



ADIYAMAN UNIVERSITY
BESNİ ALI ERDEMOĞLU
VOCATIONAL SCHOOL
DEPARTMENT OF COMPUTER TECHNOLOGIES
COMPUTER PROGRAMMING PROGRAM

INTRODUCTORY BOOKLET

2025-2026

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Our Department

Our department was established in 1997, affiliated with Gaziantep University Besni Vocational School, and started accepting students in the 1998-1999 academic year. With the opening of Adiyaman University in 2006, the college transferred to Adiyaman University. Our department continues to serve within Adiyaman University Besni Ali Erdemoğlu Vocational School.

Head of Department

Asst. Assoc. Dr. Hüseyin KUTLU

Deputy Head of Department

Lecturer Akin DOĞRU

Academic Staff

Asst. Assoc. Dr. Hüseyin KUTLU

Lecturer Akin DOĞRU

Department Secretary

Yusuf DOĞAN

Mission & Vision Mission

Mission

As the Computer Programming Program of the Department of Computer Technologies, we aim to raise qualified individuals who develop creative and analytical thinking skills, have ethical values, and meet the needs of the sector by using contemporary information and technologies. We aim to contribute to society by producing innovative solutions in the field of information technologies through our education and research

Vision

As the Computer Programming Department, we aim to be a nationally and internationally recognized, leading and preferred educational institution in the field of information technologies. With the quality education we offer to our students, we want to ensure that our graduates reach leading positions in the sector and continue our education and research activities with the understanding of continuous development.

The Importance of the Department of Computer Technologies Computer Programming Program

Computer Programming Program is of great importance in today's rapidly digitalizing world. This program aims to provide students with in-depth knowledge and skills in areas such as software development, data analysis, network and system, cyber security, artificial intelligence and information technology management.

Training a Qualified Workforce: The Computer Programming Program trains innovative and solution-oriented professionals who can keep up with rapid changes in the sector. Graduates have the opportunity to pursue careers in various fields such as computer, software, artificial intelligence engineering, data science and network management.

Future Preparation: The program ensures that students are prepared for future technological developments. With constantly updated curricula and hands-on training, students are informed about the latest trends and technologies in the industry when they graduate.

Why Computer Technologies Department Computer Programming Program?

1. Wide Career Opportunities: Computer Programming Program offers its graduates wide career opportunities in various fields such as software development, data analysis, cyber security, network and system management and artificial intelligence. This program enables students to master the most up-to-date technologies in the industry.

2. Applied Training: Our program is supported by practical training as well as theoretical knowledge. Students gain real-world experience through laboratory studies, project-based learning and internship opportunities.

3. Innovative and Current Curriculum: Since computer technologies are a rapidly developing field, our curriculum is constantly updated. Students learn about the latest programming languages, tools and technologies

4. Research and Development Opportunities: The Computer Programming Program offers students the opportunity to take part in research and development projects. In this way, students have the chance to produce innovative solutions and contribute to technological developments.

Job Opportunities for Our Graduates

Our Computer Programming Program graduates have a wide range of job opportunities. Students who graduate from our program have the opportunity to pursue a career in various positions in the information technologies sector. These positions are listed below:

1. Software Developer: Our graduates can work as software developers in software development companies or Information Technology (IT) departments of large companies. They can specialize in developing web, mobile and desktop applications.

2. Data Analyst: Our graduates can work as data analysts in various organizations. In this position, they help businesses make strategic decisions by analyzing data.

3. System and Network Administrator: Our graduates who have knowledge of computer networks and system management can work as system and network administrators. They manage and secure the IT infrastructure of companies.

4. Cyber Security Expert: Our graduates can work as cyber security experts in organizations. They are

responsible for protecting companies' digital assets and taking precautions against cyber threats.

5. Project Manager: Our graduates who improve their management skills in information technology projects can work as project managers.

6. Academic Career: Our graduates can be placed in undergraduate programs such as Software, Computer, Forensic and Artificial Intelligence Engineering, and Teacher of Technologies with the DGS exam.

7. Artificial Intelligence Expert: Our graduates can work as artificial intelligence experts in companies. They can specialize in this field

8. Entrepreneurship: Our graduates who want to start their own business can develop innovative projects by establishing technology-based start-ups. By taking part in the entrepreneurship ecosystem, they can realize their own business ideas. They can provide consultancy services in companies that provide consultancy services or independently. They provide consultancy to companies on IT strategies, software solutions and cyber security.

Our Highest and Lowest Placement Scores According to Central Placement

According to the YKS placement results announced by the Measurement, Selection and Placement Center in 2023, students were placed in our department with the lowest TYT score of 260.32699 points and 1,442,027 rankings. All 40 student quotas in total have been filled. 80 students continue their education in our department. You can view detailed information on YÖK's web page with the link address <https://yokatlas.yok.gov.tr/onlisans.php?y=100290116>.

Our Course Structure

1.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
AlİT 101	ATATURK'S PRINCIPLES AND HISTORY OF TURKISH REV.-I	2+0+0	Compulsory	2
BBP 101	MATHEMATICS	2+1+0	Compulsory	6
BBP 105	GRAPHICS AND ANIMATION - I	2+1+0	Compulsory	4
BBP 111	ALGORITHM AND PROGRAMMING	3+1+0	Compulsory	5
TD 101	TURKISH LANGUAGE-I	2+0+0	Compulsory	2
YD 101	FOREIGN LANGUAGE (ENGLISH)-I	2+0+0	Compulsory	3
SEÇ I	Elective I	2+1+0	Elective	8
Total ECTS				30

Course Groups				
BBP 121	SOFTWARE INSTALLATION AND MANAGEMENT	2+1+0	Elective	4
BBP 123	OFFICE SOFTWARES	3+1+0	Elective	4
BBP 125	BASC ELECTRIC AND ELECTRONIC	3+1+0	Elective	4
BBP 127	CAREER DEVELOPMENT PLANNING AND MANAGEMENT	2+1+0	Elective	4

2.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
AlİT 102	Principles of Atatürk and History of Revolution II	2+0+0	Compulsory	2
BBP 102	PROFESSIONAL MATHEMATIC	3+0+0	Compulsory	4
BBP 104	FUNDAMENTALS OF WEB DESIGN	2+1+0	Compulsory	3
BBP 106	DATABASE-I	3+1+0	Compulsory	4
BBP 108	VISUAL PROGRAMMING - I	3+1+0	Compulsory	4
TD 102	Turkish Language II	2+0+0	Compulsory	2
YD 102	Foreign Language II	2+0+0	Compulsory	3
SEÇ.I	Elective I	2+1+0	Elective	8
Total ECTS				30

Course Groups				
BBP 122	COMPUTER HARDWARE	2+1+0	Elective	4
BBP 126	ETHICS AND PROFESSIONAL ETHICS	1+1+0	Elective	4
BBP 130	e-COMMERCE PROGRAMING	3+1+0	Elective	4

3.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
BBP 201	NETWORK BASICS	1+1+0	Compulsory	3
BBP 203	OBJECT ORIANATED PROGRAMMING	3+1+0	Compulsory	4
BBP 205	INTERNET PROGRAMMING	3+1+0	Compulsory	4
BBP 207	DATABASE-II	3+1+0	Compulsory	5
BBP 209	VISUAL PROGRAMMING II	3+1+0	Compulsory	4
BBP 211	PROFESSIONAL FOREIGN LANGUAGE - I	1+1+0	Compulsory	2
ST 201	INTERNSHIP I	1+1+0	Compulsory	4
SEÇ-I	Elective I	1+1+0	Elective	4
Total ECTS				30

Course Groups				
BBP 221	OPEN SOURCE CODE OPERATING SYSTEM	1+1+0	Elective	2
BBP 225	Software Architectures	1+1+0	Elective	2
BBP 227	KEYBOARD TECHNIQUES	1+1+0	Elective	2

4.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS

BBP 202	SYSTEM ANALYSIS AND DESIGN	3+1+0	Compulsory	5
BBP 204	SERVER OPERATING SYSTEM	3+1+0	Compulsory	5
BBP 206	VISUAL PROGRAMMING-III	3+1+0	Compulsory	4
BBP 208	PROFESSIONAL FOREIGN LANGUAGE (ENGLISH) - II	1+1+0	Compulsory	2
ST 202	INTERNSHIP II	1+1+0	Compulsory	4
SEÇ_I	Elective I	2+1+0	Elective	8
SKS	ELECTIVES	2+1+0	Elective	4
			Total ECTS	32
Course Groups				
BBP121	SOFTWARE INSTALLATION AND MANAGEMENT	2+1+0	Elective	4
BBP 122	COMPUTER HARDWARE	2+1+0	Elective	4
BBP 123	OFFICE SOFTWARES	3+1+0	Elective	4
BBP 125	BASC ELECTRIC AND ELECTRONIC	3+1+0	Elective	4
BBP 126	ETHICS AND PROFESSIONAL ETHICS	1+1+0	Elective	4
BBP 127	CAREER DEVELOPMENT PLANNING AND MANAGEMENT	2+1+0	Elective	4
BBP 130	e-COMMERCE PROGRAMING	3+1+0	Elective	4
BBP 221	OPEN SOURCE CODE OPERATING SYSTEM	1+1+0	Elective	2
BBP 222	QUALITY ASSURANCE AND STANDARTS	3+0+0	Elective	4
BBP 225	Software Architectures	1+1+0	Elective	2
BBP 226	RESEARCH METHOD AND TECHNIQUES	2+1+0	Elective	4
BBP 227	KEYBOARD TECHNIQUES	1+1+0	Elective	2
BBP 228	MOBILE APPLICATION DEVELOPMENT	3+1+0	Elective	4
BBP 230	ENTREPRENEURSHIP	3+1+0	Elective	4
SKS 232	PHYSICAL EDUCATION	1+1+0	Elective	2
SKS 234	MUSIC	1+1+0	Elective	2
SKS 236	PICTURE BUSINESS	1+1+0	Elective	2
SKS 238	FOLK DANCES	1+1+0	Elective	2
SKS 240	HISTORY OF ART	1+1+0	Elective	2
SKS 242	HISTORY OF SCIENCE	1+1+0	Elective	2
SKS 244	TİYATRO SANATI	1+1+0	Elective	2
SKS 246	SIGN LANGUAGE	1+1+0	Elective	2
SKS 248	COMMUNICATION TECHNIQUES	1+1+0	Elective	2

Our Activities as the Information Management Program of the Department of Computer Programming

Various events are organized in our department, and conferences and course programs are organized by well-known people in the industry or experts in their fields in order to increase the qualifications of students in their field. In addition, promotional and trip activities are organized for students in order to follow sectoral developments more closely. In addition, our faculty members and staff carry out presentations and other activities on various topics for department students.

BESNİ ALİ ERDEMOĞLU VOCATIONAL SCHOOL

DEPARTMENT OF COMPUTER TECHNOLOGIES
COMPUTER PROGRAMMING PROGRAM

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ADIYAMAN UNIVERSITY
BESNİ ALİ ERDEMOĞLU
VOCATIONAL SCHOOL
DEPARTMENT OF COMPUTER
USAGE
DESCRIPTION BOOKLET

2006

2025-2026

CONTENTS

- Department of Computer Usage
- Mission & Vision
- Importance of Departments of Computer Usage
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- Highest and Lowest Placement Scores According to Central Placement
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- Activities

Department of Computer Usage

It is aimed to train intermediate manpower with a combination of knowledge and technology knowledge to meet the needs of economic and financial sectors. It is aimed to provide students who graduate from this program, which will provide education for 2 years, as trained and qualified intermediate staff for the economic and financial sectors, private or public institutions.

Our program aims to provide quality education to its students, to encourage research activities, to develop individuals who develop themselves in their fields by producing science, who are participatory, sharing, professionally competent, contribute to the cooperation of university - industry - public in our district and region, respectful to social values, and to create a scientific culture. It started education by taking students in the 2008-2009 academic year.

Head of Department

Doç. Dr. Önder ŞANLI

Vice Chair

Öğr. Gör. Dr. Tuncay CİGAL

Academic Staff

Information Management Program

Doç. Dr. Önder ŞANLI

Öğr. Gör. Dr. Tuncay CİGAL

Öğr. Gör. Dr. Ruziye ÖZSOY

Öğr. Gör. Hasan Hüseyin BOZ

Öğr. Gör. Burak YILMAZSOY

Department Secretary

Yusuf DOĞAN

- **Mission & Vision**

Mission

To provide students with a modern and high quality education, to encourage research activities, to produce science with liberal thinking, with a participatory, sharing and professionally competent academic staff to give a knowledge and technology combined education, to meet the workforce needs of the economic and financial sectors, to raise individuals who can foresee the future, who is able to lead to the training of intermediate manpower, who can contribute to the cooperation of the university-industry-public in our district and region, individuals who respected to social values and create scientific culture.

Vision

To raise individuals who are loyal to Atatürk's principles, modern, dynamic, free-thinking, self-confident and responsible. In addition, it is to be one of the leading Information Management programs in Turkey sensitive to technological developments, train intermediate staff in accordance with the expectations of the society and the market, incorporating faculty members who adopts the principles of total quality management and to be preferred in the region with their education and research quality.

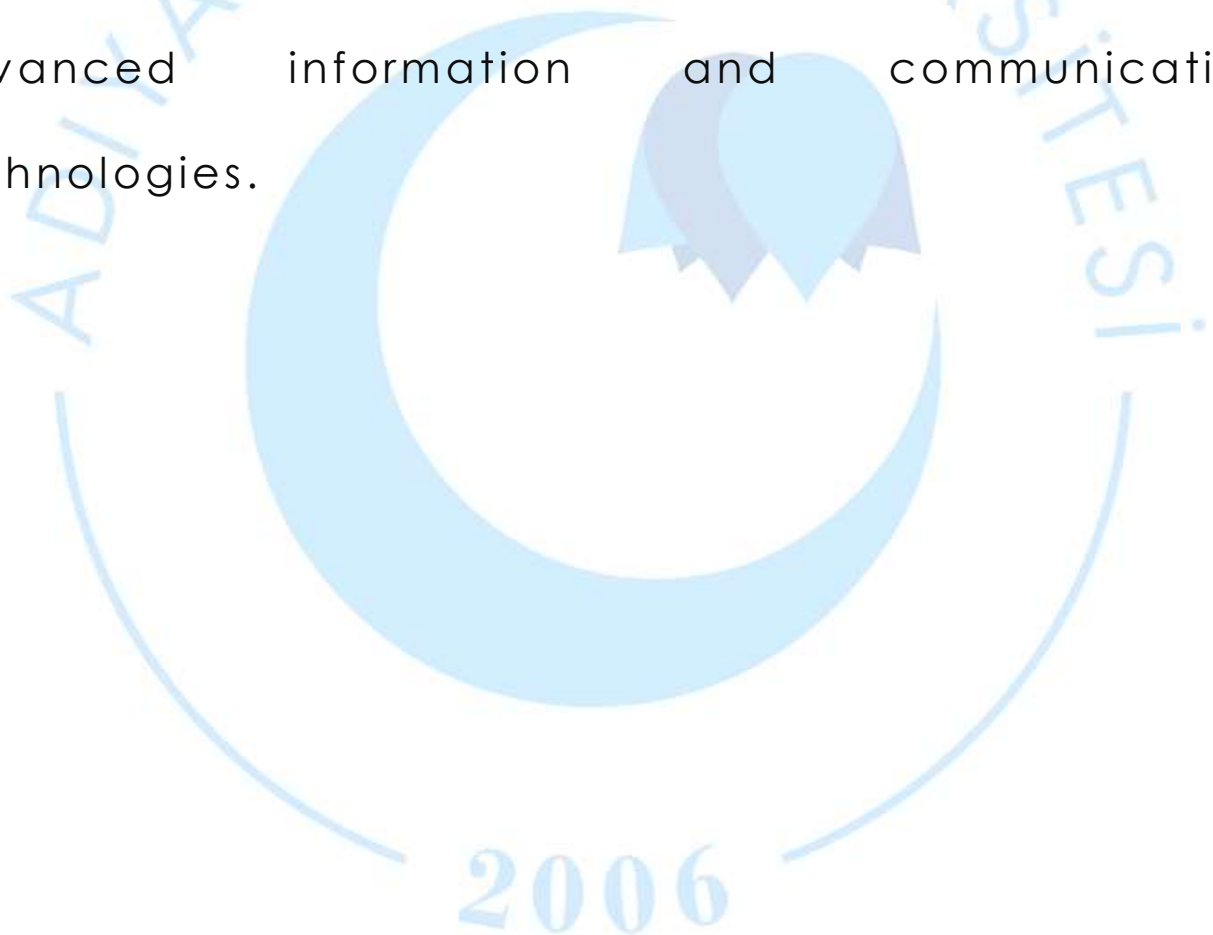
2006

Importance of Departments of Computer Usage

Since the Information Management program is a unifying field between different disciplines such as instructional design, development and learning, and computer science, it is one of the developing fields that are needed in our country in recent years. The main purpose of the Information Management program is to train a middle-level workforce who is well acquainted with information technologies and has the ability to process corporate information with new technologies by using up-to-date software effectively and efficiently. In addition, it is aimed to provide the students who prefer the program with the ability to create, organize, transmit, present, share, question and produce solutions to the problems of storing information in businesses by using modern information processing and communication tools.

Why Department of Computer Usage?

Our department, which is a unifier between different disciplines, educates the workforce with the ability to process corporate information with new technologies by using up-to-date software effectively and efficiently in businesses and the ability to use advanced information and communication technologies.



Job Opportunities for Our Graduate Students

Students who graduate from the Information Management associate degree program will be able to receive the title of "Information Management Staff member". So they will be able to find employment opportunities in the private sector or public sector as intermediate staff in areas such as information manager and IT staff.

Highest and Lowest Placement Scores According to Central Placement

According to the results of ÖSYS placement results announced by the Presidency of the Measurement, Selection and Placement Center in 2024, the highest **282,89994** and the lowest **242,05898** student was placed with a score. All of the 40 student quotas opened in total have been filled. 100 students continue their education in our department.

2006

Course Catalogue

1. Class

First Semester

Code	Course Name	ECTS	WCH T+A/C	C/E	La.
AİİT 101	Principles of Atatürk and History of Revolution I	2	2+0/0	C	T
BBY 101	Introduction To Knowledge Management	6	3+0/0	C	T
BBY 103	General Business	5	3+0/0	C	T
ENF 101	Basic Information Technologies	4	2+0/0	C	T
TD 101	Turkish Language I	2	2+0/0	C	T
YD 101	Foreign Language (English) I	3	2+0/0	C	T
SEÇ I	Elective Course Pool (2 Courses Will Be Selected)	8		E	T
Fall Semester Total :		30	16+0/0		

Elective Courses (Fall)

BBY 123	Mathematics	4	2+1/0	C	T
BBY 125	General Law Knowledge	4	2+0/0	C	T
BBY 127	Operating Systems	4	2+1/0	C	T
BBY 129	Information Literacy	4	2+0/0	C	T
BBY 131	Innovation Management	4	2+0/0	C	T
BBY 135	Algorithm And Programming	4	2+1/0	C	T

Second Semester

AİİT 102	Principles of Atatürk and History of Revolution II	2	2+0/0	C	T
BBY 102	Procedure Tables	5	2+1/0	C	T
BBY 104	Multimedia Applications	5	2+1/0	C	T
BBY 106	Introduction To Scientific Research	5	2+0/0	C	T
TD 102	Turkish Language Ii	2	2+0/0	C	T
YD 102	Foreign Language (English) Ii	3	2+0/0	C	
SEÇ.I	Elective Course Pool (2 Courses Will Be Selected)	8		E	
Spring Semester Total:		30	12+2/0		

Elective Courses (Spring)

BBY 133	Information Resources	4	2+0+0	E	T
BBY 124	Marketing Management	4	3+0+0	E	T
BBY 126	Customer Relations Management	4	2+0+0	E	T
BBY 130	Ahi And Job Ethics	4	2+0+0	E	T
BBY 128	Business Skills Group Work	4	1+1+0	E	T
BBY 231	Accessing To Information	4	2+0+0	E	T
YEAR TOTAL :		60			

2. Class

Third Semester

Code	Course Name	ECTS	WCH T+A/C	C/E	La.
BBY 201	Professional Foreign Language-I	4	1+1/0	C	T
BBY 203	Graphic Applications	3	2+1/0	C	T
BBY 205	Internet Technologies	3	2+1/0	C	T
BBY 207	Project Planning And Management	3	2+1/0	C	
BBY 209	Database Management Systems	4	3+1/0	C	T
BBY 213	Management And Information Systems	4	2+1/0	C	T
BBY 215	Information Management And Applications	3	2+1/0	C	T
ST 201	Internship I	4	0+0/0	C	T
SEÇ-I	Elective Pool (1 Course Will Be Selected)	2		E	
Fall Semester Total :		30	14+7/0		

Elective Courses (Fall)

BBY 223	Total Quality Management	2	2+0/0	E	T
BBY 225	Management And Organization	2	2+0/0	E	T
BBY 229	Public Relations	2	2+0/0	E	T
BBY 232	Computer Office Programs	4	3+1/0	E	T
BBY 238	Information Document Centers Management	4	2+0/0	E	T
BBY 240	Electronic Document Management System	4	2+0/0	E	T
BBY 242	Planning And Supervision Tools	4	2+0/0	E	T
BBY 244	Electronic Government Applications	4	2+0/0	E	T
SKS 248	Communication Techniques	2	1+1/0	E	T

Fourth Semester

BBY 202	Professional Foreign Language-II	2	2+0/0	C	T
BBY 206	Internet Programming	5	2+1/0	C	T
BBY 234	Human Resources Management	5	2+1/0	C	T
BBY 236	Document Management	5	2+0/0	C	T
ST 202	Internship II	2	2+0/0	C	T
Seç. I	Elective Course Pool (2 Courses Will Be Selected)	3	2+0/0	C	
SKS	Non-Field Elective Course (1 Course Will Be Elected)	8		E	
Spring Semester Total:		30	12+2/0		

Elective Courses (Spring)

BBY 212	Organizational Behavior And Knowledge Management	3	3+0+0	E	T
BBY 224	Information Society Policy	2	2+0+0	E	T
BBY 226	Entrepreneurship	4	3+1+0	E	T
BBY 228	Ottoman Turkish	3	3+0+0	E	T
BBY 232	Computer and Office Programs	4	3+1+0	E	T
BBY 238	Information Document Center Management	4	2+0+0	E	T
BBY 240	Electronic Records Management System	4	2+0+0	E	T
BBY 242	Planning And Supervision Tools	4	2+0+0	E	T
BBY 244	Electronic Government Applications	4	2+0+0	E	T
SKS 248	Communication Techniques	2	1+1+0	E	T
SKS 250	Career Planning	2	1+0+0	E	T

YEAR TOTAL : 60

WCH: Weekly Course Hours, **T+U/K:** Theoretical + Application/Credit, **ECTS:** European Credit Transfer System

C/E: Compulsory/Elective, **La.:** Language (T: Turkish)

Activities

As the Computer Usage Department, we regularly organize informative events with our academicians from different disciplines. In this event, it is aimed to increase the student-academic relationship academically by taking part in our department's faculty members/staff.



BESNİ ALİ ERDEMOĞLU

VOCATIONAL SCHOOL

DEPARTMENT OF COMPUTER USAGE

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2006



ADIYAMAN UNIVERSITY
BESNİ ALİ ERDEMOĞLU VOCATIONAL
SCHOOL
OFFICE SERVICES AND SECRETARIAT DEPARTMENT
DESCRIPTION BOOKLET

2006

2025 - 2026

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- Course Catalogue
- Activities

Department of Office Services and Secretariat

Department of Office Services and Secretariat has started to provide education within the structure of Adiyaman University Besni Ali Erdemoglu Vocational School since 2008-2009 academic year.

Head of Department

Assist.Prof.Mustafa Ismail ERTURK

Assist. Department Head

Lec. Dr. Yahya Kemal BEYITOGLU

Academic Staff

Lect.Assoc.Prof.Dr.Bekir DEGIRMENCI

Lect. Dr. Yahya Kemal BEYITOGLU

Lect. Alper SELCUK

Department Secretary

Yusuf DOGAN

- **Mission & Vision**

Mission

To train qualified intermediate personnel in the field of office services and secretariat, who possess professional awareness and an entrepreneurial spirit, prioritize societal benefit over personal interest, and are equipped with the knowledge, skills, and practical experience necessary to perform their duties effectively and ethically.

Vision

To become an internationally recognized and preferred department that trains office managers, executive assistants, and secretaries in alignment with 21st-century competencies—particularly innovative thinking, digital literacy, and life and career skills—within the context of a rapidly changing and evolving business environment.

Importance of Office Services and Secretariat Department

In today's modern business environment, this department holds significant importance as it addresses the demand for qualified intermediate personnel required by managers in business and office administration.

Why Department of Office Services and Secretarial ?

In today's business world, the role of executive assistants capable of efficiently managing office operations is becoming increasingly important. The field is preferred as it responds to the growing need for competent office managers who possess proficiency in office automation systems, knowledge of protocol rules, strong interpersonal and communication skills, foreign language competence, and expertise in public relations. Additionally, their ability to oversee documentation processes and effectively operate office tools and technologies enables them to perform successfully in both public and private sector institutions.

Job Opportunities for Our Graduate Students

Graduates of the Department of Office Services and Secretariat are qualified to work as intermediate personnel in various office-related roles, including office managers, executive assistants, and secretaries, across both the public and private sectors.

Highest and Lowest Placement Scores According to Central Placement

Prospective students must hold a high school diploma or an equivalent qualification and meet the requirements set by the Student Selection and Placement Center (ÖSYM), in accordance with the relevant regulations of the Council of Higher Education (YÖK). Admission to the program is based on the results of the national university entrance examination administered by ÖSYM. According to the

2023 placement results, students were admitted to the Department of Office Services and Secretariat with a highest TYT score of 248.08 and a lowest score of 238.04. The department has an annual quota of 35+1 students.

Course Catalogue

1. Class					
Code	Course Name	T+A+L	Compulsory/ Elective	ETCS	Group Code
First Semester					
AlİT 101	Atatürk's Principle and Reforms I	2+0+0	Compulsory	2	
BHS 101	General Business	2+1+0	Compulsory	3	
BHS 105	Keyboard Techniques	2+1+0	Compulsory	4	
BHS 107	Office Management	3+0+0	Compulsory	4	
BHS 111	Introduction to Scientific Research	2+0+0	Compulsory	2	
BHS 115	General Economy	3+0+0	Compulsory	3	
BHS 117	Mathematics	2+1+0	Compulsory	4	
BHS 119	General Law Information	2+0+0	Compulsory	3	
TD 101	Turkish Language I	2+0+0	Compulsory	2	
YD 101	Foreign Language I	2+0+0	Compulsory	3	
Total ECTS		30			
Second Semester					
AlİT 102	Principles of Atatürk and History of Revolution II	2+0+0	Compulsory	2	
BHS 102	Meeting and Presentation techniques	3+0+0	Compulsory	4	
BHS 104	Computer and Office Programs	3+1+0	Compulsory	4	
BHS 106	Multimedia Applications	2+1+0	Compulsory	4	
BHS 108	Business Skills Group work	2+0+0	Compulsory	3	
BHS 110	Keyboard Techniques II	2+1+0	Compulsory	4	
BHS 112	Professional Ethics	2+0+0	Compulsory	4	
TD 102	Turkish Language II	2+0+0	Compulsory	2	
YD 102	Foreign Language II	2+0+0	Compulsory	3	
Total ECTS		30			
YEAR TOTAL :		60			

2. Class

Code	Course Name	T+A+L	Compulsory /Elective	ETCS	Group Code
Third Semester					
BHS 201	Public and Private Sector Structure	3+0+0	Compulsory	3	
BHS 203	Protocols and Rules of Social Behavior in the Business Environment	3+0+0	Compulsory	5	
BHS 205	Using of Technology	2+1+0	Compulsory	3	
BHS 207	Business Correspondence	2+1+0	Compulsory	5	
BHS 209	Management And Organization	2+0+0	Compulsory	4	
BHS 211	Public Relations	2+0+0	Compulsory	2	
ST 201	Internship I	0+0+0	Compulsory	4	
SEC-1	Elective	2+2+0	Elective	2	
SKS	Electives	1+1+0	Elective	2	
Total ECTS		30			
Elective Subjects					
BHS 215	Diction	1+1+0	Elective	2	SEC-1
BHS 217	Professional Foreign Language I	1+1+0	Elective	2	SEC-1
BHS 218	Professional Foreign Language II	1+1+0	Elective	2	SEC-1,
BHS 220	Entrepreneurship	3+1+0	Elective	4	SEC-1,
BHS 222	Organizational Behavior	3+0+0	Elective	4	SEC-1,
SKS 249	Career Planning	1+0+0	Elective	2	SEC-1,
BHS 224	Information Literacy	2+0+0	Elective	4	SEC-1,
Fourth Semester					
BHS 202	Executive Assistance	3+0+0	Compulsory	4	
BHS 204	Filing and archiving	2+1+0	Compulsory	4	
BHS 206	Business and Social Security Law	2+0+0	Compulsory	2	
BHS 208	Information Management	2+0+0	Compulsory	2	
BHS 210	Elective	2+0+0	Compulsory	2	
BHS 212	Database Management Systems	2+1+0	Compulsory	3	
BHS 216	Human Resources Management	3+0+0	Compulsory	3	
ST 202	Internship II	0+0+0	Compulsory	4	
[G]SEC-1,	Elective	4+2+0	Elective	12	
Total ECTS		30			
YEAR TOTAL :		60			
Elective Subjects					
BHS 218	Professional Foreign Language II	1+1+0	Elective	2	SEC-1,
BHS 220	Entrepreneurship	3+1+0	Elective	4	SEC-1,
BHS 222	Organizational Behavior	3+0+0	Elective	4	SEC-1,
BHS 224	Information Literacy	2+0+0	Elective	4	SEC-1,

T+A/L: Theoretical + Application/ Laboratory

ECTS: European Credit Transfer System

C/E: Compulsory/Elective

Activities

The Department of Office Services and Secretariat actively participates in career days, training sessions, seminars, conferences, and presentations organized by professional experts at Adiyaman University campuses and in neighboring provinces. Specifically, in the area of career guidance, experts share valuable information and insights with students of the Department of Office Services and Secretariat, enhancing their professional development.

**ADYAMAN UNIVERSITY
BESNI ALI ERDEMOGLU VOCATIONAL SCHOOL**

DEPARTMENT OF OFFICE SERVICES AND SECRETARIAL

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ADIYAMAN UNIVERSITY
BESNİ ALİ ERDEMOĞLU
VOCATIONAL SCHOOL
DEPARTMENT OF FINANCE,
BANKING AND INSURANCE
DESCRIPTION BOOKLET

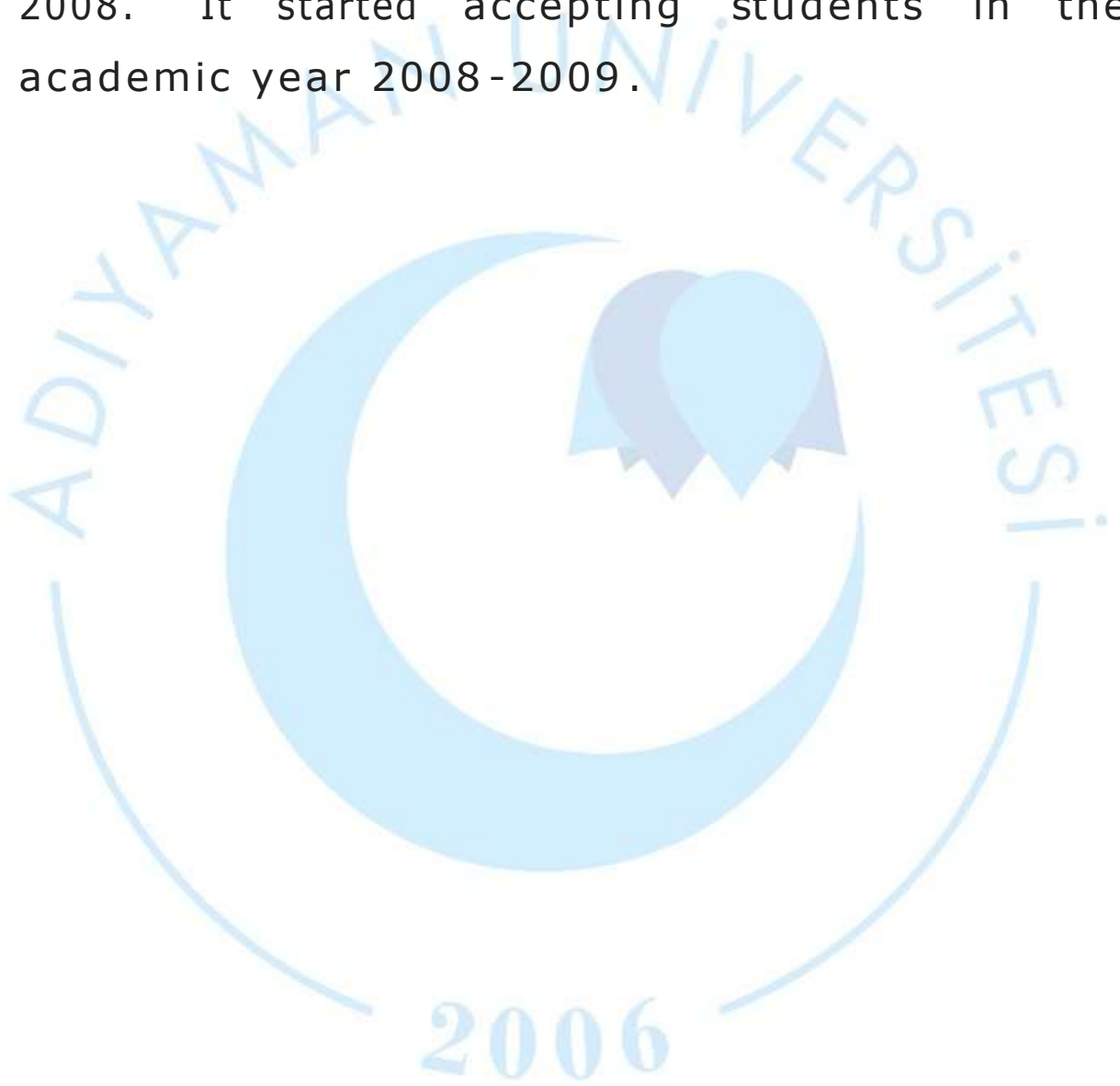
2025 - 2026

CONTENTS

- Department of Finance, Banking, and Insurance
- Mission & Vision
- Importance of Departments of Finance, Banking, and Insurance
- Why Department of Finance, Banking, and Insurance?
- Job Opportunities for Graduates
- Highest and Lowest Placement Scores According to Central Placement
- Course Catalogue
- Activities

- **Department of Finance, Banking and Insurance**

Adiyaman University Department of Finance, Banking and Insurance was established in 2008. It started accepting students in the academic year 2008-2009.



- **Head of Department**

Assist.Prof. Dr. Erkan SARSICI

- **Vice Chair**

Assist.Prof. Dr. Ahmet ŞAHİN

- **Academic Staff**

Assist.Prof. Dr. Erkan SARSICI

Assist.Prof. Dr. Ahmet ŞAHİN

- **Department Secretary**

Yusuf DOĞAN

- **Mission &**

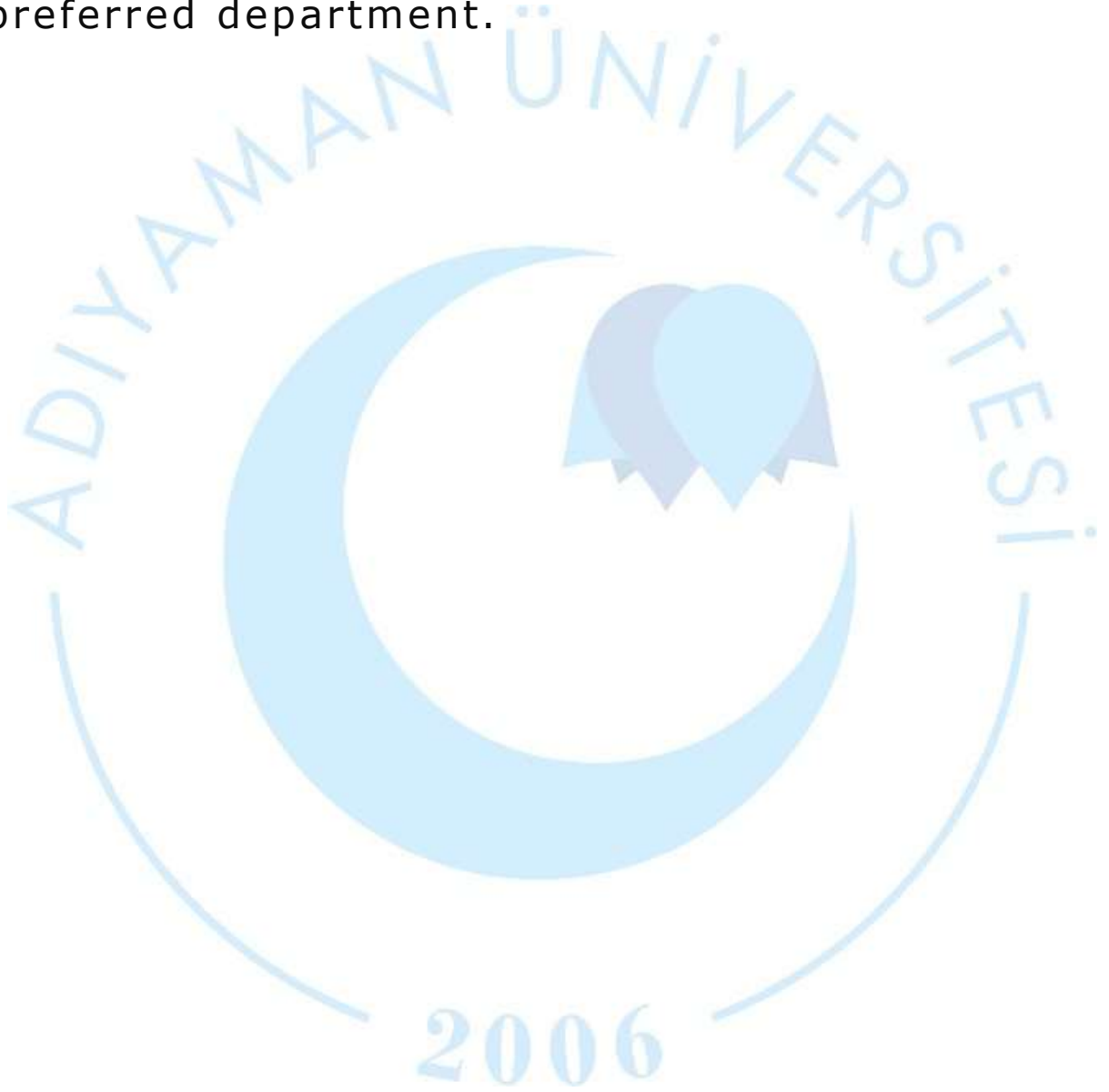
Vision

Mission

By providing the necessary knowledge in the fields of finance and banking and educating graduates who are qualified, skilled and equipped in the field of finance and banking, and who have adopted professional ethical principles; To prepare graduates as human resources who can be employed in national and international companies and public institutions as well as in banking, management, finance, marketing, economics, consultancy and accounting fields.

Vision

In the field of finance and banking; To be a nationally and internationally recognized and preferred department.



Importance of Departments of Finance, Banking, and Insurance

Finance, banking and insurance department continues its education and training in order to meet the needs of the country and the sector. In order to meet the sectoral needs in our department, education is provided with qualified staff in order to raise the students with a quality education and training with theoretical and applied courses. Due to the quality of our staff and the importance given to education, our school welcomes our students to meet the needs of the sector and provide employment opportunities.

Why Department of Banking and Insurance?

The main purpose of the Finance and Banking Department is; With the qualified education it provides, our aim is to raise graduates who are knowledgeable in their field, have strong analysis and synthesis skills, have social responsibility awareness and respect for ethical values, can conduct research and produce solutions with an interdisciplinary and global perspective, are prone to team work, and can work in national and international fields.

- **Job opportunities for our college graduates**

Graduates of the Department of Finance and Banking can have a decision-making role in the analysis and suitability of investments, especially as managers in the finance departments of companies.

They can perform functions such as providing financial resources for individuals and institutions and channeling the provided resources into productive investments. They can also engage in efficient lending activities by being involved in the operational activities of financial institutions such as banks.

Graduates evaluate the fund flow status of the institutions they work for and make appropriate financial plans for the future, trying to bring the production-sales-receivable balance to the most appropriate and efficient level.

In addition, graduates can find a place for themselves in the education sector by successfully completing their postgraduate education in their fields, if they wish.

- **Highest and Lowest Placement Scores According to Central Placement**

According to the YKS placement results announced by the Measurement, Selection and Placement Center in 2024, students were placed in our department with the highest score of 296.42004 and the lowest score of 254.39332. Our students have registered for 31 of the 40 student quotas opened in total. 60 students continue their education in our department.

Course Catalogue

1.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
AlİT 101	Principles of Atatürk and History of Turkish Revolution I	2+0+0	Compulsory	2
BBS 101	General Accounting	3+1+0	Compulsory	4
BBS 103	General Business	3+0+0	Compulsory	4
BBS 105	Micro Economics	3+0+0	Compulsory	4
BBS 107	Introduction to Banking	2+0+0	Compulsory	3
TD 101	Turkish Language I	2+0+0	Compulsory	2
YD 101	Foreign Language I	2+0+0	Compulsory	3
SEÇ-1	Elective I	2+2+0	Elective	8
2.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
AlİT 102	Principles Of Atatürk And History Of Turkish Revolution II	2+0+0	Compulsory	2
BBS 104	Introduction To Insurance	3+0+0	Compulsory	5
BBS 106	Macro Economics	2+0+0	Compulsory	4
BBS 134	E Banking	2+0+0	Compulsory	4
BBS 136	Financial Literacy	2+0+0	Compulsory	4
TD 102	Turkish Language II	2+0+0	Compulsory	2
YD 102	Foreign Language II	2+0+0	Compulsory	3
SEÇ-2	Elective I	3+1+0	Elective	6
3.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
BBS 201	Money and Banking	3+1+0	Compulsory	4
BBS 203	Banking Law	2+0+0	Compulsory	3
BBS 205	Banking Accounting	2+1+0	Compulsory	3
BBS 207	Marketing Of Financial Products And Services	2+1+0	Compulsory	3
BBS 209	Individual and Corporate Banking	3+0+0	Compulsory	3
BBS 233	International Banking	2+0+0	Compulsory	3
BBS 237	Statistics	2+0+0	Compulsory	3
ST 201	Internship I	0+0+0	Compulsory	4
SEÇ-3	Elective	2+2+0	Elective	6
4.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
BBS 206	Risk Management	3+0+0	Compulsory	4
BBS 208	Insurance Law	2+0+0	Compulsory	3
BBS 210	Damage Operations	2+1+0	Compulsory	4
BBS 214	Accounting For Insurance	2+0+0	Compulsory	3
BBS 216	Life And Non-Life Insurance	2+1+0	Compulsory	4
BBS 226	Individual Pension And Social Security System	2+0+0	Compulsory	4
ST 202	Internship II	0+0+0	Compulsory	4
SKS 250	Career Planning	1+0+0	Elective	2
SEÇ-4	Elective	2+0+0	Elective	2
SKS	Non-Field Elective Course	2+1+0	Elective	4

* For elective courses determined by the Rectorate T+A/C → 2+0/2

WCH: Weekly Course Hours, **T+U/K:** Theoretical + Application/Credit, **ECTS:** European Credit Transfer System, **C/E:** Compulsory/Elective, **La.:** Language (T: Turkish)

Our Activities as Finance, Banking and Insurance Department

Various events are organized in our Department of Finance, Banking and Insurance, and conferences and course programs are organized by well-known people in the sector or experts in their fields in order to increase the qualifications of students in the field. In addition, promotional and trip activities are organized for students in order to follow sectoral developments more closely. In addition, our faculty members and staff carry out presentations and other activities on various topics for department students.

BESNİ ALİ ERDEMOĞLU VOCATIONAL SCHOOL

DEPARTMENT OF FINANCE, BANKING AND INSURANCE

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ADIYAMAN UNIVERSITY
BESNİ ALİ ERDEMOĞLU
VOCATIONAL SCHOOL
ACCOUNTING AND TAX
APPLICATIONS DEPARTMENT

INTRODUCTORY BOOKLET

2006
2025-2026

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- Department of Accounting and Tax Applications
- Mission & Vision
- Importance of Accounting and Tax Applications Departments
- Why Accounting and Tax Applications Department?
- Job Opportunities of Our Graduates
- Our Highest and Lowest Placement Scores by Central Placement
- Our Course Catalogue

2006

Our department

The Department of Accounting and Tax Applications was established in 1997 under Gaziantep University and was affiliated to Adiyaman University Besni Ali Erdemoglu Vocational School in 2006.

2006

Head of Department

Assist. Prof. Dr. Mehmet YILDIRIM

Deputy Head of Department

Assist.Prof.Dr. Malik ATIŞ

Academic Staff

Accounting and Tax Applications

Assist.Prof.Dr. Mehmet YILDIRIM

Assist.Prof.Dr. Malik ATIŞ

Lecturer Dr. Abdulkadir ŞAHİN

Lecturer Hüseyin DOĞAN

Secretary of Department

Yusuf DOĞAN

• Mission & Vision

Mission

To train accountants who are entrepreneurial, open to development, respectful to human and moral values, capable of analytical thinking to meet the needs of accounting and consultancy offices as well as businesses operating at national or international level.

Vision

To be a department that educates individuals who are committed to the ethical principles of the profession, who can produce solutions for the benefit of society, and who have scientific thinking skills, in addition to the standards that professional accountants should have.

The importance of Accounting and Tax Applications Departments

The information that accounting produces, records, processes, classifies, summarizes and presents reports has an important role in the formation of management policies of enterprises. Businesses can only create their budgets with an effective accounting system, prepare their financial statements and perform profitability analysis by making income and expense accounts. All these reasons show that accounting and tax practices fulfill an important function for businesses operating at both national and international levels.

2006

Why Accounting and Tax Applications Department?

Accounting and tax practices department has an important function in the formation of management policies of enterprises, foundations, associations or public institutions because of the legal obligations that businesses must comply with in line with national and international accounting standards. The department of accounting and tax applications not only helps to meet the needs of all kinds of institutions and organizations, but also creates a wide application area for graduates of accounting and tax applications.

2006

Job Opportunities of Our Graduates

Students who graduate from this program can work in accounting and financial consultancy offices, related departments of foreign trade and finance institutions, accounting services of commercial enterprises and financial affairs departments of any institution. In addition, the graduates of this program after studying and graduating from the undergraduate programs and fulfilling other legal obligations can receive the title of Certified Public Accountant and can start their own business.

2006

Our Highest and Lowest Placement Scores by Central Placement

According to the YKS general placement results announced by the Presidency of the Assessment, Selection and Placement Centre in 2021, the students were placed in our department with the highest score of **289,57375**, while the students with the lowest score of **238,09668** were placed. As a result of additional placements, all 40 student quotas opened in total have been filled. There are currently 113 registered students in our department.

2006

Our Course Catalogue

**BESNI ALI ERDEMOGLU VOCATIONAL SCHOOL
ACCOUNTING AND TAX APPLICATIONS PROGRAM
COURSE CATALOG (2020-2021 CURRICULUM)**

1st Semester Lesson Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS	Group Code	Group Number of Courses
Aiit 101	ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION I	2+0+0	Compulsory	2		
ENF 101	BASIC INFORMATION TECHNOLOGIES I	2+0+0	Compulsory	4		
MVU 101	GENERAL ACCOUNTING- I	3+1+0	Compulsory	6		
MVU 103	MICRO ECONOMICS	3+0+0	Compulsory	4		
MVU 105	GENERAL BUSINESS	3+0+0	Compulsory	3		
TD 101	TURKISH LANGUAGE I	2+0+0	Compulsory	2		
YD 101	FOREIGN LANGUAGE I	2+0+0	Compulsory	3		
SEÇ-1	ELECTIVE COURSE POOL (2 COURSES WILL BE SELECTED)	1+1+0	Elective	12		2
			Total ECTS	30		

2nd Semester Lesson Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS	Group Code	Group Number of Courses
Aiit 102	ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION II	2+0+0	Compulsory	2		
ENF 102	BASIC INFORMATION TECHNOLOGIES II	2+0+0	Compulsory	4		
MVU 102	GENERAL ACCOUNTING- II	3+1+0	Compulsory	6		
MVU 104	MACRO ECONOMICS	2+0+0	Compulsory	4		
MVU 108	LABOR AND SOCIAL SECURITY LAW	2+0+0	Compulsory	3		
TD 102	TURKISH LANGUAGE II	2+0+0	Compulsory	2		
YD 102	FOREIGN LANGUAGE II	2+0+0	Compulsory	3		
SEÇ-2	ELECTIVE COURSE POOL (2 COURSES WILL BE SELECTED)	1+1+0	Elective	12		2
			Total ECTS	30		

3rd Semester Lesson Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS	Group Code	Group Number of Courses
MVU 203	COST ACCOUNTING	3+1+0	Compulsory	4		
MVU 205	TAX LAW	2+0+0	Compulsory	3		
MVU 207	FOREIGN TRADE TRANSACTIONS	2+0+0	Compulsory	2		
MVU 209	FINANCIAL MANAGEMENT	3+1+0	Compulsory	4		
MVU 211	PUBLIC FINANCE	2+0+0	Compulsory	2		
MVU 215	COMPUTER ACCOUNTING -1	3+1+0	Compulsory	4		
MVU 217	COMMERCIAL LAW KNOWLEDGE	2+0+0	Compulsory	2		
ST 201	INTERNSHIP 1	0+0+0	Compulsory	4		
SEÇ-3	ELECTIVE COURSE POOL (1 COURSE WILL BE SELECTED)	2+0+0	Elective	10		2
SKS	NON-FIELD ELECTIVE COURSE	1+1+0	Elective	2		1
			Total ECTS	30		

4th Semester Lesson Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS	Group Code	Group Number of Courses
MVU 204	TURKISH TAX SYSTEM	2+1+0	Compulsory	3		
MVU 206	FINANCIAL STATEMENTS AND ANALYSIS	3+1+0	Compulsory	4		
MVU 208	COMPANY ACCOUNTING	2+1+0	Compulsory	3		
MVU 210	FOREIGN TRADE TRANSACTIONS ACCOUNTING	1+1+0	Compulsory	2		
MVU 212	ACCOUNTING AUDIT	2+0+0	Compulsory	2		
MVU 214	COMPUTER ACCOUNTING -2	3+1+0	Compulsory	4		
ST 202	INTERNSHIP 2	0+0+0	Compulsory	4		
SEÇ-4	ELECTIVE COURSE POOL (2 COURSES WILL BE SELECTED)	3+0+0	Elective	16		2
			Total ECTS	30		

WCH: Weekly Class Hours

T+A+L: Theory +Application+Laboratory

ECTS: European Credit Transfer System

C/E: Compulsory/Elective

BESNİ ALİ ERDEMOĞLU VOCATIONAL SCHOOL
ACCOUNTING AND TAX APPLICATIONS DEPARTMENT

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2006



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

2006
INTRODUCTION BOOKLET

2025-2026

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- Our department
- About Our Department
- Purpose of Our Department
- Admission and Graduation Requirements
- Transition to Higher Degree Programs and Job Opportunities
- Program Outcomes
- Highest and Lowest Placement Scores According to Central Placement
- Course Catalogue

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

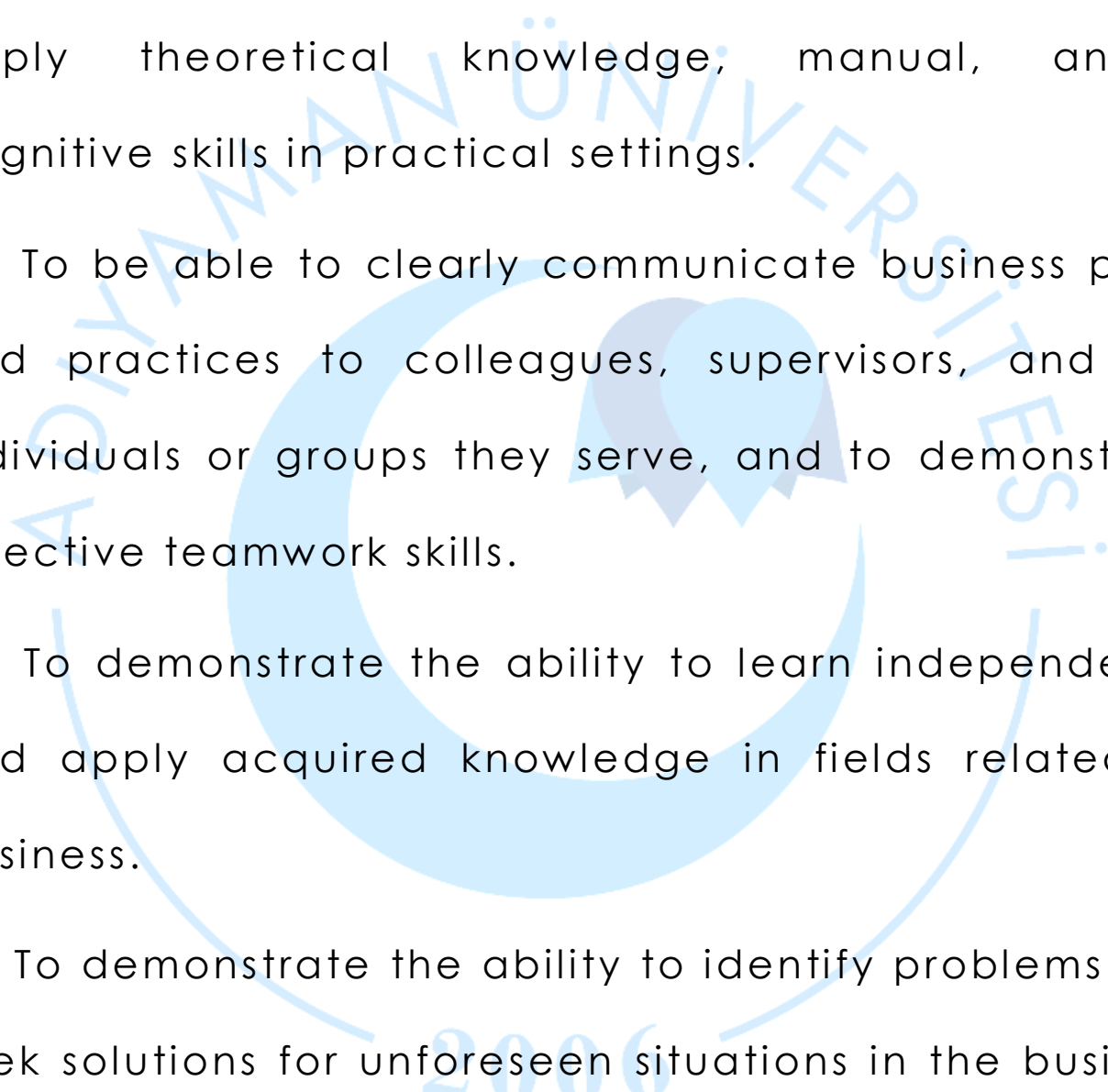
Students who successfully complete the program have the opportunity to transfer to four-year undergraduate programs through the Vertical Transfer Exam (DGS). They may continue their education in departments such as Business Administration, Economics, Public Administration,

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

Department of Management and Organization

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