



# ADYAMAN UNIVERSITY

BESNI ALI ERDEMOGLU VOCATIONAL  
SCHOOL

DEPARTMENT OF MANAGEMENT AND  
ORGANIZATION

2006

INTRODUCTION BOOKLET

2021-2022

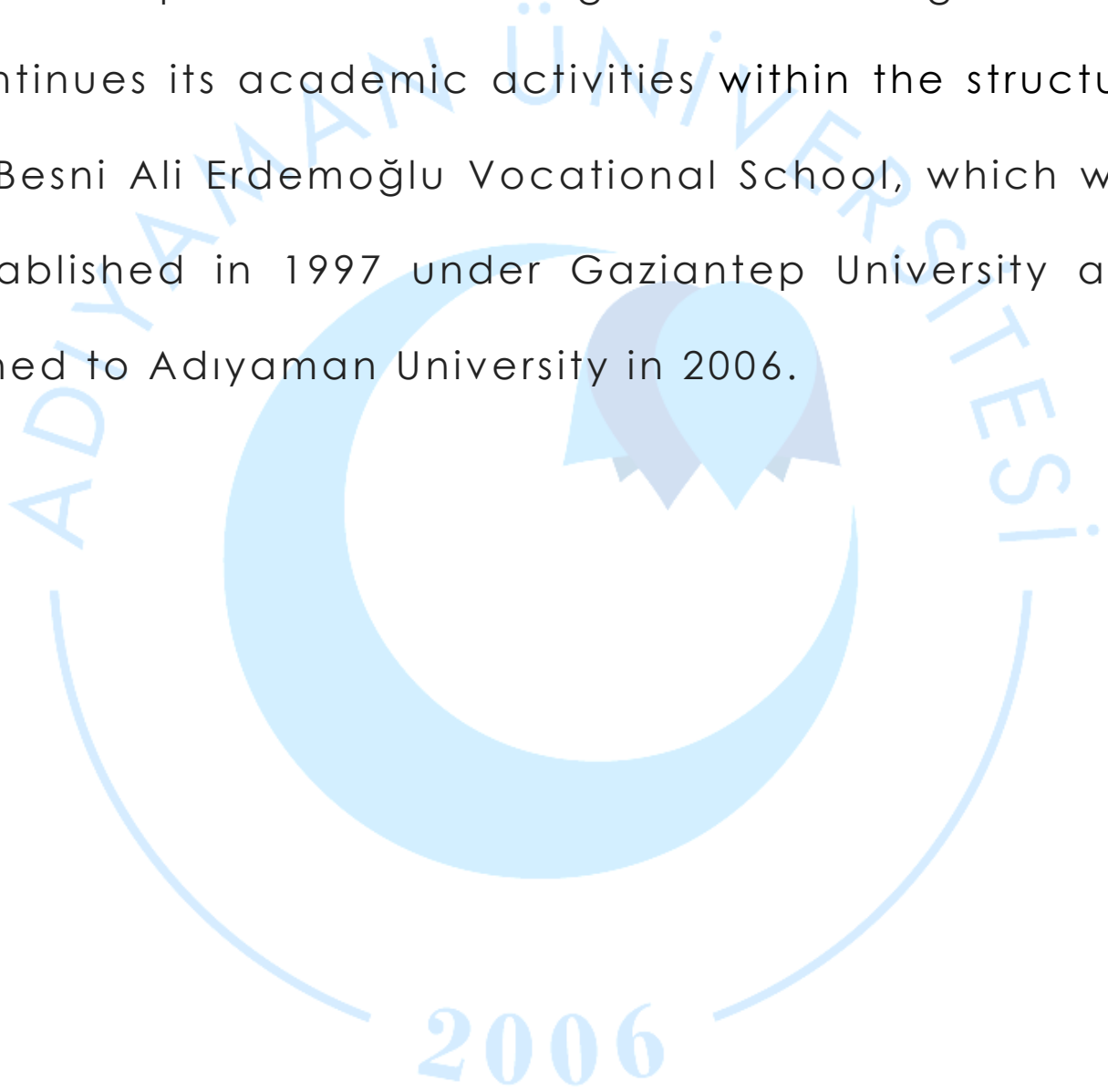
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## Our department

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



## Head of Department

Asst. Prof. Dr. Mert OZGUNER

## Vice Head of the Department

Lec. Cahit ÖZTÜRK

## Academic Staff

### **BUSINESS MANAGEMENT PROGRAM**

Asst. Prof. Dr. Mert ÖZGÜNER

Asst. Prof. Dr. Mustafa İsmail ERTÜRK

Asst. Prof. Dr. Kadir AYDIN

Lec. Dr. Burcu DOĞAN

Lec. Aydın ÖZDEMİR

Lec. Cahit ÖZTÜRK

Lec. Gör. Erdem HİLAL

## Department Secretary

Hüseyin BALÇIK

## About Our Department

Within the scope of this program, courses with content that directly or indirectly affect the economic and social life of the students are given practically and theoretically. In addition to general business subjects; They take Accounting, Law, Information Processing and Technology, Communication Techniques, Marketing, Sales Techniques, Financial Planning and Control, Human Resources Management, Foreign Language courses, and Managerial Accounting theoretically and practically. In addition, the end of the fourth semester, a compulsory internship covering 20 working days is carried out in the sector.

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## **Purpose of Our Department**

The main purpose of the department; is to train the skilled, knowledgeable and trained qualified manpower that businesses need in order to be able to take place in certain markets. In addition, it is among the objectives of the department to inform students about the internal organization and work of the enterprise, public institutions and organizations, and the private sector. Students are informed about how to plan and control the resources needed by business life.

## **Admission and Graduation Requirements**

Students must have a high school or equivalent school diploma and fulfill the conditions determined by ÖSYM in line with the relevant legislation of YÖK. Placement in the program is made according to the results of the exam made by ÖSYM. In order to successfully complete all the courses available in the program (120 ECTS in total) and to graduate, they

must be successful in all the courses prescribed in the curriculum. Students who complete this program are entitled to receive a "Business Administration Associate Degree".

### **Transition to Higher Degree Programs and Job Opportunities**

Our students who have completed the program have Vertical Transfer opportunities and 4-Year Faculties, FEAS Programs; They can proceed the right to continue in departments such as Business Administration, Economics, Public Administration, Labor Economics and Industrial Relations, and Econometrics. All kinds of business activities, customer relations, call centers, retail merchandising, marketing, finance, accounting, banking, insurance, public relations, workforces (human resources), industry, trade-in all businesses,

including the private or public sector in the business world and service businesses as intermediate staff.

### **Program Outcomes**

1-To have knowledge and skills in an area that is built on the qualifications gained in general or vocational secondary education and supported by courses above secondary education level - application tools and materials, and to show that they understand the basic concepts in that area.

2-To be able to define, collect and use the data necessary for the solution of well-defined problems in the enterprise; demonstrate that they can use the theoretical knowledge, manual and/or intellectual skills required in practical applications

3- To be able to clearly explain business designs and applications to colleagues, superiors, and the people



and groups they serve, and to be able to work in teams.

4-To demonstrate that they can learn independently and apply what they have learned in business-related fields

5- To demonstrate that the student has gained the ability to identify problems and seek solutions for unforeseen situations in the business.

### **Highest and Lowest Placement Scores**

According to results of ÖSYS placement announces by the Directorate of Assessment, Selection and Placement Center in 2021, the student has been placed in our department with the highest score **278,150** while the student has been placed with the lowest **175,540** score. All of the 25 students quotas opened in total have been filled. 42 students continue their education in our department.

## Course Catalogue

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

Code	Course Name	C/E	Nat. Crd.	Grade	ECTS
<b>Semester 1</b>					<b>Total Semester ECTS : 30</b>
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
AIT 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
<b>Semester 2</b>					<b>Total Semester ECTS : 30</b>
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
AIT 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
<b>Semester 3</b>					<b>Total Semester ECTS : 30</b>
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
<b>Semester 4</b>					<b>Total Semester ECTS : 30</b>
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

#### Address

#### Adiyaman University (ADYU)

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