



ADIYAMAN UNIVERSITY
BESNI ALI ERDEMOGLU VOCATIONAL
SCHOOL
DEPARTMENT OF MANAGEMENT AND
ORGANIZATION

2006
INTRODUCTION BOOKLET

2025-2026

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Our department

The Department of Management and Organization continues its academic activities within the structure of Besni Ali Erdemoglu Vocational School, which was established in 1997 under Gaziantep University and became part of Adiyaman University in 2006.

Head of Department

Assoc. Prof. Mert OZGUNER

Vice Head of the Department

Lec.Dr. Cahit ÖZTÜRK

Academic Staff

BUSINESS MANAGEMENT PROGRAM

Assoc. Prof. Mert ÖZGÜNER

Asst. Prof. Dr. Mustafa İsmail ERTÜRK

Asst. Prof. Dr. Kadir AYDIN

Asst. Prof. Dr. Burcu TEMEL

Lec.Dr. Cahit ÖZTÜRK

Department Secretary

Yusuf DOGAN

About Our Department

Within the scope of this program, courses that directly or indirectly impact students' economic and social lives are offered both theoretically and practically. In addition to general business subjects, students receive instruction in Accounting, Law, Information Processing and Technology, Communication Techniques, Marketing, Sales Techniques, Financial Planning and Control, Human Resources Management, Managerial Accounting, and Foreign Languages. Moreover, at the end of the fourth semester, students are required to complete a compulsory internship in the sector, lasting 20 working days.

2006

Purpose of Our Department

The main purpose of the department is to train skilled, knowledgeable, and qualified personnel to meet the workforce needs of businesses aiming to compete in specific markets. Additionally, one of the department's objectives is to educate students about the internal organization and operations of enterprises, public institutions, and private sector organizations. Students are also informed about how to plan and control the resources required in business life.

Admission and Graduation Requirements

To be admitted to the program, students must hold a high school diploma or an equivalent qualification and meet the requirements set by OSYM in accordance with the relevant regulations of the

Council of Higher Education (YOK). Placement into

the program is based on the results of the exam conducted by OSYM.

To graduate, students must successfully complete all courses in the curriculum, totaling 120 ECTS credits. Upon fulfilling these requirements, graduates are awarded an Associate Degree in Business Administration.

Transition to Higher Degree Programs and Job Opportunities

Students who successfully complete the program have the opportunity to transfer to four-year undergraduate programs through the Vertical Transfer Exam (DGS). They may continue their education in departments such as Business Administration, Economics, Public Administration,

Labor Economics and Industrial Relations, and Econometrics within Faculties of Economics and Administrative Sciences (FEAS).

Graduates can find employment as intermediate staff in various areas of the business world and service sector. These areas include business operations, customer relations, call centers, retail, marketing, finance, accounting, banking, insurance, public relations, human resources, industry, and trade — both in the private and public sectors.

Program Outcomes

1. To possess knowledge and skills in a specific field built upon the qualifications gained through general or vocational secondary education, supported by post-secondary courses and practical tools and materials; and to demonstrate an understanding of the fundamental concepts in that field.

2. To be able to identify, collect, and utilize the data necessary for solving well-defined problems in a business environment; and to demonstrate the ability to apply theoretical knowledge, manual, and/or cognitive skills in practical settings.

3. To be able to clearly communicate business plans and practices to colleagues, supervisors, and the individuals or groups they serve, and to demonstrate effective teamwork skills.

4. To demonstrate the ability to learn independently and apply acquired knowledge in fields related to business.

5. To demonstrate the ability to identify problems and seek solutions for unforeseen situations in the business context.

Highest and Lowest Placement Scores

According to the 2024 OSYM placement results announced by the Directorate of Assessment, Selection, and Placement (OSYM), the student with the highest score placed in the department achieved a score of 304.05, while the student with the lowest score placed in the department achieved 242.34. All 30 available student slots have been filled, and 113 students are currently continuing their education in the department.

Course Catalogue

Programme details, individual credits gained and grades/marks obtained:

Code	Course Name	C/E	Nat. Crd.	Grade	ECTS
Semester 1					Total Semester ECTS : 30
BHS 117	Mathematics	C	3		4
BHS 115	GENERAL ECONOMY	C	3		3
BHS 119	GENERAL LAW INFORMATION	C	2		3
YD 101	Foreign Language I	C	3		3
TD 101	Turkish Language I	C	2		2
BHS 101	GENERAL BUSINESS	C	3		3
ALT 101	Atatürk's Principle and Reforms I	C	2		2
BHS 105	Keyboard Techniques	C	3		4
BHS 111	Introduction to Scientific Research	C	2		2
BHS 107	Office Management	C	3		4
Semester 2					Total Semester ECTS : 30
BHS 112	PROFESSIONAL ETHICS	C	2		4
BHS 110	Keyboard Techniques II	C	3		4
YD 102	Foreign Language II	C	3		3
TD 102	Turkish Language II	C	2		2
BHS 108	Business Skills Group work	C	2		3
BHS 102	Meeting and Presentation techniques	C	3		4
ALT 102	Principles of Atatürk and History of Revolution II	C	2		2
BHS 106	Multimedia Applications	C	3		4
BHS 104	Computer and Office Programs	C	4		4
Semester 3					Total Semester ECTS : 30
BHS 217	Professional Foreign Language I	E	2		2
BHS 211	Public Relations	C	2		2
ST 201	Internship I	C	0		4
BHS 231	DICTION	E	2		2
BHS 209	Management And Organization	C	2		4
BHS 203	Protocols and Rules of Social Behavior in the Business Environment	C	3		5
BHS 201	Public and Private Sector Structure	C	3		3
BHS 207	Business Correspondance	C	3		5
BHS 205	Using of Technology	C	3		3
Semester 4					Total Semester ECTS : 30
BHS 216	Human Resources Management	C	3		3
BHS 212	Database Management Systems	C	3		3
BHS 218	Professional Foreign Language II	E	2		2
ST 202	Internship II	C	0		4
BHS 220	Organizational Behavior	E	3		4
BHS 204	Filing and archiving	C	3		4
BHS 202	Executive Assistance	C	3		4
BHS 206	Business and Social Security Law	C	2		2
BHS 210	Elective	C	2		2
BHS 208	Information Management	C	2		2

C : Compulsory ; E : Elective

Besni Ali Erdemoglu Vocational School

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