminal procedure will be studied, including every step of the criminal justice process. Students who complete the course successfully will be familiar with concept of criminal investigation and prosecution, and processes involved in both. *(This course is given in Turkish)*

**MADL204 İcra ve İflas Hukuku (Enforcement And Bankruptcy Law) (2Credits)** The aim of the course is to make students informed about basic concepts, organizations and practices of Law of Executive and Bankruptcy. *(This course is given in Turkish)*

**MADL206 Cezaevi İdaresi ve İnfaz Bilgisi (Prison Administration And Enforcement Information)(2Credits)** Principles, procedures and rules of criminal execution law in view of which res judicator's are enforced and prisons will be taught. *(This course is given in Turkish)*

**MADL212 Mezuniyet Projesi (Graduation Project)(3 Credits)** The aim of this course is to inform students of synthesing courses and workplace. The students have to identify the relation between the literature and research together. *(This course is given in Turkish)*

**MADL210 Klavye Kullanımı II(Keyboard Usage II) (3 Credits)** The student an "F on the keyboard" by learning the numbers and markings of all spelling, 3 is to write 40 words per minute. *(This course is given in Turkish)*

**MTRD201 Türk Dili I (Turkish Language I) (2Credits)** *(See General Education)*

**MTRD202 Türk Dili II (Turkish Language II) (2Credits)** *(See General Education)*

## **ELECTIVES**

**MADL230 İş Hukuku (Labour Law) (3 Credits)** The aim of the course is to make students informed about basic concepts, organizations and practices of labour law. *(This course is given in Turkish)*

**MADL225 Hukuk Mesleği ve Etik (Legal Profession And Ethics) (3 Credits)** The aim of this lecture is give information about moral rules of law. *(This course is given in Turkish)*

**MADL244 Büro Yönetimi (Office Management) (3 Credits)** Law office management course, aims to provide knowledge about the concept of office, the historical process, the management concept of the historical process management, communication, concept and communication methods. *(This course is given in Turkish)*

**MADL234 Adalet Psikolojisi (Juristic Psychology) (3 Credits)** This course discusses how psychological aspects of the human nature influence how laws are created and applied. Three main topics will be covered: Psychopathology and how it relates to crime; Psychological aspects of victimisation; and How memory as a cognitive process influences testimony and thus the legal process. Each of these topics will be covered in depth, presenting psychological theories and research findings related to the topic, and then this information will be discussed in the context of legal theory and contemporary Turkish law. *(This course is given in Turkish)*

**MADL223 Borçlar Hukuku(Debt Law)(3 Credits)** The main purpose of the course is to introduce students to fundamental concepts of law of obligations. In that regard, after explaining the concept of obligation, sources of obligations namely contracts, tort and unjust enrichment will be

covered. Contract law will be the main focus of the course and contract formation, validity of contracts, performance, non-performance and dissolution of contracts are the topics that are going to be discussed throughout the semester. Most common type of contracts will also be explained. *(This course is given in Turkish)*

**MADL242 Memur Hukuku(Law Officer)(3 Credits)** The aim of this course is to give information about the general principles of administrative law and examine State Personnel Law (public officers'' appointment, qualification, rights and obligations etc) (Code number 657)*(This course is given in Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MGSA102 Güzel Sanatlar I (Fine Arts I) (1Credit)** The aim of this course is to teach the students the terms of art, so that they can rule on the components of an art piece, to learn the necessary measures to appreciate the visual stage arts and plastic arts. *(This course is given in Turkish)*

**MGSA202 Güzel Sanatlar II (Fine Arts II) (1Credit)** The aim of this course is to help students appreciate the art pieces with a certain point of view, to work on the related subjects, to compare different arts pieces of different fields and movements, their inter-relations and influences on each others. *(This course is given in Turkish)*

# Machinery (Turkish)

## About Program

The Machinery Program aims to enable students to take responsibility and part in service and manufacture processes of industry. These students organize the application process of the decisions about local, technical subjects which are taken by the managers. Machinery technicians work in many different areas, such as heating, cooling, automotive, and installation. As the university closest to the business world, we at Okan educate our students in those areas most sought after by employers. People's demand for energy is constantly on the rise. In the future there will be increasingly high demand for the technicians that work in this area. Therefore, this particular area is a special focus of our program. The automotive industry in our country is constantly growing. We graduate technicians who are ready to work in this area. Our department therefore places special emphasis on this area as well.

## Objectives

The Machinery Program aims to enable students to take responsibility and part in service and manufacture processes of industry. These students organize the application process of the decisions about local, technical subjects which are taken by the managers.

The total credits required for the satisfactory completion of the curriculum are 69 credits. The program additionally requires an internship each enduring 20 work days during summer following the second year.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MMAT101	Matematik I	Yes	Yes	2 + 0	2
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MMAK150	Statik	Yes	Yes	3 + 0	3
MMAK119	İmalat İşlemleri	Yes	Yes	3 + 0	3
MMEK103	Bilgisayar Programlama	Yes	Yes	2 + 2	3
Total :					16

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### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MMAT102	Matematik II	Yes	Yes	2+ 0	2
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MMAK151	Dinamik	Yes	Yes	3 + 0	3
MMAK147	Makine Elemanları	Yes	Yes	3 + 0	3
MMAK116	Malzeme Teknolojisi	Yes	Yes	3+ 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MMAK144	Bilgisayar Destekli Teknik Çizim	Yes	Yes	2+ 2	3
Total :					19

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MMAK145	Bilgisayar Destekli Tasarım	Yes	Yes	2 + 2	3
MMAK128	Mukavemet	Yes	Yes	3 + 0	3
MMAK201	Akışkanlar Mekaniği	Yes	Yes	3+ 0	3
	MakineProgramıSeçmeliDersHavuzu	No	Yes	3 + 0	3
	MakineProgramıSeçmeliDersHavuzu	No	Yes	3 + 0	3
Total :					17

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MMAK131	Isı İletimi	No	Yes	3 + 0	3
MMAK211	Pompalar ve Kompresörler	No	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	1+0	1

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MMAK127	Hidrolik ve Pnömatik	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MMAK126	Termodinamik	Yes	Yes	3 + 0	3
MMAK160	Mezuniyet Projesi	Yes	Yes	3 + 0	3
	Makine Programı Seçmeli Ders Havuzu	No	Yes	3 + 0	3
	Makine Programı Seçmeli Ders Havuzu	No	Yes	3 + 0	3
Total :					17

#### [+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MELK218	Yenilenebilir Enerji Kaynakları	No	Yes	3 + 0	3
MMAK134	İklimlendirme ve Soğutma	No	Yes	3 + 0	3
Grand Total					69

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I)(3 Credits)** *(See General Education)*

**MMAT101 Matematik I (Mathematics II) (2 Credits)** *(See General Education)*

**MMAK150 Statik (Statics) (3 Credits)** The purpose of this course is to improve knowledge about vectors, forces, rectangular components, moment, couple, resultant, Two and three dimensional force systems, Equilibrium in two and three dimensions. Free body diagram. Plane trusses, method of joints, method of sections, space trusses, frames and machines, centres of mass and centroids, Cables, Friction, Virtual work. *(This course is given Turkish)*

**MMAK119 İmalat İşlemleri (Manufacturing Process) (3 Credits)** The purpose of this course is to improve knowledge about manufacturing technology concept, manufacturing processes, casting, welding, plastic forming methods of metals and machining methods, sintering, Forming of ceramics, plastics and composites. *(This course is given Turkish)*

**MMEK103 Bilgisayar Programlama (Computer Programming) (3 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and the History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**MMAT102 Matematik II (Mathematics II) (2 Credits)** *(See General Education)*

**MMAK151 Dinamik (Dynamics) (3 Credits)** This course is about Dynamics of particles: Rectilinear and curvilinear motion, Newton's laws, momentum and angular momentum methods, Work and energy, System of particles, Dynamics of rigid bodies in plane motion; kinematics, Work and energy methods for rigid bodies. *(This course is given Turkish)*

**MMAK147 Makine Elemanları (Machine Tools) (3 Credits)** This is an advanced course on modelling, design, integration and best practices for use of machine elements such as bearings, springs, gears, cams and mechanisms. Modelling and analysis of these elements is based upon extensive application of physics, mathematics and core mechanical engineering principles (solid mechanics, fluid mechanics, manufacturing, estimation, computer simulation, etc.). These principles are reinforced via hands-on laboratory experiences wherein students conduct experiments and disassemble machines and a substantial design project wherein students model, design, fabricate and characterize a mechanical system that is relevant to a real world application. Students master the materials via problems sets that are directly related to, and coordinated with, the deliverables of their project. Student assessment is based upon mastery of the course materials and the student's

ability to synthesize, model and fabricate a mechanical device subject to engineering constraints. *(This course is given Turkish)*

**MMAK116 Malzeme Teknolojisi (Material Technology) (3 Credits)** Students in this course will be introduced to basic 3D solid modelling, sketching, and assemblies of mechanical parts by using SolidWorks. The course material will consist of the combination of two parts. Part I covers the principles of SolidWorks, simple and advanced part modelling approaches, assembly modelling, drawing, and integrating SolidWorks with AutoCAD drawings. Part II covers the applications of SolidWorks in manufacturing processes and mechanical systems. The manufacturing processes applications include mould design, sheet metal parts design, die design, and welding drawings. The mechanical systems applications will include parts like: pipes, gears, pulleys, belts, chains, vents, cams, linkages and springs, hinges, threads and fasteners. *(This course is given Turkish)*

**MMAK144 Bilgisayar Destekli Teknik Çizim (Computer Aided Technical Drawing) (3 Credits)** The aim of this course: their ideas were contemplated engineers can express through drawings and to put the idea to share through drawings with other technical staff, to adopt the importance of the sketch for engineers alongside the applicable drawing methods of teaching methods and rules to be used and to enforce adhering to the basic principles of computer-aided two-dimensional drawing program of technical drawing (AutoCAD) to use in an active way. *(This course is given Turkish)*

**MTRD201 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MMAK145 Bilgisayar Destekli Tasarım (Computer Aided Technical Desing) (3 Credits)** The aim of this course, students learn is a two-dimensional (2D) drawing program on computer. Engineering drawing is the language of the engineers and technicians. Therefore, it is the intent of this course to equip students with the fundamentals of this unique language and to give them the skills necessary to prepare complete, concise, and accurate communications through engineering drawings using AutoCAD.

It is essential to know the technical drawing rules before starting CAD-CAM programs. Using computers at the beginning of the engineering education will help the students visualize engineering components. Appropriate sketching exercises will be done during practice hours by using a package program namely AutoCAD. The CAD software should be perceived by the student as a tool for producing engineering drawings. However, it should be strongly felt that students should design shapes that suited the purpose and manufacturing methods rather than being driven by the software capabilities. *(This course is given Turkish)*

**MMAK128 Mukavemet (Strength of Materials) (3 Credits)** Review of load analysis, materials, stress and strain. Types of failures, fracture mechanics, static failure theories, stress theories, modified Mohr theory, safety factors, reliability Linear, bending and torsion impact, Fatigue for elements under torsion, bending and axial stress. Influence of surface and size on fatigue strength, Fatigue life with random varying loads, Surface damage with corrosion, adhesive and abrasive wear. Surface fatigue failures. *(This course is given Turkish)*

**MMAK201 Akışkanlar Mekaniği (Fluid Mechanics) (3 Credits)** Hydrostatics, kinematics of flow, continuity equation, Euler's and Bernoulli's equations, viscous flow equations, head loss in

ducts and piping systems, momentum theorems, dimensional analysis and similitude, potential flow, circulation and vorticity. *(This course is given Turkish)*

**MTRD202 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**MMAK126 Termodinamik (Thermodynamic) (3 Credits)** Introduction to thermodynamics, ideal gasses, internal energy, enthalpy, energy transfer by work, heat and mass, the first and second laws of thermodynamics, refrigerators and heat pumps, Carnot cycle, entropy, reversibility. *(This course is given Turkish)*

**MMAK127 Hidrolik ve Pnömatik Sistemler (3 Credits)** This course offers students might encounter frequently in the industry to ensure the teaching of hydraulic and pneumatic circuits and students will ensure mastery of the subject. *(This course is given Turkish)*

**MMAK160 Mezuniyet Projesi (3 Credits)** Transfer the basic principles and concepts of machinery program in mechanic system design to students and enable them to use these principles and concepts of the project. After telling the students the basic principles and concepts will be created in the first four weeks of Electrical and Machines and group projects where mixed teams and thus realize the project a mechanic system design will be based on the students' teamwork. *(This course is given Turkish)*

## **ELECTIVES**

**MMAK131 Isı İletimi (3 Credits)** Transient and steady state one dimensional heat transfer, two dimensional steady state heat transfer, surface heat transfer, numerical methods, radiation heat transfer, heat exchangers, introduction to convection heat transfer. *(This course is given Turkish)*

**MMAK203 Pompalar ve Kompresörler (3 Credits)** Pumps and piping design energy calculations and building simulation, flow, space air diffusion, fans and building air distribution, direct contact heat and mass transfer, extended surface heat exchangers, refrigeration. *(This course is given Turkish)*

**MMAK134 İklimlendirme ve Soğutma Sistemleri (3 Credits)** The purpose of this course is to students both in theory and in practice in terms of air conditioning and refrigeration technology, it is intended to look with a wide range of perspectives on issues. The scope of the course: air conditioning and Refrigeration entrance, Basic topics such as Principles of Air Conditioning and Refrigeration. In addition, cooling and heating systems, System Design, AirConditioning System Design to develop students' professional skills, such as vision and implementation is planned level. *(This course is given Turkish)*

**MELK218 Yenilenebilir Enerji Kaynakları (3 Credits)** The main objectives of this course new renewable energy based electric energy generation technologies and their integration into the power grid. The principals of new energy based distributed generation technologies: wind, solar, and fuel cells. Interconnection of distributed generation sources to power distribution grid Economic aspects of distributed generation. *(This course is given Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

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# Mechatronics (Turkish)

## About Program

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In recent years, electronics, computers and control systems developments are happening very fast. As a result, almost all the areas in computer controlled systems has become widespread. Today, only mechanically operated systems are almost none. In the design, manufacture, was put on the application of artificial intelligence techniques in maintenance and repair. Therefore, advanced product design, manufacturing, maintenance and repair is no longer a single issue. Mechanical, electrical and electronics, control and automation, with the use of computer technology has become a necessity. As a result, it has emerged as a new interdisciplinary Mechatronics discipline. Mechatronics; advanced medical devices in the home technology covers a fairly large area of computer controlled machines to robots.

The graduate students can work in local governments, governorship and private sector organizations. In their internship, students will work in local governments, governorship and civil society organizations during 40 days period and create "Graduation Project" in the current professional issues.

## Objectives

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This program has the vision to adapt to students who are pursuing the development of the era, dominated the functioning of the new system, they will take their place in the quality and continuous development of the public sector as technicians.

The total credits required for the satisfactory completion of the curriculum are 69 credits. The program additionally requires two internships each enduring 20 work days or an internship enduring 40 work days.



## CURRICULUM

### 1<sup>st</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılâp Tarihi I	Yes	Yes	2 + 0	2
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MMAT103	Matematik I	Yes	Yes	2 + 0	2
MELK105	Devre Analizi	Yes	Yes	3 + 0	3
MMEK101	Mekatroniğe Giriş	Yes	Yes	3 + 0	3
MMEK105	Bilgisayar Programlama	Yes	Yes	2 + 2	3
MMEK108	Bilgisayar Destekli Teknik Çizim	Yes	Yes	2 + 2	3
Total:					19

### [+] 1<sup>st</sup> Semester Elective Course List

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### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılâp Tarihi II	Yes	Yes	2 + 0	2
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MMAT102	Matematik II	Yes	Yes	2 + 0	2
MELK112	Analog Elektronik	Yes	Yes	2 + 0	2
MELK114	Lojik Devre Tasarımı	Yes	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MMEK112	Matlab / Simulink'e Giriş	Yes	Yes	2 + 2	3
MELK210	Elektrik Motorları ve Sürücüleri	Yes	Yes	2 + 0	2
Total					17

[+] 2<sup>th</sup> Semester Elective Course List

3<sup>rd</sup> SEMESTER COURSE PLAN<sup>31</sup>

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MMEK207	Kontrol Sistemleri I	Yes	Yes	3 + 0	3
MMEK103	Sistem Dinamiğinin Modellenmesi ve Simülasyonu	Yes	Yes	2 + 2	3
MMEK109	Mikrodenetleyiciler	Yes	Yes	2 + 2	3
	Seçmeli I	No	Yes	3 + 0	3
	Seçmeli II	No	Yes	3 + 0	3
Total:					17

[+] 3<sup>rd</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
KYP001	Kariyer ve Yaşam Programı (Seçmeli Grubu)	Yes	Yes	0 + 2	1
MGRS202	Girişimcilik (Seçmeli Grubu)	No	Yes	2 + 2	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MGSA102	Güzel Sanatlar I (Seçmeli Grubu)	No	Yes	1 + 0	1
MMOT208	Android Geliştirme Platformu (Seçmeli Grubu)	No	Yes	3 + 0	3
MIKA221	Etkili İletişim Teknikleri (Seçmeli Grubu)	No	Yes	3 + 0	3

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#### 4<sup>th</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MMEK208	Kontrol Sistemleri II	Yes	Yes	3 + 0	3
MMEK202	Mekatronik Sistem Tasarımı	Yes	Yes	2 + 0	2
MMEK204	Mezuniyet Projesi	Yes	Yes	2 + 2	3
	Seçmeli III	No	Yes	3 + 0	3
	Seçmeli IV	No	Yes	3 + 0	3
Total:					16

#### [+] 4<sup>th</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MGRS202	Girişimcilik (Seçmeli Grubu)	No	Yes	2 + 2	3
MGSA202	Güzel Sanatlar II (Seçmeli Grubu)	No	Yes	1 + 0	1

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



MMEK206	Programlanabilir Mantıksal Denetleyici (Seçmeli Grubu)	No	Yes	3 + 0	3
MMAK127	Hidrolik ve Pnömatik Sistemler (Seçmeli Grubu)	No	Yes	3 + 0	3
MMAK134	İklimlendirme ve Soğutma Sistemleri (Seçmeli Grubu)	No	Yes	3 + 0	3
MMOT106	iOS Geliştirme Platformu (Seçmeli Grubu)	No	Yes	3 + 0	3
<b>Grand Total</b>					<b>69</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**MMAT103 Matematik I (Mathematics I) (2 Credits)** *(See General Education)*

**MELK105 Devre Analizi(Circuit Analysis) (3 Credits)** In this course; basic concepts, circuit models, current and voltage source, series and parallel circuits, the methods used to solve the direct current circuit, direct current in the inductor and capacitor circuits, the parameters used in alternating current technology, alternating current resistor / capacitor and inductor in series / parallel AC circuits and resonant circuits are studied. *(This course is given in Turkish)*

**MMEK101 Mekatroniğe Giriş(Introduction to Mechatronics) (3 Credits)** This unit will develop learners' understanding of a range of mechatronic systems that are used in industrial and domestic environments and enable them to produce specifications for mechatronic products. The material and topics covered in this unit will be broad-based to reflect the fact that mechatronics is, by its nature, multi-disciplinary and not confined to a single specialised area. The unit will encompass small, single component systems as well as larger systems integrating components from different engineering disciplines. It will develop a methodology that will allow learners to apply mechatronic design philosophy throughout the development cycle of a systems and products. The intention is to encourage the learner to recognise a system not as an interconnection of different parts but as an integrated module. Learners will investigate the applications of mechatronics, considering the need for integration and the nature of mechatronic systems and products. Typical mechatronics components are examined by before learners look at the design steps and processes for mechatronic systems and mechatronic products. *(This course is given in Turkish)*

**MMEK105 Bilgisayar Programlama (Computer Programming) (3 Credits)** The purpose of this course is for students to learn a programming language objects. Object oriented programming is an industry-proven method for developing reliable modular programs and is popular in software engineering and systems development. Consistent use of object oriented techniques can lead to shorter development lifecycles, increased productivity, adaptable code, reuse of different technologies, the interaction of different systems using common platforms and therefore lower the cost of producing and maintaining systems. Java is synonymous with the object orient paradigm offering all the features of the technology in a format that can be used on many differing systems. The development of systems with Java objects simplifies the task of creating and maintaining complex applications. Many environments use Java as its 'underpinning' framework, with Java applications found on mobile phones, dedicated systems, web-based multimedia, security and control systems as well as traditional applications and bespoke operating systems. Learners taking this unit will have the opportunity to develop their understanding of the Java programming language and develop code suited to a range of platforms. The unit is not specific to one instance of the Java programming language and may be used to deploy, among others, mobile applications, bespoke applications or web-based solutions. *(This course is given in Turkish)*

**MMEK118 Bilgisayar Destekli Teknik Çizim (Computer Aided Technical Drawing) (3 Credits)** The aim of this course, students learn is a two-dimensional (2D) drawing program on

computer. Engineering drawing is the language of the engineers and technicians. Therefore, it is the intent of this course to equip students with the fundamentals of this unique language and to give them the skills necessary to prepare complete, concise, and accurate communications through engineering drawings using AutoCAD. Explain general introduction and interface, Cartesian and Polar Coordinate System. Explain Snap, Grid, Ortho, Polar, OSnap, Smart Tracker, DYNA, LWT, TYP, QPR, SC Tools, Line and Polyline Commands, Dialing Method to the Linear Polyline, Flat Foot Methods, Arce (Sagittarius) Drawing Commands, Rectangle and Polygon Commands, Copy and Move, Rotate (Rotation), Scale (Scaling), Stretch, Mirror, Trim and Extend, Ellipse and Spline (Freehand lines), Hatch (Scan), Gradient, Draw Panel, Trim, Fillet, Chamfer (Chamfering), Rectangular Array (Rectangle Replication), Offset (Shift), Align (Alignment), Explode, Join, Break Break at Point, Draw Order, Hatch Editor, Editor Polyline, Spline Editor, Layers Panel, Block, Annotation Panel, Properties Panel, Group Commands, Utilities Panel, Clipboard Panel. *(This course is given in Turkish)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and the History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**MMAT102 Matematik II (Mathematics II) (2 Credits)** *(See General Education)*

**MELK112 Analog Elektronik (Analog Electronics) (2 Credits)** This course aims to provide recognition of the technical characteristics of the analog circuit elements. The student will after this course understand analog electronic circuits and how they can be designed with components such as diode, transistors, amplifiers, oscillator and multivibrator. Also, the students will be able to analyze analog electronic circuits with laboratory practices after the learning activities. *(This course is given in Turkish)*

**MELK114 Lojik Devre Tasarımı (Logic Circuit Design) (3 Credits)** In this course; number systems, codes, Boolean algebra, digital logic gates, logic diagram design, simplification of logic expressions, combinational circuits, flip / flops, counters and counter designs shift register issues are given. *(This course is given in Turkish)*

**MELK210 Elektrik Motorları ve Sürücüler (Electric Motors and Drives) (2 Credits)** The main objectives of this course; Introduction to Electric Motors. DC Motors and operating principles. Give road to DC Motor. DC Motor speed control and samples. Mechanical power DC motors, losses, efficiency, examples. Collectorless and brushless DC motors. Three-phase asynchronous motors. Measuring the speed of asynchronous motors and speed shear. Motor drive systems. One-phase and three-phase half-wave diode, thyristor drives, converter, inverter systems. One-phase and three-phase half-wave diode, thyristor drives, converter, inverter systems. *(This course is given in Turkish)*

**MMEK112 Matlab/Simulink'e Giriş (Introduction to Matlab / Simulink) (3 Credits)** The aim of this course, students learn is MATLAB, which is techniques software, commonly used in mechatronics. Secondly, Simulink application to teach for simulation. Matlab is a general-purpose high-level computer language and interactive environment that is useful for solving a wide variety of problems in science and engineering. The aims of this course are to introduce the elements and practicalities of computer programming through the MATLAB mathematical computing

environment. Programming and problem solving using MATLAB. Emphasizes the systematic development of algorithms and programs. Topics include variables, conditional statements, loops, plots, iteration, function m-files, functions, arrays and vectors, strings, recursion, algorithms, object-oriented programming, and MATLAB graphics. *(This course is given in Turkish)*

**MTRD101 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MMEK207 Kontrol Sistemleri I (Control Systems) (3 Credits)** Learn the fundamentals of control systems. Know the block diagram of the control elements and their use in children's problems. Multiple input and output systems, to know, to calculate the transfer function of this system. Know the signal flow graph. To calculate the transfer function of the open and closed loop systems. Know the Laplace transform and the input functions of the basic control system steps, ramps and sudden shock to the Laplace transform of the function. Burn the inverse Laplace transform. To know the behaviour of dynamic systems, know the system according to the structure of the transfer function. PID controllers with P, I and D know. First and second order systems to know the basic concepts of maximum excess thereof, Delay, Rise, Peak Time and living concepts and the relationships between them to know mathematically. The connection between the parameters of the second order systems at peak time and maximum overshoot know their conceptions. When the first and second order systems know-domain behaviour. Open-close control system is the most simple (two-position) control system and know the concepts associated with it. *(This course is given in Turkish)*

**MMEK103 Sistem Dinamiğinin Modellenmesi ve Simulasyonu (System Dynamics Modeling and Simulation) (3 Credits)** Mechatronic products resulting from coadministration of many engineering field has a very complex structure. Such design of complex mechatronic systems, production and introduction into use requires the use of modelling and simulation techniques. Especially dangerous is the real test and measurement, mechatronic systems are expensive or not being able to modeling and simulation has become an indispensable tool. So a lot of modelling and simulation software has been developed and applied successfully by giving them very realistic results. In parallel, modelling and simulation training today has become widespread and has become inevitable. Basic concepts and definitions, mechanical systems components, mechanical vibration, electrical system components, fluid system components, obtain the system equations and solution methods, software widely used in the mechatronics product design, mechatronic systems modelling and simulation examples, mechanism simulation, micro mechatronic systems. *(This course is given in Turkish)*

**MMEK109 Mikrodenetleyiciler (Microcontrollers) (3 Credits)** To provide information about microcontroller and microprocessor architectures. Giving basic microcontroller information. Explaining the training kit. Explaining the Arduino software development platform. Taking Arduino-computer connections, the elimination of connection errors. Basic knowledge of programming, variables, arrays, loops, regurgitated ifader, giving data types and so on. Implementation of digital input-output operations. Implementation of analog input-output operations. Temperature gauges and distance measuring applications. Giving lessons final project and tracking. *(This course is given in Turkish)*

**MTRD102 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**MMEK208 Kontrol Sistemleri II (Control Systems II) (3 Credits)** Knowing the basic concepts of control systems. Automatic control systems for the P controller PI controller PD controller and know the basic difference between PID Controllers, know the usage of this controller. The PID controller delivers P, I and D controller to know the effects on behaviour. Examine the stability of linear feedback system. Routh-Hurwitz stability criteria know. Know the classical methods and modern methods for designing controllers. Performance criteria and to determine the effective response time for the pole. Bode, root locus, phase lead, phase lag, phase lead-lag controller design know. Know the concepts of controllability and observe ability. Ackermann formula to calculate the controller gain. Control system Matlab / Simulink models with the help teach the controller design. Using microcontrollers to implement control systems on real systems. *(This course is given in Turkish)*

**MMEK202 Mekatronik Sistem Tasarımı (Mechatronics System Design) (2 Credits)** Transfer the basic principles and concepts of mechatronics program in mechatronic system design to students and enable them to use these principles and concepts of the project. After telling the students the basic principles and concepts will be created in the first four weeks of Electrical and Machines and group projects where mixed teams and thus realize the project a mechatronic system design will be based on the students' teamwork. The basic principles and concepts in the design of mechatronic systems. Project selection and separation of the student project teams. Project work. Project presentations. *(This course is given in Turkish)*

**MMEK204 Mezuniyet Projesi (Graduation Project) (3 Credits)** Graduation Project course aim is design a mechatronic system using some elective courses and acquired information in program for two years. Students, to be control robots their software and hardware information, the bionic hand, solar tracking panels, moving vehicles etc. applications must develop. *(This course is given in Turkish)*

## **ELECTIVES**

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (3 Credits)** The purpose of this course is to increase students' knowledge about Turkish business life and entrepreneurship. Students will also be able to analyze the economic issues of the global world. In line with this objective, the course will focus on the contemporary issues in Turkish business life. The course will cover theoretical and practical information about global change. Issues related with strategic management, human resources, marketing, production, business ethics will also be examined. The original side of this course is business people' sharing their experience with students. *(This course is given in Turkish)*

**MGSA102 Güzel Sanatlar I (Fine Arts I) (1 Credit)** This course covers the evolution of art from cave paintings up to baroque. Periods, trends, and artists and works within them reviewed comparatively, within the context of main concepts of the history of art. *(This course is given in Turkish)*

**MMOT208 Android Geliştirme Platformu (Android Development Platform) (3 Credits)** The purpose of this course, when students take this course will be able to develop applications for mobile devices by recognizing the Android software. Android virtual devices, emulators, and learn to use the developer tools. Mobile design thinking, speed and efficiency optimization importance, understand design and mobile data connections for small screens. Created in both the emulator tool will be able to run Android applications as well as in the actual device. *(This course is given in Turkish)*

**MIKA221 Etkili İletişim Teknikleri (Effective Communication Techniques) (3 Credits)** The aim of the course is to provide basic information about concept of communication and the communication process, verbal communication, nonverbal communication, interpersonal communication, group communication, and organizational communication, Mass Communication, online communication, international and intercultural communication. *(This course is given in Turkish)*

**MGSA202 Güzel Sanatlar II (Fine Arts II) (1 Credit)** This course covers the evolution of art from cave paintings up to baroque. Periods, trends, and artists and works within them reviewed comparatively, within the context of main concepts of the history of art. *(This course is given in Turkish)*

**MMEK206 Programlanabilir Mantıksal Denetleyici (Programmable Logical Controller) (3 Credits)** The programming of programmable logic controllers. The structure of the programmable logic controller, programmable methods, analog signal processing and applications. *(This course is given in Turkish)*

**MMAK127 Hidrolik ve Pnömatik Uygulamaları (Hydraulic and Pneumatic Systems) (3 Credits)** This course offers students might encounter frequently in the industry to ensure the teaching of hydraulic and pneumatic circuits and students will ensure mastery of the subject. *(This course is given in Turkish)*

**MMAK134 İklimlendirme ve Soğutma Sistemleri (Air Conditioning and Refrigeration) Systems (3 Credits)** With this course students; both in theory and in practice in terms of air conditioning and refrigeration technology, it is intended to look with a wide range of perspectives on issues. The scope of the course, Air Conditioning and Refrigeration entrance, Basic topics such as Principles of Air Conditioning and Refrigeration. In addition, cooling and heating systems, System Design, Air Conditioning System Design to develop students' professional skills, such as vision and implementation is planned level. *(This course is given in Turkish)*

**MMOT106 iOS Geliştirme Platformu (iOS Development Platform) (3 Credits)** The purpose of this course includes the ability to recognize the IOS software and develop applications for mobile devices. IOS virtual devices, and developer tools to be able to use the emulator, mobile design thinking, design for small screens and covers to be able to understand mobile data connections. Created in iOS applications and includes both the emulator tool to be able to run on the actual device. *(This course is given in Turkish)*

# Mobile Technology (Turkish)

## About Program

The purpose of Mobile Technology program is to train individuals who can follow the new technologies in the web world, who can use current software languages on mobile platforms, who can develop applications for mobile devices and can publish applications in the application markets, who have knowledge about mobile technologies, who are open to learning new things, researcher, who can demonstrate innovative approaches, who have teamwork skills, who like solving problem related issues with mobile technology and who have level of English-to read technical documents.

## Goals

The purpose of Mobile Technology program is to train individuals who can follow the new technologies in the web world, who can use current software languages on mobile platforms, who can develop applications for mobile devices and can publish applications in the application markets, who have knowledge about mobile technologies, who are open to learning new things, researcher, who can demonstrate innovative approaches, who have teamwork skills, who like solving problem related issues with mobile technology and who have level of English-to read technical documents.

## Objectives

Students who graduate from this program can take part in all the companies related to the IT sector as a mobile platform developer, a mobile application developer or a software developer in public or private sectors.

The total credits required for the satisfactory completion of the curriculum are 66 credits. The program additionally requires two internships each enduring 20 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MING151	Temel İngilizce-I	Yes	Yes	3 + 0	3
MBLP113	Yazılım Geliştirme için Matematik	Yes	Yes	4 + 0	4
MBLP111	Veri Tabanı Tasarım Kavramları	Yes	Yes	3 + 0	3
MBLP103	Algoritma ve Programlamaya Giriş	Yes	Yes	3 + 0	3
MMOT103	Android Geliştirme Platformu	Yes	Yes	3 + 0	3
Total :					18

### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MING152	Temel İngilizce-II	Yes	Yes	3+0	3
MBLP112	Bilgisayar Sistemleri	Yes	Yes	3 + 0	3
MMOT106	IOS Geliştirme Platformu	Yes	Yes	3 + 0	3
MBLP116	Java Programlama	Yes	Yes	3 + 0	3
MBLP114	Sayısal Resim Oluşturma ve Geliştirme	Yes	Yes	3+ 0	3
Total :					17

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MMOT215	Bilgisayar Oyunları Tasarımı ve Geliştirilmesi	Yes	Yes	3 + 0	3
MMOT203	Mobil Cihazlar için İşletim Sistemleri	Yes	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice



MBLP109	Nesne Tabanlı Programlama	Yes	Yes	3 + 0	3
MTRD101	Türk Dili I	Yes	Yes	2+ 0	2
	Seçmeli Ders-1	No	Yes	3 + 0	3
	Seçmeli Ders-2	No	Yes	3 + 0	3
Total :					17

### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MCMP210	IT Güvenlik Yönetimi	No	Yes	3+0	3
MBLP221	Dağıtık Yazılım Uygulamaları	No	Yes	3+0	3
MBLP231	Üç boyutlu Modelleme ve Animasyon	No	Yes	3+0	3
MMOT104	Kablosuz İletişim Temelleri ve Güvenlik	No	Yes	3 + 0	3
MCMP209	Veri Yapıları ve Algoritmalar	No	Yes	3 + 0	3
MCMP211	İnternet Sunucu Yönetimi	No	Yes	3 + 0	3
MBLP210	Bilgi Tabanlı Sistemler	No	Yes	3 + 0	3
MBLP233	Ağ Güvenliği	No	Yes	3 + 0	3
MBLP235	Geniş Alan Ağ Teknolojileri	No	Yes	3 + 0	3
MMOT217	Android Programlama	No	Yes	3 + 0	3
MBLP223	Web Uygulama Geliştirme	No	Yes	3 + 0	3
MBLP219	E-Ticaret İşletme Yetenekleri	No	Yes	3 + 0	3
MMOT210	IOS Programlama	No	Yes	3 + 0	3
MBLP124	.NET ile Programlama	No	Yes	3 + 0	3
MBLP118	Websitesi Tasarımı	No	Yes	3 + 0	3
MBLP214	Bilgisayar Ağ Sistemleri	No	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MING212	Mesleki İngilizce	No	Yes	3 + 0	3
MGSA101	Güzel Sanatlar-I	No	Yes	1+ 0	1
MGSA102	Güzel Sanatlar-II	No	Yes	1+ 0	1
KYP001	Kariyer ve Yaşam Programı	Yes	Yes	0+ 2	1
MGRS202	Girişimcilik	No	Yes	2+ 2	3
MBLP237	Güncel Konular	No	Yes	3+ 0	3

#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MMOT212	Mezuniyet Projesi	Yes	Yes	3 + 0	3
MBLP230	Kullanıcı Arayüz Tasarımı	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2+ 0	2
	Seçmeli Ders-3	No	Yes	3 + 0	3
	Seçmeli Ders-4	No	Yes	3 + 0	3
Total:					14

#### [+]4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MCMP210	IT Güvenlik Yönetimi	No	Yes	3+0	3
MBLP221	Dağıtık Yazılım Uygulamaları	No	Yes	3+0	3
MBLP231	Üç boyutlu Modelleme ve Animasyon	No	Yes	3+0	3
MMOT104	Kablosuz İletişim Temelleri ve Güvenlik	No	Yes	3 + 0	3
MCMP209	Veri Yapıları ve Algoritmalar	No	Yes	3 + 0	3
MCMP211	İnternet Sunucu Yönetimi	No	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MBLP210	Bilgi Tabanlı Sistemler	No	Yes	3 + 0	3
MBLP233	Ağ Güvenliği	No	Yes	3 + 0	3
MBLP235	Geniş Alan Ağ Teknolojileri	No	Yes	3 + 0	3
MMOT217	Android Programlama	No	Yes	3 + 0	3
MBLP223	Web Uygulama Gelistirme	No	Yes	3 + 0	3
MBLP219	E-Ticaret İşletme Yetenekleri	No	Yes	3 + 0	3
MMOT210	IOS Programlama	No	Yes	3 + 0	3
MBLP124	.NET ile Programlama	No	Yes	3 + 0	3
MBLP118	Websitesi Tasarımı	No	Yes	3 + 0	3
MBLP214	Bilgisayar Ağ Sistemleri	No	Yes	3 + 0	3
MING212	Mesleki İngilizce	No	Yes	3 + 0	3
MGSA101	Güzel Sanatlar-I	No	Yes	1+ 0	1
MGSA102	Güzel Sanatlar-II	No	Yes	1+ 0	1
MGRS202	Girişimcilik	No	Yes	2+ 2	3
MBLP237	Güncel Konular	No	Yes	3+ 0	3

<b>Grand Total</b>	<b>66</b>
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\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

## Course Descriptions

**MBLP103 Algoritma ve Programlamaya Giriş(Algorithms and Introduction to Programming) (3 Credits)** This course contains basic information about the use of the programming environment and the rules of writing code, principles and stages of problem solving, algorithm and flow charts. *(This course is given in Turkish)*

**MBLP113 Yazılım Geliştirme için Matematik (Mathematics for Software Development) (4 Credits)** Provides students with an understanding of the underlying mathematical concepts that support the diverse fields supported by software engineers. This course is an introduction to some of the mathematical concepts and techniques that will be required by software engineers. Students taking this course will explore areas of mathematics that are used to support programming. It will cover conditional statements, graphics and gaming (geometry and vectors), relationships in databases, the calling of methods (or procedures), matrices in the handling of arrays, large datasets and mapping, statistics, calculus and set theory. Notation and rules of algebra; multiplication and factorization of algebraic expressions involving brackets, algebraic equations and simultaneous linear equations, quadratic equations involving real roots, types and properties of triangles, representation of a vector discussed. *(This course is given in Turkish)*

**MBLP109 Nesne Tabanlı Programlama (Object Oriented Programming) (3 Credits)** Provides students with an understanding of the principles of object oriented programming as an underpinning technological concept in the field of programming, data management and systems development. The development of systems with objects simplifies the task of creating and maintaining complex applications. Object oriented programming is a way of modeling software that maps programming code to the real world. Students taking this course will have the opportunity to develop their understanding of the object oriented paradigm and develop code suited to a range of platforms using the object oriented methodology. Characteristics of objects such as types e.g. constructors, destructors; classification; features e.g. inheritance, polymorphism, encapsulation, public classes, private classes, public methods, private methods, message passing; interpreted, open source, common libraries discussed. Public instance variables; private instance variables; static references discussed. Software engineering characteristics, e.g. modularity, encapsulation, reuse, method overloading, instance variables, classes, abstract classes, interfaces, as well as inheritance, aggregation, association, polymorphism discussed. *(This course is given in Turkish)*

**MBLP111 Veri Tabanı Tasarım Kavramları (Database Design Concepts) (3 Credits)** Gives students opportunities to develop an understanding of the concepts and issues relating to databases and database design as well as the practical skills to translate that understanding into the design and creation of complex databases. This course explores database architecture, DBMS and the use of databases in an organizational context. Database design techniques are investigated and successful students will be able to apply theoretical understanding to design, create and document a database system. Database architectures; files and record structures; physical and logical views of data; advantages of using databases; reduction of data redundancy; data consistency (validity, accuracy, usability and integrity); independence of data; data sharing possibilities; security; enforcement of standards; database utilities; data dictionaries; query languages; report generators discussed. *(This course is given in Turkish)*

**MBLP114 Sayısal Resim Oluşturma ve Geliştirme Digital Image Creation and Development (3 Credits)** The aim of this course is to develop students skills with digital media, combined with the ability to translate ideas from research and drawings into computer-aided design work and visuals.

students should be given the opportunity to develop their in-depth knowledge of software and be able to communicate ideas using a variety of specialist CAD packages. Software applications to manipulate e.g. capture, distort, scale, warp, contrast, invert, palette, create swatches, repeat tiles, mask, vector, layer, filter images are discussed. *(This course is given in Turkish)*

**MBLP112 Bilgisayar Sistemleri (Computer Systems) (3 Credits)** To enable students to understand computer systems and apply theoretical knowledge to practical application when building, configuring and maintaining computer systems. Students will learn to set up, use, customize and maintain computer systems. In order to do so effectively they will need to understand how computer systems work. Students will understand the theoretical aspects of computer systems, and how information is processed. This course explores the hardware, software and peripheral components that make up a computer system. Students will also acquire the skills to set up and carry out routine maintenance of computer systems. *(This course is given in Turkish)*

**MBLP116 Java Programlama (Programming in Java) (3 Credits)** Provides students with an understanding of the principles of programming in Java, exploring the object oriented nature of the language and the multi-platform versatility offered. The students develop procedural programs and object oriented solutions that can work on a range of platforms, therefore it may be command line, web based, Graphical User Interface (GUI) based, games console or a deliverable for a mobile platform amongst many other solutions. *(This course is given in Turkish)*

**MMOT203 Mobil Cihazlar için İşletim Sistemleri (Operating Systems for Mobile Devices) (3 Credits)** To understand the operating system architecture, to choose the best for today's business environment of the operating system, operating system installation and of making settings. *(This course is given in Turkish)*

**MBLP228 Kullanıcı Arayüz Tasarımı (User Interface Design) (3 Credits)** Basics of User Interface, human skills and limits. Usability Principles. User and Task Analysis. Stage design, prototype and evaluation. Color and Form. New User Interface Technologies. *(This course is given in Turkish)*

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and The History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MTRD101 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MTRD102 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**MMOT212 Mezuniyet Projesi (Graduation Project) (3 Credits)** Graduation Project is a Software Development assignment chosen by a student or small group of students on a topic related to their course curriculum. The purpose of the graduation project is to provide students the opportunity to demonstrate their ability to write, process information from various sources, and to orally present and defend their research. An approved self-selected software development project

carefully chosen and executed to demonstrate proficiency in every aspect of the Software Development Life Cycle. *(This course is given in Turkish)*

**MMOT103 Android Geliştirme Platformu (Android Development Platform)(3 Credits)**

When students take this course will be able to develop applications for mobile devices by recognizing the Android software. Android virtual devices, emulators, and learn to use the developer tools. Mobile design thinking, speed and efficiency optimization importance, understand design and mobile data connections for small screens. Created in both the emulator tool will be able to run Android applications as well as in the actual device. *(This course is given in Turkish)*

**MMOT106 IOS Geliştirme Platformu (IOS Development Platform) (3 Credits)**

This course includes the ability to recognize the IOS software and develop applications for mobile devices. IOS virtual devices, and developer tools to be able to use the emulator, mobile design thinking, design for small screens and covers to be able to understand mobile data connections. Created in iOS applications and includes both the emulator tool to be able to run on the actual device. *(This course is given in Turkish)*

**MMOT215 Bilgisayar Oyunları Tasarımı ve Geliştirilmesi(Computer Games Design and Development) (3 Credits)**

It is often easy to forget that behind the polished high-definition graphics and increasingly cinematic content of modern computer games is a highly skilled team of designers and programmers. With more sophisticated environments and new ways of interacting with computers, computer game developers now have the choice to extend into many software development realms. Linking to any of the programming units, this unit enables learners to use any suitable platform to explore design requirements and methods of user interaction as well as the coding demands required for the differing types of gaming environments. Whilst it is essential to offer learners an overview of the differing gaming environments, unit delivery for the development of a game should focus on one specific environment and the required user and technological interactions. This unit is not suited to learners who do not have experience in programming and should ideally be delivered when the learner has completed procedural programming, object-oriented programming or event-driven programming. *(This course is given in Turkish)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**ELECTIVES**

**MMOT104 Kablosuz İletişim Temelleri ve Güvenlik(Wireless Communication Fundamentals and Security) (3 Credits)**

In particular, security is a critical issue due to the nature of wireless access. With the aim to become the dominant wireless networking concept that can make a difference considering the deficiencies in the existing network of major shortcomings in this regard has content that can be brought to a point. *(This course is given in Turkish)*

**MBLP214 Bilgisayar Ağ Sistemleri(Networking Technologies) (3 Credits)**

Enables students to understand computer networking concepts, how they work, how they operate and the protocols, standards and the models associated with networking technology. The aim of this course is to provide a background to the basic components of networked systems from which all networking

operations derive. It also includes the evaluation of networks and network applications. Students taking this course will explore a range of hardware and technologies, culminating in the design and deployment of a networked system. Working with many technologies, this course can be used for mobile systems, local area networks as well as larger scale wider area networked systems. Supporting a range of courses in the Higher National suite this course underpins the principles of networks for all and enables students to work towards their studies in vendor courses if applicable. *(This course is given in Turkish)*

**MBLP124 NET ile Programlama(Programming in .NET)(3 Credits)** Provides students with an understanding of the principles of programming using a .NET framework as an underpinning technological concept in the fields of programming and systems development. The .NET framework defines a range of reusable class libraries that define the interactions used for Windows operating systems based development of utilities, applications, web based resources, games as well as data integration. This course allows students to become familiar with the underpinning concepts of .NET framework programming, without needing to develop particular skills in one chosen language. Interoperability, common runtime engine, language independence, base class library, deployment, security, portability, Common Language Infrastructure (CLI), assemblies, metadata, security, class library, memory management; framework versions (architecture) e.g. 3.5, 3.0, 2.0; common language runtime and the .NET framework class libraries are discussed. *(This course is given in Turkish)*

**MBLP118 Websitesi Tasarımı (Website Design) (3 Credits)** Enables students to understand the concepts of website design and apply their own creativity in designing and developing interactive websites. Students will begin this course by evaluating existing websites, in the context of cross-platforms, range of browsers, and design features. This course also considers the whole process from identification of need, design, implementation, testing, maintenance and review. Features, e.g. Uniform Resource Locators (URL), Hypertext Mark-up Language (HTML), Dynamic Hypertext Mark-up Language (DHTML), Extensible Mark-up Language (XML), JavaScript, Java Applets, plug-ins, client and server-side scripting languages; multimedia e.g. animation, sound/visual effects; hardware and software requirements e.g. computer platforms, operating systems, application software; browser behavior e.g. execute scripting languages, display Cascading Style Sheets (CSS), applets, Common Gateway Interface (CGI) are discussed. *(This course is given in Turkish)*

**MBLP223 Web Uygulama Gelistirme(Web Applications Development) (3 Credits)** Enables students to understand the concepts of web applications and apply the skills to develop and test web applications using server-side technologies. Students will enjoy extending their web-development skills by understanding the concepts of web-based applications using server-side technologies. This course takes client-side web-development one step further by introducing server-side application development. This course focuses on server-side technologies and how server-side scripting can be used to create sophisticated web-based applications. Students will understand the concepts of web-based applications using one or more different server-side scripting languages, such as ASP, JSP and PHP. Many web-based systems also include database systems, which enables data to be processed dynamically. Students will gain experience of developing web-enabled database systems, using SQL statements combined with server-side scripts to manage the process of information. *(This course is given in Turkish)*

**MCMP209 Veri Yapıları ve Algoritmalar(Data Structures and Algorithms) (3 Credits)** This course provides students with an understanding of how data structures are used in algorithms and enables them to design and implement data structures. The course starts by introducing abstract data types and explores their use in data structures. Based on this knowledge and understanding, students

should be able to develop solutions, using data structures for a range of commercial needs. Data structures may be implemented using a variety of programming paradigms and students may use one or more areas for their implementations. Finally, students will research commercial applications that incorporate data structures and evaluate their use. On completion of this course the students should be able to design and implement a variety of data structures and be able to evaluate different algorithms that implement data structures. *(This course is given in Turkish)*

**MCMP211 Internet Sunucu Yönetimi (Internet Server Management) (3 Credits)** Enables students to implement and manage secure internet technologies for networking systems. The aim of this course is to provide an introduction to internet server management within the context of a network operating system. Internet servers are the backbone on which these internet technologies are implemented; these servers are at the heart of modern business operations. In this course students will discuss and analyze modern internet technologies used to establish internet services such as web, FTP, mail, proxy, certificate servers, directory servers, and many others. Students will install, maintain and secure internet servers using tools and techniques available. Internet technologies and communication protocols: protocols e.g. TCP/IP (Transmission Control Protocol/Internet Protocol), OSI (Open Systems Interconnection), DNS (Domain Name System), DHCP (Dynamic Host Configuration Protocol), SNMP (Simple Network Management Protocol); routing and remote access; telnet; ports and addresses; internet organizations e.g. ICANN (Internet Corporation for Assigned Names and Numbers), interNIC (Internet Network information Center), IEEE (Institute of Electric and Electronic Engineers); subnetting and supernetting discussed. Networking technologies and concepts, e.g. hubs, switch routers; network management concerns, client/server environment, user and group management, resources management, security, network attacks, firewall, ethical and legal issues, servers and server performances, user access issues discussed. *(This course is given in Turkish)*

**MBLP219 E-Ticaret İşletme Yetenekleri(Business skills for e-commerce) (3 Credits)** The aim of this course is to give students an understanding of the functionality and technology that underpin e-Commerce solutions. This course begins by exploring a commercial transactional website, beginning with the front-end services and investigating how this links to back-office processes such as data management systems. The technologies involved in running an e-Commerce solution are explored including web architecture, hardware and software requirements and communication technology features which ensure the smooth running of the site. Protection from security threats, risk assessment, physical security, user identification and access rights, firewalls, virus protection, managing software updates, restricting HTTP methods, securing communication with SSL/TLS, enabling HTTPS on the web server, protecting the exchange of credentials, Secure Electronic Transactions (SET), detecting unauthorized modification of content, configuring permissions correctly, scanning for file-system changes are discussed. *(This course is given in Turkish)*

**MCMP210 IT Güvenlik Yönetimi(IT Security Management) (3 Credits)** The aim of this course is to provide an understanding of IT security management to enable students to manage organizational security. Subjects of controlling access, regulating use, implementing contingency plans and devising security policies and procedures discussed, as well as breaches in security caused by human actions, accidental, malicious or negligent, or through incorrect installation, configuration or operation. Issues of physical security management involving regulating the access to the computers, network devices, databases etc by physical means such as securing buildings from unauthorized access, prevention of loss or damage due to weather, fire and water ingress reviewed. *(This course is given in Turkish)*



**MBLP221 Dağıtık Yazılım Uygulamaları(Distributed Software Applications) (3 Credits)**

Provides students with an understanding of the principles of distributed computing, and apply the skills to design and build software applications delivered on distributed platforms. This course allows students to become familiar with the underpinning concepts of distributed software applications design, without needing to develop particular skills in one chosen language. Students taking this course may work on distributed video, networked applications or remote database calls amongst other systems. Selection of networking class libraries, selection of classes, identification of resources, suitability for system requirement; remote calls; data exchange; distribution system e.g. database, networked application, data exchange, web server, game, audio communication, video communication, data stream topics discussed. *(This course is given in Turkish)*

**MMOT217 Android Programlama(Android Programming) (3 Credits)**

This lesson is intended to develop basic applications that can run on the Open source Android operating system. Install Application kit (Android SDK API), use the components used in the kit describes application development using the basic controls and forms and java programming language. Android application development topics are covered in this advanced course. The use of advanced components and controls, data storage, connections, sensors, describes the issues related to mobile web applications. *(This course is given in Turkish)*

**MMOT210 IOS Programlama (IOS Programming) (3 Credits)**

This lesson includes to prepare IOS Applications using XCode and Interface Builder in the Objective C programming language for iPad, iPhone. It is aimed testing applications on a virtual machine and install applications store. *(This course is given in Turkish)*

**MBLP231 Üç boyutlu Modelleme ve Animasyon (3D Computer Modelling and Animation)(3 Credits)**

This unit aims to develop learners' skills and understanding of the principles and practical applications of 3D modelling and animation. *(This course is given in Turkish)*

**MBLP218 Bilgi Tabanlı Sistemler (Knowledge-based Systems)(3 Credits)**

Knowledge-based systems encompass expert systems tools and techniques and incorporate artificial intelligence. This area is rapidly expanding into new and advanced environments such as science, education and medicine where there is a need for more complex and sophisticated systems. The types of system available are constantly evolving and it is the expectation that learners will engage in extensive research into existing and emerging technologies that fall under the umbrella of knowledge systems. On completion of this unit, learners should be able to appreciate the value and contribution of knowledge-based systems and their importance in many critical environments. Learners will also engage with artificial intelligence languages, knowledge-based systems and shells to develop and design their own applications. *(This course is given in Turkish)*

**MBLP233 Ağ Güvenliği(Network Security) (3 Credits)**

To provide learners with opportunities to manage, support and implement a secure network infrastructure for a commercial LAN or WAN environment. *(This course is given in Turkish)*

**MBLP235 Geniş Alan Ağ Teknolojileri (Wide Area Networking Technologies)(3 Credits)**

To provide learners with an understanding of Wide Area Network (WAN) technologies and the delivery of a wide range of networked services across a WAN infrastructure. *(This course is given in Turkish)*

**MING212 Mesleki İngilizce (3 Credits)** *(See General Education)*

**MBLP237 Güncel Konular (Daily Topics) (3 Credits)** To understand the current issues in computer and mobile technology. *(This course is given in Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (3 Credits)** This course develops an awareness of the state of entrepreneurship. Students are introduced to elements of successful entrepreneurship, opportunity identification and assessment, economic development potential of businesses, alternative forms of work arrangements in the new economy balancing an entrepreneurial lifestyle, determining what success means to each student, goal setting and visioning. The goal of this course is to providing insight into: 1) the significance of entrepreneurship 2) entrepreneurial processes - from finding and evaluating good business opportunities to new venture start-up and growth issues, and 3) entrepreneurial behavior, a critical success factor in new venture creation. Students will learn key entrepreneurial concepts through lecture material, experiential learning, videos and interaction with successful entrepreneurs. *(This course is given in Turkish)*

**MGSA101 Güzel Sanatlar I (Fine Arts I) (1 Credit)** The aim of this course is to teach the students the terms of art, so that they can rule on the components of an art piece, to learn the necessary measures to appreciate the visual stage arts and plastic arts. *(This course is given in Turkish)*

**MGSA102 Güzel Sanatlar II (Fine Arts II) (1 Credit)** The aim of this course is to help students appreciate the art pieces with a certain point of view, to work on the related subjects, to compare different arts pieces of different fields and movements, their inter-relations and influences on each other's. *(This course is given in Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given in Turkish)*

# Occupational Health and Safety (Turkish)

## About the Program

Program objective is to educate "Occupational Health and Safety Technician" who trains the staff about the occupational safety in the engineering level industrial organizations, and provides the general safety in lower level organizations. In addition, creation of healthy and safe environment, elimination of danger at its source, contribution to the economy by increasing the work efficiency and profitability of the company are among the targets of the program.

Students graduated from this program can provide occupational health and safety records, and files, follow all emergency-related disaster-based legal procedures, consult professional emergency organizations, and regional neighbours about risk analysis, solution proposals and the related planning and budget.

## Objectives

This program provides general information about occupational health and safety. Topics of this course; occupational health and safety concepts, terms, definitions and principles, the first workers' health and safety movements around the world, integrated approach to occupational health and safety, workplace risk prevention culture and risk assessment, the importance of safety culture and its place in everyday life. Establishment of safety culture and ensuring the continuity, laws, statutes and regulations, business description, OHS committee, emergency preparedness, accident-incident and corrective-preventive actions, records and records management, personal protective equipment, OHSAS 18001, ergonomics, noise, vibration, air-conditioning, the lighting. To prevent work-related accidents and occupational diseases.

The total credits required for the satisfactory completion of the curriculum are 68 credits. The program additionally requires two internships each enduring 20 work days.



## CURRICULUM

### 1<sup>st</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MISG109	Elektrikle Çalışmalarda İş Sağlığı ve Güvenliği	Yes	Yes	2 + 0	2
MISG101	İş Sağlığı ve Güvenliği İlkeleri	Yes	Yes	2 + 0	2
MISG113	Kişisel Koruyucu Donanımlar	Yes	Yes	2 + 0	2
MISG115	İş Hijyeni	Yes	Yes	2 + 0	2
MISG117	Ergonomi	Yes	Yes	2 + 0	2
MISG217	Çevre Koruma	Yes	Yes	2 + 0	2
Total :					17

### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MISG107	Maden ve Yer Altı Yapılarında İş Sağlığı ve Güvenliği	Yes	Yes	2 + 0	2

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MISG106	Kimyasallar ve Tehlikeleri	Yes	Yes	2 + 0	2
MISG112	İş Kazaları ve Meslek Hastalıkları	Yes	Yes	2 + 0	2
MISG114	İş Sağlığı ve Güvenliği Yönetim Sistemleri ve OHSAS 18001	Yes	Yes	2+ 0	2
MISG118	Endüstriyel Araçlarda İş Sağlığı ve Güvenliği	Yes	Yes	2+ 0	2
MISG120	Acil Eylem Planları Hazırlama ve Uygulama	Yes	Yes	2+ 0	2
Total :					17

### 3<sup>rd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MISG219	İş Etiği ve Sosyal Sorumluluk	Yes	Yes	2 + 0	2
MISG221	İş Sağlığı ve Güvenliği Eğitim Metotları ve İletişim	Yes	Yes	2 + 0	2
MISG213	Yangın Güvenliği	Yes	Yes	2 + 0	2
MISG223	Uyarı İşaretleri, Etiketleme, Levha Standartları ve Koruyucu Ekipmanlar	Yes	Yes	2 + 0	2
MSECPRO 53-I	(Seçmeli Grup)	No	Yes	3 + 0	3
MSECPRO 53-II	(Seçmeli Grup)	No	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

**[+] 3. Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
MSECPRO53-I	Yapı İşlerinde İş Sağlığı ve Güvenliği - (Seçmeli Grup)	No	Yes	3 + 0	3
MSECPRO53-II	İlk Yardım- (Seçmeli Grup)	No	Yes	3 + 0	3
Total :					16

**4<sup>th</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MISG204	İş Sağlığı ve Güvenliği Mevzuatı	Yes	Yes	3 + 0	3
MISG206	Risk Analizi ve Değerlendirmesi	Yes	Yes	3 + 0	3
MISG212	Mezuniyet Projesi	Yes	Yes	3 + 0	3
MINS104	(Seçmeli Grup)	No	Yes	2+ 2	3
KYP001	Kariyer ve Yaşam	Yes	Yes	0 + 2	1
MISL102	(Seçmeli Grup)	No	Yes	3+ 0	3

**[+] 4. Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
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\*C: Compulsory  
 \*\*A: Average  
 \*\*\* L + P: Lecture + Practice

MINS104	Bilgisayar Destekli Teknik Resim - (Seçmeli Grup)	No	Yes	2 + 2	3
KYP001	Kariyer ve Yaşam - (Seçmeli Grup)	No	Yes	0 + 2	1
MISL102	Yönetim ve Organizasyon - (Seçmeli Grup)	No	Yes	3 + 0	3
Total :					18
<b>Grand Total</b>					<b>68</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**MISG101 İş Sağlığı ve Güvenliği İlkeleri (Principles of Occupational Health and Safety) (2 Credits)** The purpose of this course is to provide general information about occupational health and safety. Topics of this course; occupational health and safety concepts, terms, definitions and principles, the first workers' health and safety movements around the world, integrated approach to occupational health and safety, workplace risk prevention culture and risk assessment, the importance of safety culture and its place in everyday life; Establishment of safety culture and ensuring the continuity, laws, statutes and regulations, business description, OHS committee, emergency preparedness, accident-incident and corrective-preventive actions, records and records management, personal protective equipment, OHSAS 18001, ergonomics, noise, vibration, air-conditioning, the lighting. *(This course is given in Turkish)*

**MISG109 Elektrikle Çalışmalarda İş Sağlığı ve Güvenliği İlkeleri (Occupational Health and Safety in Electrical Work) (2 Credits)** The purpose of this course is to protect against electrical hazards. It needs to know the concept to protect against electrical hazards arising from electricity. In this course are given information about electric power and definition, three-phase systems, the effect of electrical current to the human body, electrical protection methods, static electricity, low-voltage network, first aid in electrical accidents, safety in electrical installations, electrical installations and maintenance, lightning protection. *(This course is given in Turkish)*

**MISG113 Kişisel Koruyucu Donanımlar (Personal Protective Equipment) (2 Credits)** In this course; Personal Protective Equipment (PPE) characteristics, uses, provide information on the supervision and control issues. *(This course is given in Turkish)*

**MISG115 İş Hijyeni (Occupational Hygiene) (2 Credits)** The aim of this course; the definition of occupational hygiene, are the methods of measurement and to provide basic information about their responsibilities. *(This course is given in Turkish)*

**MISG117 Ergonomi (Ergonomics) (2 Credits)** The aim of this course; basic concepts of ergonomics and work physiology, ergonomics regulations in the workplace, the working environment is to provide information about the designs. *(This course is given in Turkish)*

**MISG217 Çevre Koruma (Environmental Protection) (2 Credits)** This course provides information about environmental and waste and examine their impact on health and safety. *(This course is given in Turkish)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and The History of Turkish Revolution II) (2 Credits)** *(See General Education)*



## **MING152 Temel İngilizce II (Basic English II) (3 Credits)**

**MISG107 Maden ve Yer Altı Yapılarında İş Sağlığı ve Güvenliği (Occupational Health and Safety in Mining and Underground Structures) (2 Credits)** The purpose of this course is to introduce the history of occupational health and safety in mines. The basic concepts related to the subject. Occupational health and safety from the law point of view. The effects of workplace on miners (chemical, physical, biological and psychological and sociological factors). The health and safety problems and their solution techniques in mining. Occupational diseases: definition, causes, protection and consequences. Occupational accidents: definition, causes, prevention and consequences. Ergonomics applications in mining. Personal protective equipment. Rescue in mines. Technical supervision in mines. Expert witness on claims about occupational diseases and accidents. *(This course is given in Turkish)*

**MISG106 Kimyasallar ve Tehlikeleri (Chemicals and Hazards) (2 Credits)** The purpose of this course is to have information about the chemical risk factors in the workplace. Should be taken against these factors adversely affect occupational health and safety measures. *(This course is given in Turkish)*

**MISG112 İş Kazaları ve Meslek Hastalıkları (Occupational Accidents and Vocational Diseases) (2 Credits)** The aim of this course; can be encountered in the workplace prevention of occupational accidents and keeping records of employees of occupational safety expert to provide information about the need for health surveillance and occupational diseases do. *(This course is given in Turkish)*

**MISG114 İş Sağlığı ve Güvenliği Yönetim Sistemleri ve OHSAS 18001 (Occupational Health and Safety Management Systems and OHSAS 18001) (2 Credits)** The purpose of this course, widely used in occupational health and safety areas of health and safety management system certification standards provided information about. This course's subjects are to the importance of management systems, 14001 and 9001 management system with connections, OHS management system model, OHS policy, planning, implementation and operation, control and corrective actions, communication, the importance of participation, preparation of emergency plans, performance measurement. *(This course is given in Turkish)*

**MISG118 Endüstriyel Araçlarda İş Sağlığı ve Güvenliği (Occupational Health and Safety in Industrial Vehicles) (2 Credits)** The aim of this course; machinery, plant and equipment classification, removal tools and features, is to provide information on motor vehicles and properties. *(This course is given in Turkish)*

**MISG120 Acil Eylem Planları Hazırlama ve Uygulama (Emergency Actions Plans and Applications) (2 Credits)** The aim of this course; establishments in the plans to be implemented in case of emergencies and to provide information about the conduct of this planning. *(This course is given in Turkish)*

**MTRD201 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MISG219 İş Etiği ve Sosyal Sorumluluk (Occupational Ethics and Social Responsibility) (2 Credits)** The aim of this course; the ethics of occupational health and safety practices and provide to students, with information about international ethics. *(This course is given in Turkish)*

**MISG221 İş Sağlığı ve Güvenliği Eğitim Metotları ve İletişim (Occupational Health and Safety Education Methods and Communication) (2 Credits)** In this course; adult education, health and safety training in the workplace, and this training is provided about the necessary communication skills during. *(This course is given in Turkish)*

**MMEK213 Yangın Güvenliği (Fire Safety) (2 Credits)** The purpose of this course is to protect the workplaces; fire hazard, will be made against the event of fire and fire is to provide information about the measures to be. *(This course is given in Turkish)*

**MISG223 Uyarı İşaretleri, Etiketleme, Levha Standartları ve Koruyucu Ekipmanlar (2 Credits)** In this course; warning signs, labelling, standards boards and protective equipment provides about information. *(This course is given in Turkish)*

**MTRD202 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**MISG204 İş Sağlığı ve Güvenliği Mevzuatı (Legislation of Occupational Health and Safety ) (3 Credits)** The aim of this course; laws and regulations related to occupational health and safety, employer and responsibility of workers, the Occupational Health and Safety Act's basic objectives and principles is to give knowledge about the basic principles of the legislation on existing legal arrangements and in our country, occupational health and safety. *(This course is given in Turkish)*

**MISG206 Risk Analizi ve Değerlendirmesi (Risk Analysis and Assessment) (3 Credits)** The purpose of this course is to provide widely used in occupational health and safety areas of management system certification standards information about. *(This course is given in Turkish)*

**MISG212 Mezuniyet Projesi (Graduation Project) (3 Credits)** The purpose of this course is to prepare a dissertation on occupational health and safety. In this course, implementation of the courses is requested. *(This course is given in Turkish)*

## **ELECTIVES**

**MINS104 Bilgisayar Destekli Teknik Resim (Computer Aided Technical Drawing) (3 Credits)** The aim of this course; to understand the basic principles of drawing on the technical drawing, having information about CAD programs, to realize drawings through CAD programs, to make corrections on the CAD, cut view and elevation drawings, teaching about print out of drawing. *(This course is given in Turkish)*

**MSECPROI Yapı İşlerinde İş Sağlığı ve Güvenliği (Occupational Health and Safety in Construction Works) (3 Credits)** Provide awareness to the potential hazards that may be encountered in studies in construction works, learn the necessary measures against possible dangers, to have information about the relevant legislation. *(This course is given in Turkish)*

**MSECPROII İlk Yardım (First Aid) (3 Credits)** The purpose of this course is to equip students with knowledge and ability on the precautions taken for preventing injuries or saving an injured person's life by using the first aid methods in case of an accident or emergency case until the medical team arrive. Provide the necessary knowledge and skills on first aid. *(This course is given in Turkish)*

**MISL102 Yönetim ve Organizasyon (Management and Organisation) (3 Credits)** The purpose of this course is to provide students with a background of basic management functions and an academic viewpoint to follow, understand and apply the modern developments in management, analysing opinions on management, actual criticisms, new approaches, ensuring knowledge about intellectual evolution of administrative field and development of their prevision for management trainees. *(This course is given in Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

# Photography and Cameraman (Turkish)

## About Program

Our aim, scientific methods in the light of current developments in new technology and the judge, qualified to perform services for photography and a cameraman, to train staff with ethical values theoretical information, the history of photography, cinematography and visual culture are offered in a wide range. Basic information as well as sound and lighting techniques, photography, video shooting techniques and practices, knowledge and skills in the areas of advertising photography will be offered.

## Objectives

Photography and Cameraman Program objectives, contribute to the development of photographic art, Professional information to students to help them further their work lives, enrich and present experiments.

The total credits required for the satisfactory completion of the curriculum are 67 credits. The program additionally requirest two internship search enduring 20 work days.



## CURRICULUM

### 1<sup>st</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılâp Tarihi I	Yes	Yes	2 + 0	2
MING151	İngilizce I	Yes	Yes	3 + 0	3
MFKM113	Temel Fotoğraf Tekniği	Yes	Yes	3 + 0	3
MFKM111	Fotoğrafa Giriş	Yes	Yes	2 + 0	2
MRTV113	Kurguya Giriş	Yes	Yes	1+2	2
MFKM116	Görsel İletişim	Yes	Yes	2+0	2
MFKM115	Kamera ve Işık Teknikleri	Yes	Yes	1+2	2
Total :					16

### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MFKM114	Fotoğraf Uygulamaları	Yes	Yes	3+0	3
MING152	İngilizce II	Yes	Yes	3 + 0	3
MFKM118	Dijital Tasarım	Yes	Yes	3 + 0	3
MGTS109	Yaratıcı Fikir Geliştirme	Yes	Yes	2+ 0	2
MRTV116	Film çalışmaları	Yes	Yes	1+ 2	2

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

Total :	15
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### 3<sup>rd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MFKM213	Reklam Fotoğrafçılığı I	Yes	Yes	2+ 2	3
MRTV217	Film ve Videoda Kurgu	Yes	Yes	2 + 2	3
MRTV219	Televizyon Haberciliği	Yes	Yes	3+0	3
MSECPRO59-I	(Seçmeli Grup)-I	No	Yes	3 + 0	3
MSECPRO59-II	(Seçmeli Grup) - II	No	Yes	3+0	3

### [+] 3<sup>rd</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV221	Türk Sineması (Seçmeli Grup)	No	Yes	3 + 0	3
MRTV229	Senaryo Yazımı II (Seçmeli Grup)	No	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	1+0	1
MIKA221	Etkili İletişim Teknikleri (Seçmeli Grup)	No	Yes	3+0	3
MGSA101	Güzel Sanatlar I (Seçmeli Grup)	No	Yes	1+0	1
Total :					17

### 4<sup>th</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
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\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

MFKM202	Reklam Fotoğrafçılığı II	Yes	Yes	2 + 2	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MRTV222	İleri Kurgu	Yes	Yes	1 + 2	2
MFKM220	Mezuniyet Projesi	Yes	Yes	2 + 0	3
MFKM216	Haber Fotoğrafçılığı	yes	yes	2+2	3
MSECPRO59-III	(Seçmeli Grup) – III	No	Yes	3+0	3
MSECPRO59-IV	(Seçmeli Grup) –IV	No	Yes	3+0	3

[+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV232	Film Analizi (Seçmeli Grup)	No	Yes	3 + 0	3
MRTV226	Görüntü (Seçmeli Grup)	No	Yes	3 + 0	3
MGSA102	Güzel Sanatlar2 (Seçmeli Grup)	No	Yes	1+0	1
MGRS202	Girişimcilik (Seçmeli Grup)	No	Yes	2+0	2
MFKM204	Reproduksiyon (Seçmeli Grup)	No	Yes	3+0	3
Total :					19
<b>Grand Total</b>					<b>67</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılâp Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 İngilizce I (English I) (3 Credits)** *(See General Education)*

**MFKM113 Temel Fotoğraf Tekniği (Basic Photography Techniques) (3 Credits)** In this course the basic concepts, theories and materials of photography, light and light sources are introduced and the artistic and aesthetic values of photography are discussed. Throughout the course practical works such as outdoor shoots, studio shoots and dark room practices are also carried out. *(This course is given Turkish)*

**MFKM111 Fotoğrafa Giriş (Introduction to Photography) (2 Credits)** In this course phases and exercises oriented these phases about main terms of photography, photograph shooting process, stages of this process, changes and improvements of photography in historical period, technique process of photography will be practiced. *(This course is given Turkish)*

**MRTV113 Kurguya Giriş (Introduction to Editing) (2 Credits)** *(See General Education)*

**MFKM116 Görsel İletişim (Visual Communication) (2 Credits)** Concept studies related with visual communication principles such as pattern, color, composition and function, strategical analyses in 2D design are aims of this course. Perception, Gestalt and design equation as well as improvement on visual awareness and visual literacy are told. *(This course is given Turkish)*

**MFKM115 Kamera ve Işık Teknikleri (Camera and Light Techniques) (2 Credits)** This course embarks on the very first steps in the process of creating moving images. Film and television industry, introduces the core ideas behind how video cameras capture moving images. The course covers foundational concepts of lighting, such as why light is important, what kinds of lights to look for, and where to put lights relative to a subject. In addition, sound, an often-misunderstood aspect of video, and shows how to properly set up mics and adjust audio levels on a shoot. *(This course is given Turkish)*

**ATA102 Atatürk İlkeleri ve İnkilap Tarihi II (Atatürk Principles and the History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MING152 İngilizce II (English II) (3 Credits)** *(See General Education)*



**MFKM114 Fotoğraf Uygulamaları (Photography Applications) (3 Credits)** Aim of this course is to practice for how to control factors that provide to create photographic images and how to use facilities of machine to get a result. *(This course is given Turkish)*

**MFKM118 Dijital Tasarım (Digital Design) (3 Credits)** This course will investigate Introduction to the creation, manipulation and critical interpretation of graphic and photographic artwork. Digital techniques are provided for students to know techniques for image creation on digital media and gain ability on editing photograph by using some of these techniques. *(This course is given Turkish)*

**MGTS109 Yaratıcı Fikir Geliştirme (Creative Idea Development) (2 Credits)** *(See General Education)*

**MRTV116 Film Çalışmaları (Film Operations) (2 Credits)** *(See General Education)*

**MTRD201 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MFKM213 Reklam Fotoğrafçılığı I (Advertising Photography I) (3 Credits)** Purposes of this course are to solve problems on photography in terms of design and to develop photographic practices with design principles for different usage areas. *(This course is given Turkish)*

**MRTV217 Film ve Videoda Kurgu (Fiction in Film and Video) (3 Credits)** *(See General Education)*

**MRTV219 Televizyon Haberciliği (Television News) (3 Credits)** *(See General Education)*

**MTRD202 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**MFKM202 Reklam Fotoğrafçılığı II (Advertising Photography II) (3 Credits)** These are purposed in this course to know points to take into consideration on advertising photography, to turn ideas that are determined before by getting information from the firm into visual images and to provide students to add their visual knowledge on photography. *(This course is given Turkish)*

**MRTV222 İleri Kurgu (Advanced Fiction) (2 Credits)** *(See General Education)*

**MFKM220 Mezuniyet Projesi (Graduation Project) (3 Credits)** The purpose of this course is to provide an environment for practice learned information in 2 years. This course is also formed for students to expose level of competence in terms of subject and technique content. *(This course is given Turkish)*

**MFKM216 Haber Fotoğrafçılığı (News Photography) (3 Credits)** In this course, how to take ethical and accurate news photograph evenhandedly by learning ethic rules and main responsibilities of photography and news photography is aimed. *(This course is given Turkish)*

## **ELECTIVES**

**MIKA221 Etkili İletişim Teknikleri (Effective Communication Techniques) (3 Credits)** Object of the course; To give information on the “Concept of communication and process”, “verbal communication”, “nonverbal communication”, “interpersonal communication”, “group communication and communication within the organization”, “mass communication”, “online communication”, “international and intercultural communication”. *(This course is given Turkish)*

**MRTV221 Türk Sineması (Turkish Cinema) (3 Credits)** The purpose of this course is interpreting Turkish cinema within the frame of historical events and differences on filmic narration. *(This course is given Turkish)*

**MRTV229 Senaryo Yazımı II (Scenario Writing II) (3 Credits)** Purposes of this class are to give information about film scenario and to help to turn a story that is chosen by them into scenario by using this information given. *(This course is given Turkish)*

**MGSA102Güzel Sanatlar 1 (FineArts I)(3 Credits)** The aim of this course is to teach the students the terms of art, so that they can rule on the components of an art piece, to learn the necessary measures to appreciate the visual stage arts and plastic arts. *(This course is given Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Careerand Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MRTV232 Film Analizi (Film Analysis) (3 Credits)** In this course, after giving information about film analyses methods, best film examples of cinema history will be watched and analysed. Factors of film production and connection between them are introduced. Use ability these factors is gained. *(This course is given Turkish)*

**MRTV226 Görüntü (Image) (3 Credits)** It is aimed to teach using ability for lighting methods on film production and relating between film and image editing, developing creative and original solutions related with problem on visual editing in this course. It is also aimed to gain ability on visual sector and to give technique information. *(This course is given Turkish)*

**MGSA202 Güzel Sanatlar 2 (Fine Arts II) (1 Credits)** The aim of this course is to help students appreciate the art pieces with a certain point of view, to work on the related subjects, to compare different arts pieces of different fields and movements, their inter-relations and influences on each others. *(This course is given Turkish)*

**MFKM204 Reprodüksiyon (Reproduction) (3 Credits)** It is gained ability in this course to create images and reproduction with general editing on images, decoupage and color adjustments on photographs. *(This course is given Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (2 Credits)** The purpose of this course is to increase students' knowledge about Turkish business life and entrepreneurship. Students will also be able to analyze the economic issues of the global world. In line with this objective, the course will focus on the contemporary issues in Turkish business life. The course will cover theoretical and practical information about global change. Issues related with strategic management, human resources, marketing, production, business ethics will also be examined. *(This course is given Turkish)*

# Provincial Governments (Turkish)

## About Program

Under the influence of globalization and other political evidence, both non-governmental organizations and local governments have undeniable roles in national and regional development. On the other hand it is clear that Turkey should give importance to these concepts in EU integration process. In this context, "Local Governments" program forms the technical and academic infrastructure of the issue.

The Local Governance Programme aims to enable students to take responsibility and part in service processes of local governments. These students organize the application process of the decisions about local, technical subjects which are taken by the managers.

## Objectives

Graduates from Provincial Governments Program can work for metropolitan municipalities, district municipalities, the European Union local offices, governor's offices and the other public bodies and private sector offices.

The total credits required for the satisfactory completion of the curriculum are 65 credits. The program additionally requires one internships enduring 40 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılâp Tarihi I	Yes	Yes	2 + 0	2
MYYO101	Yerel Yönetime Giriş	Yes	Yes	3 + 0	3
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MYYO113	Etkili İletişim Teknikleri	Yes	Yes	3 + 0	3
MYYO111	Sosyolojiye Giriş	Yes	Yes	3 + 0	3
MYYO115	Devlet Yapısı ve Resmi Yazışmalar	Yes	Yes	3 + 0	3
Total :					17

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### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılâp Tarihi II	Yes	Yes	2 + 0	2
MYYO220	Kamu Maliyesi	Yes	Yes	2-2	3
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MHUK102	Temel Hukuk	Yes	Yes	3 + 0	3
MYYO108	Örgütsel Davranış	Yes	Yes	3 + 0	3
MISL112	İşletme Stratejileri	Yes	Yes	3+ 0	3
Total :					17

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MYYO217	Kamu Kurumlarında İnsan Kaynakları Yönetimi	Yes	Yes	3 + 0	3
MYYO205	Kentleşme Politikası	Yes	Yes	2 + 2	3
SECGNL3Y Y	(Seçmeli Ders)	No	Yes	3 + 0	3
SECGNL3Y Y	(Seçmeli Ders)	No	Yes	3 + 0	3

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MLOJ105	Kentsel Lojistik (Seçmeli Grubu)	No	Yes	3 + 0	3
MYON202	Davranış Bilimleri (Seçmeli Grubu)	No	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	0 + 2	1
Total :					14

### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MISG204	İş Sağlığı ve İş Güvenliği Mevzuatı	Yes	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MYYO214	imar Planları ve Mevzuatı	Yes	Yes	2 + 2	3
MYYO216	Mezuniyet Projesi	Yes	Yes	2 + 2	3
SECGNL4YY	(Seçmeli Ders)	No	Yes	0 + 0	3
SECGNL4YY	(Seçmeli Ders)	No	Yes	0 + 0	3

[+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MYON202	Yönetim ve Organizasyon (Seçmeli Grubu)	No	Yes	3 + 0	3
MIKA214	Performans Yönetimi (Seçmeli Grubu)	No	Yes	3 + 0	3
MIST102	İstatistik (Seçmeli Grubu)	Yes	Yes	3 + 0	3
Total :					17
Grand Total					65

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\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and the History of Turkish Revolution II) (3 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**MTRD201 Türk Dili I (2 Credits)** *(See General Education)*

**MTRD202 Türk Dili I (2 Credits)** *(See General Education)*

**MYYO113 Etkili İletişim Teknikleri (Effective Communication Techniques) (3 Credits)** *(See General Education)*

**MYYO101 Yerel Yönetimlere Giriş (Introduction to Provincial Governments) (3 Credits)**  
The aim of the course is to understand local authorities and relevant laws and regulations and their applications. This course contains information about Local Government Units, municipalities, metropolitan municipalities, municipal laws. *(This course is given in Turkish)*

**MYYO205 Kentleşme Politikası (Urbanization Policy) (3 Credits)** The aim of the course is explaining the urbanization policies of different countries and Urbanization policy of Turkey. Definition of cities and structures of the cities. Course content Urbanization Policy, Urban Functions, Urban Systems. *(This course is given in Turkish)*

**MYYO214 İmar Planları ve Mevzuatı (Development Plans and Legislation) (3 Credits)** The aim of this course is to give basic information about urban planning, types of development plans, zoning regulations, regulation of land and expropriation. Thus, students can be aware of the urban planning system in Municipalities. *(This course is given in Turkish)*

**MYYO115 Devlet Yapısı ve Resmi Yazışmalar (Government Structure and Official Correspondence) (3 Credits)** The aim of the course is to understand the government structure and gain the ability of writing official correspondence letters. Formal and professional correspondence management, editing, and archiving issues and give information for these issues. In this context, the rules of formal letters and documents filed are discussed. *(This course is given in Turkish)*

**MYYO216 Mezuniyet Projesi (Graduation Project) (3 Credits)** The aim of the course; to identify and write a report about a subject which is related to Local Governments area. These subjects can be about social municipalities, strategic planning of local governments, sustainability and economic municipalities, participation and LA21 process in municipalities, and about the departments of



municipalities like city planning and zoning department, human resources management, public relations etc. Therefore the aim of the course is to develop solutions for their professional area. The course contents are Project preparation, report writing and presentation skills. *(This course is given in Turkish)*

**MISL112 İşletme Stratejileri (Business Strategies) (3 Credits)** *(See General Education)*

**MISG204 İş Sağlığı ve Güvenliği Mevzuatı (Law of Workplace Health and Safety) (3 Credits)** *(See General Education)*

**MYYO220 Kamu Maliyesi (Public Revenues) (3 Credits)** The purpose of the course is to give information about public expenditure, public revenues, tax systems and public expenditures and budget which is the community presentation format of public revenues and expenditures. Students can analyze the strategic planning and activity reports of the public institutions. *(This course is given in Turkish)*

**MYYO111 Sosyolojiye Giriş (Introduction to Sociology) (3 Credits)** In this course how are social factors influence the behavior of individuals is analysed. The main components and features of sociology is taught in these lessons. *(This course is given in Turkish)*

**MYYO217 Kamu Kurumlarında İnsan Kaynakları (Human Resources Management in Public Institution) (3 Credits)** The goal of the course is to explain the process of current developments in human resources management. However human resources management issues in public sector is the important part of the lesson. Human resources system in municipalities are addressed. *(This course is given in Turkish)*

**MHUK102 Temel Hukuk (Basic Law) (3 Credits)** *(See General Education)*

**MYYO108 Örgütsel Davranış (Organizational Behavior) (3 Credits)** This course is about the characteristics of people behaviors in an organization like a company or a public sector. Organizational behavior is the study of both group and individual performance and activity within an organization. *(This course is given in Turkish)*

**MYYO216 Mezuniyet Projesi (Graduation Project) (3 Credits)** The aim of the course; to identify and write a report about a subject which is related to Call Centre Services area and related files. *(This course is given in Turkish)*

## **ELECTIVES**

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given in Turkish)*

**MLOJ105 Kentsel Lojistik (City Logistics) (3 Credits)** This course examines the city logistics. The infrastructure necessary information for effective planning and management of the course is to provide students with the goal of city logistics. During the course will focus on the components of urban logistics will be given information about local passenger and freight transport systems. Students will learn the methods to be used for the solution of this system modeling and model. *(This course is given in Turkish)*

**MHIT109 Davranış Bilimleri (Behavioral Sciences) (3 Credits)** This course is about behavioural studies and the communication relations between people, different cultures. And also it is about human behaviours with respect to business life. Analyzing learning and communication theories in order to use them in our daily life. *(This course is given in Turkish)*

**MYON202 Yönetim ve Organizasyon (Management and Organizations) (3 Credits)** Providing students with a background of basic management functions and an academic view point to follow, understand and apply the modern developments in management, analysing opinions on management, actual criticisms, new approaches, ensuring knowledge about intellectual evolution of administrative field and development of their provision for management trainees. *(This course is given in Turkish)*

**MIKA214 Performans Yönetimi (Performance Management) (3 Credits)** This course includes the activities which ensure the goals for effective and efficient managing. Performance management focuses on organizations in terms of individual, group and organizational performance. *(This course is given in Turkish)*

**MIST102 İstatistik (Statistics) (3 Credits)** Data to collect and convert the series of do variability measurements to calculate the probability of random variables to make analysis by applying the types of tests to sample the variables index calculations to analyze the relationship between form the content of this course. *(This course is given in Turkish)*

# Public Relations and Advertising (Turkish)

## About Program

Public Relations Program of the relationship is ensured the relationship between institutions and stakeholders, in the light of ethical principles, mutual communication and dialogue channels with the leadership role to be undertaken in developing communication aims to train professionals and consultants. With this program students know the basics of public relations, processes, and techniques, as well as the understanding of their work; corporate communications, media relations, marketing communications, writing the text public relations, internal communications, digital communications, social responsibility, sponsorship management, most current information on a number of work areas of crisis management and so on, and gain a robust hardware for the application. But also to students today should have general knowledge of communicators, economics, law, management, sociology and anthropology formation offered.

## Objectives

In this program, students can easily keep pace with the industry, accurate and true work in public relations as an effective communication with aims them to perform.

The total credits required for the satisfactory completion of the curriculum are 65 credits. The program additionally requires one internship enduring 40 work days.



## CURRICULUM

### 1. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi I	Yes	Yes	2 + 0	2
MHIT117	Halkla İlişkilerin Temelleri	Yes	Yes	3 + 0	3
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MHIT109	Davranış Bilimleri	Yes	Yes	3 + 0	3
MHIT115	İletişimin Temelleri	Yes	Yes	3 + 0	3
Total :					14

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### 2. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MHIT114	Medya, Kültür ve Toplum	Yes	Yes	3 + 0	3
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MHIT104	Halkla İlişkiler ve Reklamda Yazım ve Sunum Teknikleri	Yes	Yes	3 + 0	3
MHIT108	Pazarlama İlkeleri	Yes	Yes	3 + 0	3
MHIT112	Reklamcılığın Temelleri	Yes	Yes	3+ 0	3
Total :					17

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

### 3. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MHIT225	Marka Yönetimi	Yes	Yes	3 + 0	3
MHIT112	Reklam Analizi	Yes	Yes	3 + 0	3
MHIT217	Digital Pazarlama ve Tüketici Davranışları	Yes	Yes	3 + 0	3
MSECPRO47-I	(Seçmeli Ders)	No	Yes	0 + 0	3
MSECPRO47-II	(Seçmeli Ders)	No	Yes	0 + 0	3

#### [+] 3. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MHIT221	Sosyal Sorumluluk	No	Yes	3 + 0	3
MHIT227	Araştırmacı Habercilik	No	Yes	3 + 0	3
Total :					17

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

#### 4. SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MHIT216	Medya Planlaması	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MYYO108	Örgütsel Davranış	Yes	Yes	3 + 0	3
MHIT220	Mezuniyet Projesi	Yes	Yes	3 + 0	3
MSECPRO19-III	(Seçmeli Ders)	No	Yes	0 + 0	3
MSECPRO19-IV	(Seçmeli Ders)	No	Yes	0 + 0	3

#### [+] 4. Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MHIT238	Etkinlik Organizasyonu ve Basınla İlişkiler	No	Yes	3 + 0	3
MIKA214	Performans Yönetimi	No	Yes	3 + 0	3
MHIT204	Farkındalık ve Üretim	No	Yes	3 + 0	3
Total :					17
<b>Grand Total</b>					<b>65</b>

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and the History of Turkish Revolution II)(2 credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 credits)** *(See General Education)*

**MTRD101 Türk Dili I (Turkish Language I) (2 credits)** *(See General Education)*

**MTRD102 Türk Dili II (Turkish Language II) (2 credits)** *(See General Education)*

**MHIT109 Davranış Bilimleri (Behavior Science) (3 credits)** *(See General Education)*

**MHIT217 Digital Pazarlama ve Tüketici Davranışları (Digital Marketing and Consumer Behaviors) (3 credits)** In addition to the traditional methods and along with the ever-increasing competition and the social, economic and technological advances of the world, the concept of digital marketing, as with all the disciplines, is also actively used on the digital platform in the present era of shows and information age. The purpose of the present study is to analyze the consumer behaviour of the members of the Y Generation, who actively use the social media, in the population of Turkey, where the social media are used most among the world countries. *(This course is given in Turkish)*

**MHIT112 Reklam Analizi (Advertising Analysis) (3 credits)** The moving from the main features of the oral, written and visual culture, analysis of ad text and visuals which is the one of the most important aspects of the visual culture by the historical context, gain critical visual literacy perspective to the student. *(This course is given in Turkish)*

**MHIT225 Marka Yönetimi (Brand Management) (3 credits)** This course is what the brand of the product, showing the difference, why it is important to focus on strategies and means for consumers to be able to develop properly managed. Also how to build brand equity and how the identity and image data also included information about what is detected. Applications and simulations of various brands based on brand management and case studies will also be assessed in this course. *(This course is given in Turkish)*

**MHIT117 Halkla İlişkilerin Temelleri (Fundamentals of Public Relations) (3 credits)** Fundamentals of PR course in public relations theoretical and practical knowledge in equipping investigating, questioning, which can be observed in living in the community is very good, can produce long-term solutions to problems that can be the best use of communications technology, all kinds of campaigns related to public relations to educate students who walked plan. *(This course is given in Turkish)*

**MHIT115 İletişimin Temelleri (Fundamentals of Communication) (3 credits)** The basic concepts of communication, levels, types of communication, communication and perception, communication models, self-knowledge, advocate communication, hearing and listening, frictions and conflicts, communication technology, media, communication and society, interpersonal communication, communication in the family. *(This course is given in Turkish)*

**MHIT220 Mezuniyet Projesi (Graduation Project) (3 credits)** The aim of the course, the students have come to the stage of graduation, focused on the topic of public relations-related research and analysis, the resulting data and scientific assessments based on the resources and ultimately solutions development. One of the student's graduation Project objectives project phases of public relations and working with the public institutions, the functioning of institutions is that they are familiar with the field of profession. In this context, our students would complete within the scope of the project, the main method of scientific thinking to learn and practice skills they will graduate by earning them. *(This course is given in Turkish)*

**MHIT104 Halkla İlişkiler ve Reklamda Yazım ve Sunum Teknikleri (Writing and Presentation Skills in Public Relations and Advertising) (3 credits)** In the field of public relations theory and with practical knowledge, understanding its link with advertising public relations area of research, questioning upgrade, and lives in the community is very good pancakes, we can produce long-term solutions to problems and observations to combine their writing and presentation skills and aims to be able to carry out any campaign related to public relations. *(This course is given in Turkish)*

**MHIT108 Pazarlama İlkeleri (Marketing Principles) (3 credits)** The aim of this course is to inform students of understanding the skills relating to the fundamental concepts and principles that underpin the marketing process. *(This course is given in Turkish)*

**MHIT216 Medya Planlaması (Media Planning)(3 credits)** Media research, planning and information relating to the purchase is intended to teach the students. Target audience analysis, media audience research tools, as well as buying techniques and public relations / advertising agency, client / basic processes of advertising and media relations will also be taught.*(This course is given in Turkish)*

**MHIT114 Medya, Kültür ve Toplum (Media, Culture and Society) (3 credits)** The aim of this course the media, individuals and provide a better understanding of their impact on society. Types of these effects, the degree and intensity determined by many factors. Given the subject individual in size, social background, age, gender, occupation, lifestyle, intelligence, personality, enters into the work of many factors such as religion and other personal characteristics. All these social and psychological characteristics, the type of impact it will have on the media, individuals, play a role in determining the shape and intensity to a certain extent. At this point, the media, culture and society come together to strengthen this result and shapes. *(This course is given in Turkish)*

**MYYO108 Örgütsel Davranış (Organizational Behavior) (3 credits)** *(See General Education)*

**MHIT112 Reklamcılığın Temelleri (Fundamentals of Advertising) (3 credits)** Understanding the basic concepts and methods of advertising, to see the description and use of skills, moving from the basic features of culture, ad text, and images of one of the most important aspects of visual



culture analyzes on historical context and to gain critical visual literacy perspective constitutes this course. *(This course is given in Turkish)*

## **ELECTIVES**

**MHIT221 Sosyal Sorumluluk (Social Responsibility) (3 credits)** To encourage the participation of civil society organizations of students, contributing to become responsible and active individuals of students, students to gain awareness of other people lives, contribute to the spread of positive behavior. *(This course is given in Turkish)*

**MHIT227 Araştırmacı Habercilik (Investigative Reporting) (3 credits)** A type of journalism as journalism differs from other types of investigative reporting, such revealing social and political dynamics, reveals the importance of public interest and with a critical application forms. *(This course is given in Turkish)*

**MHIT204 Farkındalık ve Üretim (Awareness and Production) (3 credits)** Course increasing individual awareness, individuals can create their own place and social status, studies to improve productivity by identifying needs and desires in this direction by applying the tools to redefine itself; these tools, to position itself has changed shape again using the life cycle of productivity, it has all the equipment whereby it aims to teach how to use the most efficient manner. *(This course is given in Turkish)*

**MHIT238 Etkinlik Organizasyonu ve Basınla İlişkiler (Event Management and Media Relations) (3 credits)** The concept of public relations, associated with that area, you will be informed about the service areas and types of organizations. Although efficacy events and media; two strong ties are basic construction. Building relationships for event organization and for this purpose the necessary activities on planning, the course focuses on teaching the development and execution of competence “Event Management and Media Relations” will carry out work along with that of two fundamental in this context. *(This course is given in Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

# Radio and Television Programming (Turkish)

## About Program

The aim of the program is to provide qualified professionals for the media by teaching the technical and theoretical principles of radio-TV production, programming and broadcasting. Students have the opportunity for hands-on practices as well as acquiring the necessary theoretical knowledge during their two-year studies. Our students are provided with the radio and TV programming and communications. The medium of teaching is Turkish. One-year English preparatory class is optional

## Objectives

The Radio and TV Programming Program aims to prepare students as qualified professionals for the areas of radio and television. Students acquire insight into the technical and theoretical principles of radio-TV programming, production, and broadcasting. They are provided with the opportunity to carry out hands-on practices as well as acquiring up-to-date theoretical knowledge. The total credits required for the satisfactory completion of the curriculum are 69 credits. The program additionally requires two internships each enduring 20 work days.



## CURRICULUM

### 1<sup>st</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV119	Araştırma Teknikleri	Yes	Yes	2 + 0	2
MRTV121	Bağlamsal ve Kültürel Çalışmalar	Yes	Yes	3 + 0	3
ATA101	Atatürk İlkeleri ve İnkılâp Tarihi I	Yes	Yes	2 + 0	2
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MRTV113	Kurguya Giriş	Yes	Yes	1 + 2	2
MRTV117	Sinema ve Televizyonda Uygulama Becerileri	Yes	Yes	1 + 2	2
MRTV115	Kamera ve Işık Teknikleri	Yes	Yes	1 + 2	2
Total :					16

### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV118	Ses Tasarımı	Yes	Yes	1 + 2	2
MRTV120	Senaryo Yazımı	Yes	Yes	1 + 2	2
ATA102	Atatürk İlkeleri ve İnkılâp Tarihi II	Yes	Yes	2 + 0	2
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MRTV202	Dünya Sinema Tarihi	Yes	Yes	3 + 0	3
MRTV116	Film Çalışmaları	Yes	Yes	1 + 2	2

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MRTV122	Televizyon Çalışmaları	Yes	Yes	1 + 2	2
Total :					16

### 3<sup>rd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV225	Animasyon Teknikleri	Yes	Yes	1 + 2	2
MRTV217	Film ve Videoda Kurgu	Yes	Yes	2 + 2	3
MRTV219	Televizyon Haberciliği	Yes	Yes	3 + 0	3
MRTV231	İletişimin Temel İlkeleri	Yes	Yes	3 + 0	3
SECGNL3YY	Seçmeli Grup 1	No	Yes	3 + 0	3
SECGNL3YY	Seçmeli Grup 2	No	Yes	3 + 0	3
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
Total :					19

### [+] 3<sup>rd</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV229	Senaryo Yazımı 2	No	Yes	3 + 0	3
MRTV221	Türk Sineması	No	Yes	3 + 0	3
MGSA101	Güzel Sanatlar-1	No	Yes	1+0	1
MRTV239	Radio Yayıncılığı	No	Yes	3+0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	1+2	1

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

**4. SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV210	Belgesel Yapımı	Yes	Yes	1 + 2	2
MRTV224	Film Dili	Yes	Yes	3 + 0	3
MRTV222	İleri Kurgu	Yes	Yes	1 + 2	2
MRTV208	Mezuniyet Projesi	Yes	Yes	2 + 2	3
SECGNL4YY	Seçmeli Grup 3	No	Yes	3 + 0	3
SECGNL4YY	Seçmeli Grup 4	No	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
Total :					18

**[+] 4. Semester Elective Course List**

Code	Course Title	*C	**A	***L+P Hours	Credits
MRTV232	Film Analizi	No	Yes	3 + 0	3
MRTV226	Görüntü	No	Yes	3 + 0	3
MGSA102	Güzel Sanatlar-2	No	Yes	1+0	1
MGRS202	Girişimcilik	No	Yes	2+2	3

<b>Grand Total</b>	<b>69</b>
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\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

## Course Descriptions

**MRTV119 Araştırma Teknikleri (Research Methods) (2 Credits)** The aims of this course are to teach research process, by reviewing principal scientific research methods (experimental method, description method etc.) and by providing necessary skills of finding research questions about a specific topic, hypothesis construction, conceptualizing, measuring, gathering data, data analysis, evaluating/interpreting data and reporting the research results. *(This course is given in Turkish)*

**MRTV121 Bağlamsal ve Kültürel Çalışmalar (Contextual and Cultural Studies)(3 Credits)** This course aims to develop student's understanding of theoretical approaches to media production in order to inform their own practice and set it within a wider context. *(This course is given in Turkish)*

**MRTV113 Kurguya Giriş (Introduction to Editing) (2 Credits)** *(See General Education)*

**MRTV117 Sinema ve Televizyonda Uygulama Becerileri (Production Skills in Cinema and Television) (2 Credits)** This course aims at improving students' cinema and television creativity and production skills. *(This course is given in Turkish)*

**MRTV115 Kamera ve Işık Teknikleri (Camera and Light Techniques) (2 Credits)** This course embarks on the very first steps in the process of creating moving images. Film and television industry, introduces the core ideas behind how video cameras capture moving images. The course covers foundational concepts of lighting, such as why light is important, what kinds of lights to look for, and where to put lights relative to a subject. In addition, sound, an often-misunderstood aspect of video, and shows how to properly set up mics and adjust audio levels on a shoot. *(This course is given in Turkish)*

**MRTV118 Ses Tasarımı (Sound Design) (2 Credits)** This course is designed to increase students' awareness in hearing and listening as well as to provide a creative and critical perspective to the film both in production and monitoring phase. *(This course is given in Turkish)*

**MRTV120 Senaryo Yazımı (Script Writing) (2 Credits)** This course is about basics of storytelling and discuss of drama basics, narrative style, conflict, theme, plot and character. This course also aims to make students write short film scripts. *(This course is given in Turkish)*

**MRTV202 Dünya Sinema Tarihi (History of World Cinema) (3 Credits)** This course aims to introducing major trends and genres in history of cinema and showing examples. *(This course is given in Turkish)*

**MRTV116 Film Çalışmaları (Film Studies) (2 Credits)** *(See General Education)*

**MRTV122 Televizyon Çalışmaları (Television Studies) (2 Credits)** This course aims to develop a sophisticated understanding of theoretical approaches to the study of television and its audiences, and analytical skills within a chosen field of television studies.

**MRTV225 Animasyon Teknikleri (Animation Techniques) (2 Credits)** This course aims to develop students' understanding of the development of animation and provide them with skills needed to create animation productions to a professional standard. *(This course is given in Turkish)*

**MRTV217 Film ve Videoda Kurgu (Fiction in Film and Video) (3 Credits)** *(See General Education)*

**MRTV219 Televizyon Haberciliği (Television News) (2 Credits)** *(See General Education)*

**MRTV231 İletişimin Temel İlkeleri (Basic Principles of Communication) (3 Credits)** This course aims to provide students with the skills needed to analyze the processes of communication understand the functioning of the communication process and identify the nature of different types of communication. *(This course is given in Turkish)*

**MRTV210 Belgesel Yapımı (Documentary Film) (2 Credits)** This course aims to introduce the students to various methods by which documentary creates meaning, to understand, appreciate and apply all aspects of the production process and its relation to the documentary. Main topics are documentaries, description and aim of documentary, narration, production schedule, production steps, production forms and concept research. *(This course is given in Turkish)*

**MRTV224 Film Dili (Film Language) (3 Credits)** The aim of this course is to develop students' understanding of the film language format and provide them with the skills needed to produce documentaries to broadcast standard. *(This course is given in Turkish)*

**MRTV222 İleri Kurgu (Advanced Editing) (2 Credits)** *(See General Education)*

**MRTV208 Mezuniyet Projesi (Graduation Project) (3 Credits)** This course aims to provide students with the skills to make project presentation, carry out theoretical and practical work regarding the project, to review literature, to prepare a project report. *(This course is given in Turkish)*

**ATA101 Atatürk İlkeleri ve İnkılâp Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılâp Tarihi II (Atatürk Principles and the History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basic English I) (3 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English II) (3 Credits)** *(See General Education)*

**MTRD101 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

## **ELECTIVES**

**MRTV229 Senaryo Yazımı 2 (Script Writing 2) (3 Credits)** Purposes of this class are to give information about film scenario and to help to turn a story that is chosen by them into scenario by using this information given. *(This course is given in Turkish)*

**MRTV221 Türk Sineması (Turkish Cinema) (3 Credits)** The objective of this course is to give the students a general view on films in Turkey. It provides students with the background to understand Turkish cinema in comparison with other national cinemas in the context of the global economic and political change. *(This course is given in Turkish)*

**MRTV239 RadyoYayınclığı (Radio Broadcasting)(3 Credits)**The aim of this course teaches the worldwide formation of radio and how to make a radio program.*(This course is given in Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given Turkish)*

**MRTV232 Film Analizi (Film Analysis) (3 Credits)** This course aims to provide knowledge about major figures of cinema so that they can analyze films by taking their historical and sociological context into account. *(This course is given in Turkish)*

**MRTV226 Görüntü (Visual) (3 Credits)** The aim of the course is to introduce the students with the knowledge about the visual aspects of cinema and television by discussing the following topics: Visual Perception; The Physiology of Perception; Perceiving Light, Color, Form and Perspective; Perceptual Continuity and Illusion. *(This course is given in Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (3 Credits)** The purpose of this course is to increase students' knowledge about Turkish business life and entrepreneurship. Students will also be able to analyze the economic issues of the global world. In line with this objective, the course will focus on the contemporary issues in Turkish business life. The course will cover theoretical and practical information about global change. Issues related with strategic management, human resources, marketing, production, business ethics will also be examined. The original side of this course is business people' sharing their experience with students. *(This course is given in Turkish)*

**MGSA101 Güzel Sanatlar1 (Fine Arts I) (1 Credit)** This course covers the evolution of art from cave paintings up to baroque. Periods, trends, and artists and works within them reviewed comparatively, within the context of main concepts of the history of art. *(This course is given in Turkish)*



**MGSA102 Güzel Sanatlar 2 (Fine Arts II) (1 Credit)** The course aims to introduce art history from medieval ages to recent. In this course, developments of art are studied in connection with social, and political conditions. Involving the arts of painting, sculpture, architecture and ceramics. *(This course is given in Turkish)*

# Survey and Cadastre (Turkish)

## About Program

The purpose of the program is to train well-equipped, qualified staff in risk assessment and deformation measurement in natural, historic and engineering structures and infrastructures; urban information system applications; land registry and cadastre information system; disaster information system and management; land planning and the creation of 3D city models; urban regulation and urban transformation applications. Education language of the program is Turkish. English preparatory education is arbitrary and takes 1 year.

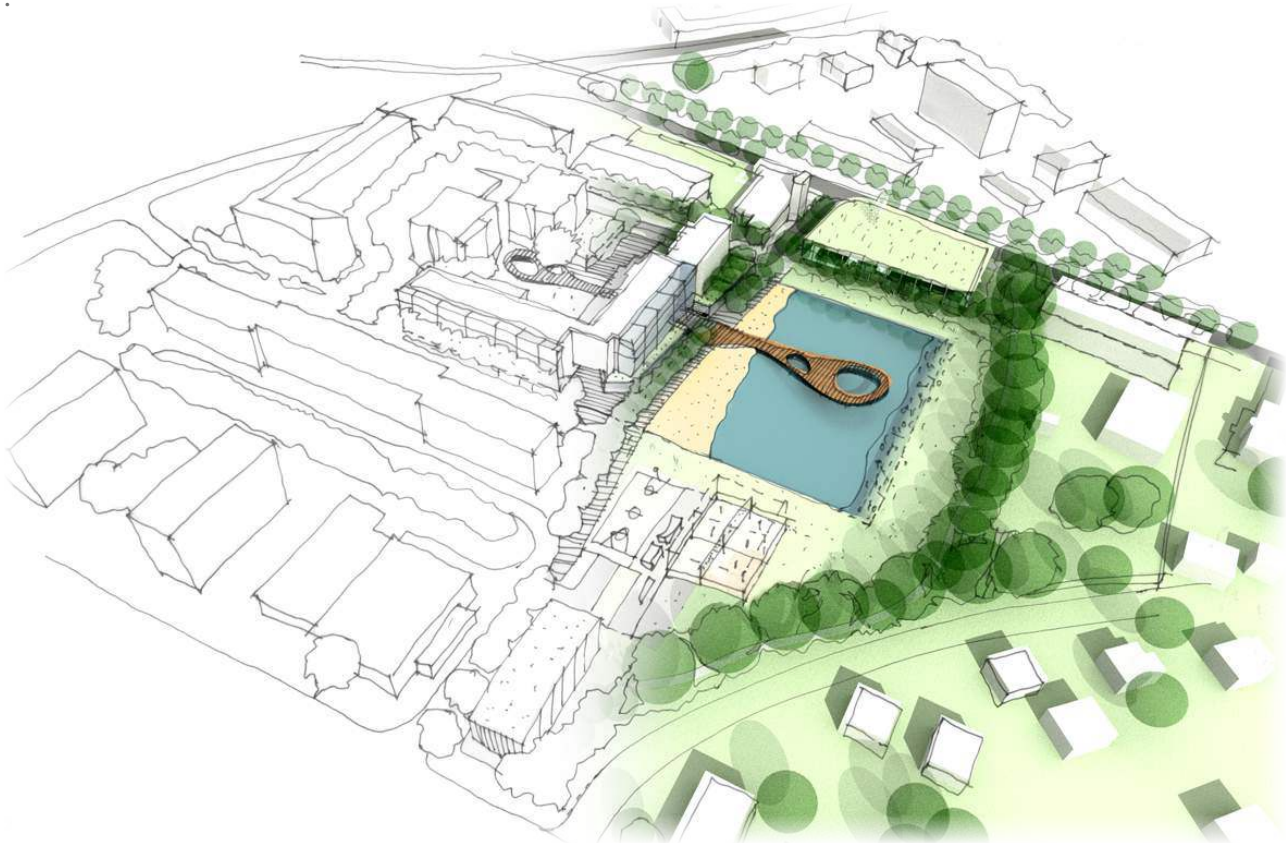
Graduates will be able to carry out various tasks in the relevant units of the municipalities, data management, tunnel and dam construction projects, public enterprises and private construction companies. Students graduated from this program, can be employed as technicians and assistant project managers in many business areas.

As a result of the European Union Process, community awareness, and rapid, continuous and convenient transportation needs show that trained staff will be needed in our country's conditions in the future. To meet the requirements in this area, the purpose is to create well- equipped and cultured human power.

## Objectives

The Survey and Cadastre Program aims to enable students to take responsibility and part in technical process of many business areas. These students organize the application process of the land decisions about local, technical subjects which are taken by the managers

The total credits required for the satisfactory completion of the curriculum are 65 credits. The program additionally requires one internships enduring 40 work days.



## CURRICULUM

Code	Course Title	*C	**A	***L+P Hours	Credits
MATA101	Atatürk İlkeleri ve İnkılâp Tarihi I	Yes	Yes	2 + 0	2
MHKD101	Ölçme Bilgisi I	Yes	Yes	3 + 0	3
MING151	Temel İngilizce I	Yes	Yes	3 + 0	3
MHKD105	Alet Bilgisi	Yes	Yes	2 + 2	3
MHKD131	Taşınmaz Hukuku	Yes	Yes	3 + 0	3
MHKD133	Kadastro ve Tapu Bilgisi	Yes	Yes	3 + 0	3
Total :					17

### 2<sup>nd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MATA102	Atatürk İlkeleri ve İnkılâp Tarihi II	Yes	Yes	2 + 0	2
MHKD102	Ölçme Bilgisi II	Yes	Yes	3+0	3
MING152	Temel İngilizce II	Yes	Yes	3 + 0	3
MHKD136	Gayrimenkul Değerleme	Yes	Yes	3 + 0	3
MHKD132	Olasılık ve İstatistik	Yes	Yes	3 + 0	3
MHKD134	Proje I	Yes	Yes	2+2	3
Total :					17

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

### 3<sup>rd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dili I	Yes	Yes	2 + 0	2
MHKD223	Harita Yapımı	Yes	Yes	2 + 2	3
MHKD221	İmar Uygulamaları	Yes	Yes	3 + 0	3
MHKD215	Bilgisayar Destekli Harita üretimi	Yes	Yes	2 + 2	3
MSECPRO49-1	Seçmeli Ders I	No	Yes	0 + 0	3
MSECPRO49-2	Seçmeli Ders II	No	Yes	0 + 0	3

#### [+] 3<sup>rd</sup> Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MHKD225	Bilgi Sistemlerine Giriş	No	Yes	3 + 0	3
MISG209	Yapı İşlerinde İş Sağlığı ve Güvenliği	No	Yes	3 + 0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	0+2	1
MHKD230	Trigonometri	No	Yes	3 + 0	3
MHKD233	Risk Analizi	No	Yes	3 + 0	3
MGSA102	Güzel Sanatlar I	No	Yes	1 + 0	1

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

MMIKA	Etkili İletişim	No	Yes	3 + 0	3
MMRS102	Bilgisayar Destekli Tasarım I	No	Yes	3 + 0	3
Total :					17

#### 4<sup>th</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MHKD220	Uydu Konumlandırma Sistemleri	Yes	Yes	3 + 0	3
MTRD102	Türk Dili II	Yes	Yes	2 + 0	2
MYYO216	Mezuniyet Projesi	Yes	Yes	2 + 2	3
MSECPRO49-III	Seçmeli Ders III	No	Yes	0 + 0	3
MSECPRO49-IV	Seçmeli Ders IV	No	Yes	0 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

**[+]4<sup>th</sup> Semester Elective Course List**

<b>Code</b>	<b>Course Title</b>	<b>*C</b>	<b>**A</b>	<b>***L+P Hours</b>	<b>Credits</b>
MHKD224	Karayolu Projesi	No	Yes	3 + 0	3
MMAT101	Matematik	No	Yes	3 + 0	3
MGSA202	Güzel Sanatlar II	No	Yes	1 + 0	1
MILK201	İlk Yardım	No	Yes	3 + 0	3
MGRS202	Girişimcilik	No	Yes	3 + 0	3
MHKD231	Kartoğrafya	No	Yes	3 + 0	3
	Mesleki İngilizce	No	Yes	3 + 0	3
Total :					14
<b>Grand Total</b>					<b>65</b>

\*C: Compulsory  
 \*\*A: Average  
 \*\*\* L + P: Lecture + Practice

## Course Descriptions

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and the History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MING151 Temel İngilizce I (Basit English I) (3 Credits)** *(See General Education)*

**MHKD101 Ölçme Bilgisi I (Measurement Information I) (3 Credits)** Learning main descriptions and calculating of surveying with acquiring application ability are main objectives of this course. *(This course is given in Turkish)*

**MHKD105 Alet Bilgisi (Equipment Information) (3 Credits)** The main of this course is to gain the ability to apply about using measurement instruments and definition of them. *(This course is given in Turkish)*

**MHKD133 Kadastro ve Tapu Bilgisi (Survey and Cadastre Information) (3 Credits)** The aim of this course is to learn the basic concepts and applications of cadastre and land registry. *(This course is given in Turkish)*

**MHKD131 Taşınmaz Hukuku (Property Law) (3 Credits)** The aim of this course is to define the legal basis of the profession. Law deep and conceptual ties with people to understand the law relating to immovable property because it is a discipline, Family, heritage, goods, debts floor ownership with issues of law, cadastral and land registry issues are the course content. *(This course is given in Turkish)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and the History of Turkish Revolution II) (2 Credits)** *(See General Education)*

**MING152 Temel İngilizce II (Basic English) (3 Credits)** *(See General Education)*

**MHKD102 Ölçme Bilgisi II (Measurement Information II) (3 Credits)** Learning main descriptions and calculating of surveying with acquiring application ability are main objectives of this course. *(This course is given in Turkish)*

**MHKD136 Gayrimenkul Değerleme (Real Estate Valuation) (3 Credits)** The aim of this course is development of the construction industry are making progress in our country about real estate valuation in line and the map is becoming one of the most important business area of the cadastral areas are therefore intended to be the basic principles of real estate valuation in the course. For that purpose the course content basic mathematics of finance, taxation laws and professional regulations, consists of different methods of valuation methods and strategies used between nations. *(This course is given in Turkish)*

**MHKD132 Olasılık ve İstatistik (Probability and Statistics) (3 Credits)** The aim of this course is to learn and gain ability to apply the calculation of probabilities and basic definitions of statistics. *(This course is given in Turkish)*

**MHKD134 Proje-1 (Project I) (3 Credits)** The aim of this course is to make the application of the basic measurement information calculations. Courses are mainly applications. *(This course is given in Turkish)*

**MTRD101 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**MHKD223 Harita Yapımı (Map Making) (3 Credits)** The aims of this course is to gain the competence of making map, to learn and practice the principles of map making. For this purpose, course content leveling and polygon measurement, calculation, learning the reduction methods and techniques, problem solving and applications made upgrade through the sample area and finally 1/5000 and 1/1000 Existing maps are composed of threads, to draw. *(This course is given in Turkish)*

**MHKD221 İmar Uygulamaları (Zoning Application) (3 Credits)** The aim of the zoning application, their calculation and to see application examples. *(This course is given in Turkish)*

**MHKD215 Bilgisayar Destekli Harita Üretimi (Computer Aided Map Production) (3 Credits)** The aim of this course is to map our country in the use of software for the manufacturing techniques are mostly local and NetCAD is shown because it is a program used in central government. Besides being used in other software introduced by general reputation. Course, the map should be done before starting construction, raster processing, coordinate and set the file properties; Creating objects, text preparation, it is important to develop layers by application of the subject. *(This course is given in Turkish)*

**MHKD225 Bilgi Sistemlerine Giriş (Introduction to Information Systems) (3 Credits)** The aim of this course GIS (Geographical Information Systems) and made the identification of the basic concepts of GIS applications up. *(This course is given in Turkish)*

**MISG209 Yapı İşlerinde İş Sağlığı ve Güvenliği) Occupational Health and Safety in Construction Works) (3 Credits)** The aim of this course; provide awareness to the potential hazards that may be encountered in studies on the construction works, learn the necessary measures against possible danger is to the knowledge of relevant legislation. *(This course is given in Turkish)*

**MTRD102 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**MHKD220 Uydu Konumlandırma Sistemleri (Global Positioning System) (3 Credits)** The aim of this course is to provide students by using GPS which identify the coordinates on field work. Tools such as the use of methods, techniques and skills to teach the principles of learning and use. Overall place in the course coordinate system, transformation, using GPS methods and principles are covered. *(This course is given in Turkish)*

**MHKD210 Mezuniyet Projesi (Graduation Project) (3 Credits)** The aim of this course is to conduct research on a topic related to surveying, participate in the implementation and acquisition of the ability to deliver results. *(This course is given in Turkish)*



**MMAT101 Matematik (Mathematics) (3 Credits)** The aim of this course; transferring its importance as a professional mathematics, basic mathematical problem to be solved, is to contribute to the analysis of the mathematical approach to vocational and technical problems encountered. *(This course is given in Turkish)*

**MHKD224 Karayolu Projesi (Highway Project) (3 Credits)** The aim of this course is to teach students the highway project calculations and drawing techniques. Classical methods and techniques can be done with CAD-based programs are described. In addition, students practice working on a project to be followed exactly to project implementation by both methods and applications are being developed. *(This course is given in Turkish)*

## **ELECTIVES**

**MILK201 İlk Yardım (First Aid) (3 Credits)** The main aim of this course is to equip students with knowledge and ability on the precautions taken for preventing injuries or saving an injured person's life by using the first aid methods in case of an accident or emergency case until the medical team arrive. Provide the necessary knowledge and skills on first aid. *(This course is given in Turkish)*

**MMRS215 Trigonometri (Trigonometry) (3 Credits)** This course aims to introduce students to the subject of Trigonometri`N, angles and spring units and each unit is to teach the conversion process. *(This course is given in Turkish)*

**MGRS202 Risk Analizi (Risk Analysis) (3 Credits)** The aim of this course is to teach students emergency planning and risk analysis in the workplace. Students will have information on emergency plans and risk analysis with other institutions and industry at the end of this course, "Occupational Health and Safety Technician" will have as it grows. *(This course is given in Turkish)*

**MGSA102 Güzel Sanatlar I (Fine Arts I) (1 Credit)** The aim of this course is to teach the students the terms of art, so that they can rule on the components of an art piece, to learn the necessary measures to appreciate the visual stage arts and plastic arts. *(This course is given in Turkish)*

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. *(This course is given in Turkish)*

**MMIKA Etkili İletişim Teknikleri (Effective Information Techniques) (3 Credits)** The aim of the course is to provide basic information about concept of communication and the communication process, verbal communication, nonverbal communication, interpersonal communication, group communication, and organizational communication, Mass Communication, online communication, international and intercultural communication. *(This course is given in Turkish)*

**MHKD231 Kartografya (Cartography) (3 Credits)** The aim of this course is to teach students the basic definition of the types of map projections and describing the projection map error occurred while explaining the projections and discusses the elimination of these errors. *(This course is given in Turkish)*

**MGSA202 Güzel Sanatlar II (Fine Arts II) (1 Credit)** The aim of this course is to help students appreciate the art pieces with a certain point of view, to work on the related subjects, to compare different arts pieces of different fields and movements, their inter-relations and influences on each others. *(This course is given in Turkish)*

**MMRS215 Bilgisayar Destekli Tasarım I (Computer Aided Design I) (3 Credits)** The aim of this course begins with the basics of the user interface and leads students step-by-step to learning how to draw the kind of precise, measured 2D drawings that form the basis of design communication the world over. Along the way, learn how to create and modify geometry, layers, blocks, attributes, dimensions, layouts, and how to share drawings with others. *(This course is given in Turkish)*

**MGRS202 Girişimcilik (Entrepreneurship) (3 Credits)** Successful entrepreneurship, opportunity identification and assessment, economic development potential of businesses, alternative forms of workarrangements in the new economy balancing an entrepreneurial lifestyle, determining what success means to each student, goal setting and visioning. The goal of this course is to providing insight into: 1) the significance of entrepreneurship 2) entrepreneurial processes - from finding and evaluating good business opportunities to new venture start-up and growth issues, and 3) entrepreneurial behaviour, a critical success factor in new venture creation. Students will learn key entrepreneurial concepts through lecture material, experiential learning, videos and interaction with successful entrepreneurs. *(This course is given in Turkish)*

# Tourism and Hotel Management (Turkish)

## About Program

Tourism is the fastest growing sector in the world and also in Turkey. Since the world became a global market, the multi-national corporations are entering into this leading sector to a large extent. Turkish Tourism Sector needs the educated persons.

Thus students who select Tourism and Hotel Management as their area of specialization will have a chance to follow a curriculum that prepares them for a career both domestically and world-wide. The practical and theoretical courses have a wide spectrum extending from department specific travel, hotel courses to managerial skill development.

Successful Students can obtain the Agency Basic Fares & Ticketing Certificate from Turkish Airlines Training Academy.

## Objectives

The programme intends to contribute to this sector with tourism staff having both theoretical and practical experience. The total credits required for the satisfactory completion of the curriculum are 66 credits. The program additionally requires an internship enduring 40 work days



**1<sup>st</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA101	Atatürk İlkeleri ve İnkılap Tarihi	Yes	Yes	2 + 0	2
MAHZ111	Genel Turizm	Yes	Yes	3 + 0	3
MAHZ105	Turistik DestinasyonlarI	Yes	Yes	3+0	3
MAHZ115	Muhasebe	Yes	Yes	3 + 0	3
MAHZ103	Önbüro İşlemleri	Yes	Yes	3+ 0	3
Total:					17

**[+] 1<sup>st</sup>SemesterElective Course List****2<sup>nd</sup> SEMESTER COURSE PLAN**

Code	Course Title	*C	**A	***L+P Hours	Credits
ATA102	Atatürk İlkeleri ve İnkılap Tarihi II	Yes	Yes	2 + 0	2
MAHZ108	Kat Hizmetleri ve yönetimi	Yes	Yes	3+0	3
MING152	Temel İngilizceII	Yes	Yes	3 + 0	3
MAHZ116	Seyahat Terminolojisi	Yes	Yes	3 + 0	3
MAHZ110	Tur Planlaması ve Yönetimi	Yes	Yes	3 + 0	3
MAHZ120	Turistik Destinasyonlar II	Yes	Yes	3 + 0	3

\*C: Compulsory

\*\*A: Average

\*\*\* L + P: Lecture + Practice

Total		16
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[+] 2<sup>th</sup>Semester Elective Course List

3<sup>rd</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MTRD101	Türk Dilİ	Yes	Yes	2 + 0	2
MAHZ223	Servis Teknikleri	Yes	Yes	2 + 0	2
MAHZ215	Turizmde Güncel Konular	Yes	Yes	3+0	3
MAHZ217	Tarih ve Turizm	Yes	Yes	3 + 0	3
SECGNL3YY	Seğmeli I	No	Yes	3 + 0	3
SECGNL3YY	SeğmeliII	No	Yes	3 + 0	3
Total:					17

[+] 3<sup>rd</sup>Semester Elective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MAHZ219	Uluslararası Havayolu BiletlemeI	Yes	Yes	3+0	3
MAHZ225	Galileo Sistemi I	Yes	Yes	3+0	3
KYP001	Kariyer ve Yaşam	Yes	Yes	1+0	1

\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

#### 4<sup>th</sup> SEMESTER COURSE PLAN

Code	Course Title	*C	**A	***L+P Hours	Credits
MAHZ	Özel İlgi Turları	Yes	Yes	3 + 0	3
MTRD102	Türk DiliII	Yes	Yes	2 +0	2
MAHZ224	Turizm Pazarlaması	Yes	Yes	3 + 0	3
MAHZ218	Mezuniyet Projesi	Yes	Yes	2 + 0	2
SECGNL4YY	Seçmeli III	No	Yes	3 + 0	3
SECGNL4YY	Seçmeli IV	No	Yes	3 + 0	3
Total:					16

#### [+] 4<sup>th</sup>SemesterElective Course List

Code	Course Title	*C	**A	***L+P Hours	Credits
MAHZ222	Uluslararası Havayolu BiletlemeII	Yes	Yes	3+0	3
MAHZ220	Galileo SistemiII	Yes	Yes	3+0	3

<b>Grand Total</b>	<b>66</b>
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\*C: Compulsory  
\*\*A: Average  
\*\*\* L + P: Lecture + Practice

## Course Descriptions

**TRD10 Türk Dili I (Turkish Language I) (2 Credits)** *(See General Education)*

**ATA101 Atatürk İlkeleri ve İnkılap Tarihi I (Atatürk Principles and The History of Turkish Revolution I) (2 Credits)** *(See General Education)*

**MAHZ111 Genel Turizm (General Tourism) (3 Credits)** This course designed to prepare students to be intermediate staff Tourism Sector. Through chapters, readings, and case analyses, we will discuss issues related to comparative environmental framework, theories and institutions about tourism Subjects, global strategy, structure and implementation. *(This course is given Turkish)*

**MAHZ105 Turistik Destinasyonlar I(Touristical Destinations I) (3 Credits)** The course focuses on the tourist destinations and potential tourist destinations of Turkey and to find out many examples of economical importance of tourism. *(This course is given Turkish)*

**MAHZ103 Önbüro İşlemleri (Front Office Procedures) (3 Credits)** The guest cycle is the foundation of a positive guest experience. This course will prepare the student to work in a front office of a lodging establishment. Guest relations, professional customer service, hospitality computer systems and front office procedures and the guest cycle are the main focus of this course. *(This course is given Turkish)*

**TRD102 Türk Dili II (Turkish Language II) (2 Credits)** *(See General Education)*

**ATA102 Atatürk İlkeleri ve İnkılap Tarihi II (Atatürk Principles and the History of Turkish Revolution II)(2 Credits)** *(See General Education)*

**MAHZ115 Muhasebe (Accounting) (3 Credits)** This Course is designed to provide understanding Fundamentals for prospective users of corporate financial information *(This course is given Turkish)*

**MAHZ120 Turistik Destinasyonlar II (Touristical Destinations II) (3 Credits)** The course focuses on the popular international tourist destinations This Course is teaching time differences between countries, special days, customs and cultural specifications. *(This course is given Turkish)*

**MAHZ110 Tur Planlama ve Yönetimi (Tour Planning and Management) (3 Credits)** Aim of this course is to teach students the basic missions of tour operators tour planning, preparing tours, marketing and ticketing. *(This course is given Turkish)*

**MAHZ108 Kat Hizmetleri ve Yönetimi (Housekeeping Departments and Management) (3 Credits)** Studies of the professional management of housekeeping operations. Includes planning, organizing, staffing and control techniques required to assure quality service. *(This course is given Turkish)*

**MAHZ215 Turizmde Güncel Konular (Current Issues in Tourism) (3 Credits)** This Course contains, changes in tourism industry with respect to the changes worldwide are examined. Also about the updated issues of Turkish tourism industry, the new trends and challenges, and new markets to appeal. The interesting topics on Turkish Tourism and latest developments of tourism industry are discussed and analyzed. *(This course is given Turkish)*

**MAHZ116 Seyahat Terminolojisi (Travel Terminology) (3 Credit)** Aim of this course is to teach students the basic Definitions and Abreviationsof Tourism and travels.*(This course is given Turkish)*

**MAHZ217 Tarih ve Turizm (History and Tourism) ( 3 Credit)** Aim of this course, It will be proved that tourism historical processing cause factors many ways that get in conscious. They will be informed in today and future of tourism development. *(This course is given Turkish)*

**MAHZ218 Mezuniyet Projesi (Graduation Project) (2 Credits)** To develop learners' skills of independent enquiry and critical analysis by undertaking a sustained research investigation of direct relevance to their professional development. This course is designed to allow learners to become confident in the use of research techniques and methods. *(This course is given Turkish)*

**MAHZ223 Servis Teknikleri (Service Techniques) (3 Credits)** This course emphasizes what are the main concepts of food and beverage industry facility skills as well as the service rules and their importance. In addition to this, it provides that combining menu, food safety and operation knowledge. This course also includes information about alcoholic and non-alcoholic beverages, preparations for services and basic types of service. *(This course is given Turkish)*

**MAHZ224 Turizm Pazarlaması (Marketing of Tourism) (3 Credits)** This course teaches students how to identify, develop, and promote tourism and hospitality products and services. Issues such as marketing, sales, advertising, and promotion for the tourism and hospitality industry will be explored, a long with basic planning and financial topics. Case studies will be used to illustrate both areas of opportunity and challenge to product development. *(This course is given Turkish)*

**MAHZ Özel İlgi Turları (Special Interest Tours) (3 Credits)** This course teaches students what are the Special interest tourism (SIT) and explain the SIT for the specific interests of groups and individuals. In this case, tourism is undertaken to satisfy a particular interest or need. *(This course is given Turkish)*

## **ELECTIVES**

**MAHZ219 Uluslararası Havayolu Biletleme I (Basic Fares Ticketing I) (3 Credits)** This course designed to prepare students to be staff of the Travel Agencies and also for to obtain “THY Basic Agency Fares and Ticketing” certificate of the Turkish Airlines. *(This course is given Turkish)*

**MAHZ225 Galileo Sistemi I (Galileo System I) (3 Credits)** Teaching Fares and Ticketing system and basic subjects for to obtain Galileo System user certificate *(This course is given Turkish)*



**MAHZ222 Uluslararası Havayolu Biletleme II (Basic Fares&Ticketing II) (3 Credits)** This course designed to prepare students to be staff of the Travel Agencies and also for to obtain “THY Basic Agency Fares and Ticketing” certificate of the Turkish Airlines. At the end of Course, the withstanding students sits for Turkish Airlines’ Examination to obtain certificate (*This course is given Turkish*)

**MAHZ220Galileo Sistemi II (Galileo System II) (3 Credits)** Teaching Automated Reservation system and basic subjects for to obtain Galileo System user certificate. (*This course is given Turkish*)

**KYP001 Kariyer ve Yaşam Programı (Career and Life Programming) (1 Credit)** The purpose of this course is to provide an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages students in the use of critical thinking skills in evaluating their interests, values, skills, and personality in order to understand how personal characteristics influence career choices. (*This course is given Turkish*)

## STUDENT SERVICES

The Office of the Dean of Students at Okan University is established with the aim of supporting the students' social, cultural and sports activities as well as solving their academic problems, contributing to the students' self-improvement by coordinating relevant academic and administrative units.

The Office helps to solve the students' main problems such as those concerning accommodation, dining, transportation; to contribute to the student unions' cultural, artistic and sports activities; and to maximize student involvement in campus activities.

## STUDENT ACTIVITIES UNIT

The Student Activities Unit organizes many events for students during the academic year, such as the academic opening ceremony, Orientation Days, Okan Fest, student parties, writers-singers meetings, and the graduation ceremony.



## • About Student Clubs

Okan University maintains the belief that the education should provide a learning environment that supports professional, cultural, artistic, and sportive activities where all students are encouraged to be actively involved. Students who share similar interests are also encouraged to establish clubs where they can pursue their shared field of activity. There are several Student Clubs at Okan University:

1-2-3 Medicine Club

Administration Club

Anatolian Culture Club

Anatolian Youth Club

Architecture Club

Atatürk's Thought Club

Aviation Club

Child Development Club

Child Rights Club

Cinema Club

Civil Engineering Club

Community Volunteers Club

Computer Engineering Club

Dance Club

Dentist Club

Designing Club

E- sport Club

Finance Club

Folk Dances Club

International Relations Club

Management and Searching Club

Landscape Architecture Club

Law Club

Logistic Club

Motor Sports Club

Music Club

Nature Club

Nutrition and Dietetics club

Okan BJK Club

Okan Fenerbahce Club

Okan Galatasaray Club

Okan Social Club

Okan Trabzonspor Club

Original Thinking and Awareness Club

Poem Club

Psychological Counseling Club

Psychology Club

Public Relations and Advertisement Club



Human Rights Club

IEEE Club



Turkish Club

United Nations Club

# STUDENT SERVICES

- **Accommodation**



Okan University offers accommodation for 1500 students in five fully equipped Residence Halls on its main campus. Students can choose to stay in single, double or four-person rooms. The dormitories have study halls, TV rooms and a medical center. Restaurants and cafeterias serve breakfast, lunch, and dinner. Laundry and cleaning services are also provided.

**Students who wish to make an application to the dorm must bring following documents:**

Residence certificate, copy of birth certificate, one photo, health report (including Hepatit A-B-C and Anti HAVIgm, HbsAg, Anti-Hbs, Anti-Hbc tests).



- **Transportation**

In Istanbul, students are entitled to use all public transport (buses, trams, metro and ferries) at a reduced price with Istanbul Card. The cards are issued by the IETT (Public Transport Company) Also Okan University offers ring services (shuttles) for the students from various places and hours.

- **Dining**

Okan University has high-quality and healthy dining services. There are four dining halls on campus which serve three meals a day. There are five student' canteens on campus which provide hot meals, fast food, hot and cold drinks and snacks. Okan University has various cafes where students can get together with their friends while having their food. There is also a wide selection of restaurants on campus serving a variety of foods.





## • Okan Psychological Counseling and Education Center (OPDEM)

The Dean of Students works in coordination with OPDEM. Psychological counselors at OPDEM provide individual advising to students to help them deal with any academic, emotional or social problems they may experience. Individual advising sessions are free of charge and strictly confidential. OPDEM also organizes seminars and prepares educational materials for the personal development of students, such as improving communication skills, managing time effectively and dealing with stress.

## Health Services

We endeavor to provide high-quality care and improve the health and safety of our students. Okan University has 24-hour doctor, nurse and ambulance services on campus. The university infirmary has got all the basic facilities for routine medical diagnosis and treatment for minor health problems.

## Online Services

### A. STUDENT INFORMATION SYSTEM (OIS – [ois.okan.edu.tr](http://ois.okan.edu.tr) )

The Student Information System (SIS) is an online tool that manages the information related to Okan University Students. Only authorized staff can use SIS to view, update, and report on student records. The system is also connected with other university information systems, and provides necessary information to other software at the university. Students can log into the Student Information System at [ois.okan.edu.tr](http://ois.okan.edu.tr) by using their email username and passwords and carry out the following transactions:

- Official Document Request
- View Transcript Online
- View Other Academic Information
- Choose Courses for Each Semester
- View the Information of Academic Advisor
- Send Message to the Academic Advisor
- View Information of Curriculum
- View Schedule of Classes
- View Grades within the Period
- Calculation of Transcript Grades
- View Class Attendance Records
- View/Update Personal Information



## **B. OKAN LINK BOARD (OLB)**

OLB is an online teaching management system through which lecturers and students communicate and interact with each other. Lecturers can post their syllabi, presentation files, reading material, homework, etc., and use OLB as a virtual classroom to discuss with students either individually or collectively.

They can also send group emails, announcements, keep student files, register course related activities on the calendar and follow students work progress.

Students will have access only to the courses they are registered for. (Registration to OLB is done automatically by the Student Affairs Office or by the lecturer of the course).

Students can access to OLB from any environment that has an internet connection. Access to the system is only possible with a personal user name and password.

### **• Library**

#### **1-Book Loans**

Okan University students, academic and administrative staffs are allowed to borrow books from the library. The ones who do not hold the university card cannot use this service.

Reference books, periodicals, unpublished theses, rare literary works, reserved and course books are not to be borrowed.

Library users failing to return the books on time may not borrow books and/or publications.

**Loan Period:** All users, without exception, are expected to return the books within 15 days. Users may borrow only one book per 15 days.

#### **Inter-Library Loans of Books**

The books and/or publications which are not in stock in our own library will be provided from other universities, within the framework of the conditions determined by the Library Consortium and are available for the use of academic staff.

#### **2- Working Hours**

**Weekdays:** 08:00 – 24:00

**Saturdays:** 11:00– 19:00

**Sundays:** 11:00– 19:00

**Weekdays (during summer /holidays):** 08:30 – 17:30

#### **3- Internet Accessibility**

Okan University enables its library users to make use of 50 computers for internet access to reach the data they are looking for. Additionally, users have the opportunity to access the free wi-fi network from any part of the library. All online students have Access to the University's e-library (<http://www.okan-elibrary.com/>)

## • Career Center

Okan University **Career Center** aims to guide students in gaining self-awareness; to help their career planning; to provide information on business expectations and orient students to jobs which are suitable for their aspirations and studies. To this aim, Career Center, assists students during their studies and monitors and maintains relations with graduate students.

Career Center, through the “Business Life Program” also provides students with internship or part-time job possibilities in companies and business partners, with which cooperation protocols have been signed. Business Life Program enables students improve their self-awareness, make better career choices and get familiar with corporate culture.

Business Life Program is compulsory for all students and has four components: Business Life Course, Preparation for Graduation, Voluntary work or Internship, and Happy Life Courses. Students attending this program, at the end of the fourth year, will be able to measure their weaknesses and strengths; define perspectives about their vocation, competencies and career options; define their personal vision and concept; become familiar with concepts such as motivation, performance and pro-active attitudes. Students will also be able to write an effective CV and have improved interview skills.

### **Part-time Job Placements or Internships**

All students may apply for this program starting from the freshman year. Applications are made to the Career Center personally. Career Center advisors give individual information regarding the program and orient the students in their choices in accordance with their competencies and aptitudes. The matching between the positions available and students is done by the Career Center.

### **CO-OP: Workplace Supported Education Program**

Career Center also cooperates with faculties in “Workplace Supported Education Program (CO- OP). CO-OP is a voluntary program and is currently open to undergraduate students of the Faculties of Engineering and Economics and Administrative Sciences and to the students of Gastronomy department.. The applications are addressed to the Faculty/School coordinator of the CO-OP program and are evaluated and processed by the Faculty boards. Students are awarded with a certificate, issued by their department, upon successful completion of their CO-OP programs.

#### **CO-OP's goals;**

- Familiarize students with workplaces related to their undergraduate programs,
- Enable students to reinforce their knowledge and experience in the field of their studies through practice.
- Improve students' skills for applying theoretical knowledge into work environment.
- CO-OP program provides the students with the possibility of learning professional responsibilities, relations, organization and production processes and using new technologies at their workplace.

**CO-OP's duration and achievement criteria:****Faculty of Engineering;**

Students should complete their CO-OP program in three semesters with an obligation of 40 working days per semester and 120 working days in total.

**Faculty of Economics and Administrative Sciences and Gastronomy Department;**

Students can attend the CO-OP program at the eighth semester of their studies. Minimum duration is 14 weeks. Upon successful completion of the programs students are delivered certificates issued by their departments.



## SPORTS DEPARTMENT



Sports is one of the most important activities in Okan University. The Sports Department plans, organizes and supervises sporting events. It organizes several activities throughout the academic year such as: sports festival, sports competitions between faculties, Okan University streetball tournament.

Students are encouraged to participate in different sports teams representing the University such as basketball, football, volleyball, futsal, canoeing, judo, water polo, swimming, korfbal, American football, chess, and beach volleyball.

Students can compete internally and externally. They can represent themselves and the University in the National and also International University Leagues.



## SPORTS CENTER & SPA

Okan University hosts many sports activities on its indoor and outdoor sports facilities. Our fitness center offers a full line of cardiovascular training equipment including treadmills, stationary bicycles, rowers, arc trainers as well as strength and weight training equipment and functional trainers. Sports center provides personal training service as well.

Sports center also have spinning, aerobic studios where a wide range of group fitness classes are held. And sports center has got a 25 m indoor swimming pool. As an outdoor facility, students can use tennis courts and football pitch. Sports center has got SPA services as well. Students can enjoy sauna, steam room and massage services.



## HAPPY LIFE

Happy Life courses are conducted by the Office of the Dean of Students. The lessons are organized to improve students' sporting, artistic and socio-cultural capabilities.

Students participate in the Happy Life courses according to areas of their interest such as football, basketball, volleyball, swimming, Latin dances, folk dances, music, theatre, art.

Students must attend at least two Happy Life classes until their 6th term and are required to complete them successfully. There is not any written exam required for the Happy Life courses. Students must maintain an attendance of 80 % and actively participate in class to complete the course successfully.



## REGISTRATION

Students, who are entitled to register to a program at Okan University, must complete their registration procedures, either in person or by their official representative, within the deadlines set by the OSYM. The registration documents for ability-to-benefit students are determined by OSYM and the Senate of Okan University.

Only originals or certified copies of documents are accepted for registration. Student's statement deemed sufficient pertaining to information on residence, legal clearance and military obligation. Registration of students who do not submit all required documents, who have presented false or fraudulent documents and information is immediately cancelled.

### Course Registration:

#### Credit and workload:

The credit of a course is calculated by adding weekly number of theoretical course hours to the half of the number of applied work hours (laboratory, field and etc.). For yearly courses, the credit is multiplied by two.

Work load is the total of all the credits that a student takes in one semester. The workload of bachelor students is equal to the semester workload stipulated for the program that they are enrolled in.

Students are permitted to take at the most two more courses in addition to their semester workload.

#### Prerequisite course:

The prerequisite of a course is the course that has to be taken before continuing with the second course. Students cannot register to the courses that they have not succeeded the prerequisite course.

#### **Add/Drop period:**

Students may make changes to their courses that they have registered for within the deadlines stated in the academic calendar.

#### **Withdrawal from a course:**

Students may withdraw from a course within the first seven weeks of the semester, upon the approval of their academic advisor and decision of the faculty board. Rules are as follows:

- a) Bachelor students may withdraw from maximum four courses during their studies. In the first year, withdrawing is not permitted.
- b) Students can not withdraw from the course if they are only registered to one course.

### **CANCELLATION of REGISTRATION (WITHDRAWAL from the UNIVERSITY)**

The registration of a student is cancelled under following circumstances:

- a) If a student files in a petition for an official withdrawal
- b) If a student is dismissed for breach of regulations
- c) If a student does not complete his/her financial and/or academic registration consecutively for four years
- d) When a student registers in another university as a transfer student and student requests the cancellation by presenting an official confirmation of the other university
- e) If a student, who is registered to a program with compulsory language preparation year, fails his courses for two consecutive years and if there is no option for transfer to a Turkish medium program

### **INTERRUPTION of REGISTRATION**

A student may ask for an interruption of his/her registration for one or two semesters. The interruption of registration is permitted with the approval of the relevant executive board and providing that one of the reasons below is applicable to his/her request:

- a) student has a health condition which is certified by health institutions
- b) student proves that his/her regular residence is in a “natural disaster area” by submitting a document from the highest administrative authority of his/her residence.
- c) If a next-of-kin has a serious health condition and that there is no other person to care for the patient
- d) If his deferment from military service is cancelled and he is taken for military service
- e) If student is put under custody or arrested
- f) For all other reasons accepted by the relevant executive board.

Unless there is an emergency, interruption of registration can be demanded until the end of the seventh week of the corresponding semester. The total duration of interruption cannot exceed two years. Maximum duration for consecutive interruption cannot exceed two semesters. Interruption period is not included into total study period. The permitted durations can be extended with the decision of the university executive board.

Student, who is permitted to interrupt their registration for the above mentioned reasons and by the approval of the University Executive Board, has to pay half of the tuition fees for the period of interruption.

Student, who interrupts his/her registration for his main Major, is also considered as interrupted for his other majors and minors.

### **Termination of Interruption**

At the end of the interruption period, students continue their education as before.

Students who have interrupted their registration for health conditions should provide the university with a certificate from a health institution, confirming their aptitude for continuing their studies.

Students should apply for the termination of interruption until the end of the Add/Drop week of the semester concerned.

### **Financial Registration**

Each student, including full scholarship students, must proceed with their financial registration after completing his/her preliminary academic registration at the Students Affairs Office,

1. Students with a full scholarship should also complete their financial registration in order to confirm the scholarship and the terms of the scholarship.
2. Students who have to pay tuition fees must either pay the annual tuition fee in advance or agree on an installment plan with the Finance Office. Tuition fees and installment plans are determined and announced by the Finance Office before the registration periods.
3. Bank or credit card payments are accepted.

### **Payment by Installments:**

- All students must pay 25% of the tuition fee in advance.
  - For the remaining amount, an installment plan must be agreed between the student or his/her legal representative or sponsor and the Finance Office.
  - Each installment plan must be submitted to bank approval.
  - Installment amounts are paid through bank accounts.
4. Finance Office, informs the Students Affairs Office, when the tuition fee is paid or an installment plan is duly approved and signed.
  5. Students Affairs Office completes student's registration upon the approval of the Financial Office.
  6. Each student must renew their financial registration at the beginning of the academic year..
  7. Every year, tuition fees are announced in March for the following academic year.
  8. The Financial Registration should be completed by the end of August.



**REFUND:**

Once the tuition fees are paid, there is no refund possible.

Tuition fee is paid annually. When the payments are made and/or installment agreements are signed, financial registration will be finished. Any kind of refund is not allowed when the financial registration is completed.

Students registered in a program requiring a special skills test will be reimbursed 50% of their tuition and fees if there are centrally placed as well in a program at another university.

# GRADING

## KEY TO TRANSCRIPT

Okan University letter grades and their corresponding values must read as in the following:

Letter Grade	Grade Points
AA	4.00
BA	3.50
BB	3.00
CB	2.50
CC	2.00
DC	1.50
DD	1.00
*FD	0.50
FF	0.00
VF	0.00
*D	0.00

Grades Not Factored into GPA	Temporary Grades
Y - Fail	E - Incomplete
B - Pass	
M - Exempt	

\* **(D)** This grade is given to students who fail to earn the right to participate in exams due to an excessive number of absences or the failure to meet other conditions mandatory to the course. The letter grade of (FF) is factored into the grade average of students who receive this grade.

**(VF)** This grade is given to students who fail to earn the right to participate in exams due to an excessive number of absences or failure to meet other conditions mandatory to the course. The letter grade of (FF) is factored into the grade average of students who receive this grade

**(B)** This grade is given to students who successfully complete the courses for which grades are not factored into the final grade.

**(Y)** This grade is given to students who fail to successfully complete the courses for which grades are not factored into the final grade.

**(E)** This grade is given to otherwise successful students who fail to meet some certain course requirements. Students who receive an (I) must fulfill the remaining requirements within one month after the course instructor has turned in the grades. Otherwise, the grade of (I) will automatically become (FF).

**(M)** This grade is given for courses from which the student is exempt because he/she has already taken an equivalent accredited course at a different university; equivalency being subject to approval by the university board of directors.

**(R)** Repeated course

**(T)** Transfer course. (Transfer courses are factored into the grade point average.)

**(ÖD)** Courses taken as part of a student exchange program.

**(ERA)** Courses taken as part of the Erasmus program.

**(SPA)** The semester point average is calculated by multiplying the total credit hours for enrolled lessons in each semester with the relevant grade coefficients, and then dividing the total thus obtained by the total number of credit hours for the semester.

**(GPA)** The grade point average is calculated by multiplying the total number of credit hours with the grade coefficients for all the courses the student enrolled in—from the first semester of the freshman year to the final semester of the senior year—and then dividing the total thus obtained by the total number of credit hours.

\* FD and D grades are not applied in reference to the regulations on vocational and undergraduate education and assessment policy of the university published in the Official Gazette on Nov. 23, 2012.

## **Definition of a Unit of Credit**

An academic credit is the unit of measurement for the academic load of a course. It is equivalent to 15 hours of lecture or 30 hours of practice. Each hour of class is 50 minutes. Once the student receives a satisfactory grade for the course, credits are granted.

## **Overload**

Students are allowed to take 2 extra courses per semester. Senior students (students completing 60% of the total required credits for the enrolled program is considered a senior student), and the students enrolled in a Double Major Diploma program may take additional courses, if approved by the faculty executive committee.

## **ATTENDANCE**

Students are liable to attend every course, practical and laboratory work of the program they are enrolled at and take the exams and participate in academic work required for achieving the course. Students who do not attend a minimum 70% of the theoretical courses and 80% of the practical courses will be considered as absent for the related course. Students who do not meet the mandatory minimum requirement of attendance will fail the course. Students who fail a course for not fulfilling minimum attendance requirement are obliged to meet the attendance requirement when they re-take the course.

## **GRADUATION REQUIREMENTS**

Students must successfully complete all courses and other programme requirements, and have a minimum GPA score of 2.00 out of 4.00.

Bachelor degree students who have completed all courses and other program requirements and have a minimum of 3.50 GPA score at the end of the seventh semester are entitled for early graduation.

## **DEGREE HONORS and DISTINCTIONS**

Students who have a graduation GPA of 3.00-3.49 are awarded Honors Degree and those who have a 3.50 GPA score are awarded by High Honors Degree.



## **SATISFACTORY ACADEMIC PROGRESS**

The Satisfactory Academic Progress (SAP) policy fulfills the requirements expressed by the Accrediting Council for Independent Colleges and Schools (ACICS). Students must maintain a satisfactory level of academic progress toward completing a degree in order to remain enrolled at the University.

SAP serves for two main purposes:

- a. Course success rate
- b. Program success rate

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Student Affairs Office generates and monitors respective SAP reports. After grades are posted, student cumulative grade point average (GPA) per semester and Rate of Progression are calculated to determine if a student is making Satisfactory Academic Progress.

### **Qualitative Measurement**

Qualitative measurement is determined by a student's grade point average (GPA). The students have to get a minimum grade of Pass or DD or better. The baseline rate is 1.75 out of 4.0 scale. Those students that fall behind 1.75 GPA and/or CGPA are monitored and an SAP status of warning notification is displayed via the student affairs software.

### **Quantitative Measurement**

The following criteria are quantitative minimum standards of satisfactory academic progress by the University or the Higher Education Council:

- a. Students are obliged to complete two-year associate degree program in maximum four years, four-year undergraduate program in maximum seven years and five-year undergraduate program in maximum eight years and six-year undergraduate programs in maximum nine years regardless of enrolling for every term as starting from the term of classes of program they enrol except one-year foreign language preparation class. Term of preparation class is maximum two years. The students are not dismissed due to not paying tuition within maximum periods and not reregistering. However, students may be dismissed if tuition is not paid for four years successively and not registered with the resolution of authorized boards of the university and board of higher education.
- b. Course load is the total credit of a student's credit that he or she has taken in any semester. Associate degree and degree students' normal course loads that they are registered in fall and spring semesters are the relevant semester's course load. The maximum amount of course credits allowed within a semester is 2 courses.
- c. The student has to primarily take the courses he or she has failed with FF, VF. Students who haven't failed from previous semesters and with a GPA 3.00 and above can take one course from upper semester.
- d. The main requirements for graduation from a program are; to ensure a CGPA of 2.00 out of 4.0 by each student upon graduation and also to successfully complete total credit hours of the program while some programs may also require extra graduation requirements i.e. internship, etc.
- e. Grade improvement result is to be the final grade in the academic records.
- f. If the students cannot get a GPA of 2.00 even though they pass the grade enhancement exam, they are allowed to take any grade enhancement exam they want again in a period of month following the next resit exams. For undergraduate students, a GPA of 2.00 is equivalent to a range of 43-53 with

respect to a scale of 0-100. For graduate students, a GPA of 2.00 is equivalent to a range of 70-74 with respect to a scale of 0-100.

- g. Students who cannot get enough cumulative grade point for the graduation after the single course exam can register to one or more courses in the proceeding term/year.
- h. Rate of Progression (ROP): All students must pass at least 67% of all attempted credit hours with a grade of Pass or DD or better. Attempted credit hours will include all campuses and continuing education and transfer hours accepted by any other college or university.

## **ACADEMIC SAP POLICY**

Academic SAP reports are generated at the end of each term for each student. The CGPA and ROP must be at or exceed the benchmark associated with the evaluation interval. Evaluation intervals are based on the total attempted credits. Attempted credits include transfer credits, credits by exam, previous experience credit, and failed courses. The CGPA includes failed courses and the ROP calculation includes transfer credits, credits by exam, previous experience credit, and failed courses.

If a student does not meet the CGPA and/or ROP benchmarks at the end of the term, the student is placed on a SAP status in the subsequent term.

# **ATTENDANCE AND TARDINESS POLICY**

## **Attendance Policy:**

Students are liable to attend every course, practical and laboratory work of the program they are enrolled and to take the exams and participate in academic work required for achieving the course. Student attendance to all courses is compulsory. Students who do not attend a minimum 70% of the theoretical courses and 80% of the practical courses will be considered as absent for the related courses. Students who do not meet the mandatory minimum requirement of attendance will fail the course. Students who fail a course for not fulfilling minimum attendance requirement are obliged to meet the attendance requirement when they re-take the course.

## **Tardiness Policy:**

Students are permitted to arrive to the class in the first 15 minutes after the scheduled start of the course; extension of tardiness time is in instructor's discretion.

## DISTANCE EDUCATION

Okan University is a leading university in supporting diversity in education. Okan University Distance Education Center (UZEM) was established in 2009. Through the use of advanced technologies, our center aims to provide ubiquitous education activities by which students have the chance to obtain Associate's, Bachelor's and Master's degrees. We continue to expand our education services through diversifying and increasing our innovative service quality.

Our center currently supports the following programs and courses:

Vocational Programs	School	Graduate Programs	Undergraduate Courses
<ul style="list-style-type: none"><li>• Occupational Health and Safety</li><li>• Local Governments</li></ul>		<ul style="list-style-type: none"><li>• Executive MBA</li><li>• Accounting and Auditing</li><li>• Banking</li><li>• Real Estate Finance and Valuation</li><li>• Logistics Management</li></ul>	<ul style="list-style-type: none"><li>• Ataturk's Principles and History of Revolution I (Required Courses)</li><li>• Ataturk's Principles and History of Revolution II (Required Courses)</li></ul>

Online education at Okan University refers to learning through courses that deliver 100 % of instruction fully online and require a mandatory visit to the campus just for final exams holding in each semester.

Interaction mode is synchronous. All students join the instructor for online class meetings at a set time from different locations and courses are delivered through teleconferencing tool called ALMS (Advancity Learning Management System). In case of any problem, the instructor shares recordings of the online meetings with the students for future viewing. In addition to this, if a student has a software programme allowing using microphone and camera, he or she can attend the course interactively. Otherwise, the student can attend the course just as an observer but can use the chatting application. Courses will be recorded automatically.

Our distance education courses are delivered in a variety of formats. Distance learning master programs have a specific start and end date in fall, spring and summer terms. Distance learning vocational school programs have a given start and end date in fall and spring terms.

In our programs, the instructors give lecture through video conferencing system where they can upload presentations and can communicate with students by using the camera and microphone devices. Video conferencing is a technology that enables students at Okan University Distance Education Academic Learning System website (<http://eders.okan.edu.tr>) to see, hear and write each other and their instructors in real time at virtual classroom. Therefore, the system should support multiple cameras, microphone connections and multiple sessions simultaneously.

Students can ask questions on discussion boards and can send message to their instructors through internal messaging system accessed through ALMS. ALMS allows students and instructors to share announcements, create and conduct surveys, upload academic calendar and work in every web browser.

For the exams, the student should appear on the scheduled date and time. In this regard, they need to visit the URL <http://eders.okan.edu.tr> and log in with their user name and password. After the system verifies the username and password, all applicable exam subject names are displayed on “Main Page” menu and the student can start the exam by clicking on the exam subject name. The online exam will be available only on scheduled day and time. The student can finish the test on time. When time is up, the test will be submitted and closed automatically. All midterm examinations will be on a randomized question cycle. If our students experience technical difficulties during an online exam, technical support is given online through e-mail (master.uzem@okan.edu.tr for master students; myo.uzem@okan.edu.tr and lisans.uzem@okan.edu.tr for undergraduate students). If due to any reason, the computer shuts down or the exam window gets closed, the students can re-login and click on the exam subject and can continue with the exams.

Online exams are time logged. The students are responsible for monitoring his or her time. Instructors will know exactly how much time students spend taking the exam and if they stay within their time allowance.

### **Minimum Hardware requirements:**

- Broadband connection of  $\geq 3$  Mbps download, 20 GB quota per month.
- A laptop or desktop computer is required.

### **Minimum Software requirements:**

- Windows or Macintosh operating system
- Adobe Flash Player (newest version)

Available at <http://get.adobe.com/flashplayer/>

- Web browser (Mozilla, Internet Explorer, Google Chrome...) and Java (newest version)

Available at <https://java.com/tr/download/>

For mobile devices, Android 3 or newer operating system.

### **Monitoring of Examinations**

All online students will be required to submit a notarized photocopy of identification (driver's license, etc.) at the beginning of in-class final examinations.

### **Support services**

- technical assistance
- e-mail groups
- forums
- help desk monitor

# SCHOLARSHIPS

**University Entrance Scholarships:** Students placed in Scholarship Programs at Okan University by OSYM (Student Selection and Placement Center) according to their scores in the entrance examination are exempt from tuition fee. These scholarships are non-refundable and valid for 3 years in two-year associate degree programs, for 5 years in four-year undergraduate programs, for 6 years in five-year undergraduate programs, and for 7 years in six-year undergraduate programs.

**Board of Trustees Honors Scholarship:** This merit-based additional scholarship is given to students who are placed in %100 Scholarship Programs at Okan University. Students placed in top 1000 (for language scores-based programs, top 100), in the nation-wide entrance exam, are provided with a monthly cash stipend for academic year (8 months), + Free room and board.

**Success Scholarships:** Except for Preparatory Year students, tuition fee discounts at the rate of %10 to %40 in tuition fee are given to students in associate and undergraduate program who have completed their first two-years with grade point averages of 3.60 and above on a 4.0 point scale.

**Preference Scholarships:** Except for some programs stated in OSYM Preference Guide, following preference scholarships are granted to students who register in our paid programs as their first, second or third choice in the university preference form.

1.%50 tuition fee discount for first choice

2.%40 tuition fee discount for second choice

3.%30 tuition fee discount for third choice

**Athletic Scholarships:** In the branch of sports determined by the Board of Trustees, 3 %100 scholarships and 4 %50 scholarships are given to national team members. Candidate students are required to submit document in writing that they are national athlete in last two years from their perspective federations. Monthly cash stipends are given for those who have been champion in national, international and inter-collegiate competitions for academic years (8 months) from beginning of the following academic year.

**Disability Scholarships:** Full scholarships are given to 3 disabled students placed in one of our university programs .

**Other:** Okan University awards additional tuition waivers at the rate of 10% to spouses and children of martyrs, veterans and educators.

# TRANSFER STUDENTS:

## **I- Inter-Institutional Transfers:**

Inter-Institutional transfers can be made between the programs of the same diploma level and on the basis of the rules and quotas determined by the Turkish Higher Education Council.

Students applying for an Inter-Institutional Transfer should either have a cumulative GPA of minimum 60 out of 100, or have obtained a Central Higher Education Placement Exam (ÖSYM) score which is equal or higher the score necessary for the program they are applying for.

The quotas, application and evaluation calendar of inter-institutional transfers are announced on the THEC website.

Students applying for a partially or totally English medium program should either take the English proficiency exam and obtain the required score, or should present a national or international exam result with the required score.

## **II- Transfers from Foreign Universities**

Students of foreign universities applying for a transfer should also comply with the above mentioned, inter-institutional transfer regulations. Students, who have a valid Central Higher Education Placement Exam result, can apply for transfer and are exempt from the minimum GPA requirement for application. These students are not considered within the foreign student transfer quotas.

## **III- Transfer between programs or faculties or schools**

The rules and regulations monitoring the transfers between programs or between faculties, schools, conservatories or vocational schools are determined by the relevant executive bodies. The transfer quotas that are decided by the relevant executive bodies may not exceed the 15% of the quotas published in the ÖSYM student guide book.

The ÖSYM Exam score of students who want to transfer to programs requiring a different kind of ÖSYM Exam category must have either an equal or a higher score than the minimum score required by any Turkish HEI.

## ACADEMIC ROSTER

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