

MUNZUR UNIVERSITY

CEMESHGZEK VOCATIONAL SCHOOL

Finance Banking and Insurance Department / Banking and Insurance Program

1st Semester Courses

Code	Course	Z/S	Theory	Practical	Credit	AKTS
AİTG101	History of Atatürk's Principles and Revolutions-I	Z	2	0	2	2
MATG101	Mathematics-I	Z	2	0	2	2
TRDG101	Turkish Language-I	Z	2	0	2	2
YDİG101	English I	Z	2	0	2	2
BLGG101	Information Technologies-I	Z	2	1	2,5	2
FBZG101	Introduction to Banking	Z	3	0	3	3
FBZG102	Banking and Insurance Management	Z	3	0	3	4
FBZG103	General Business	Z	3	0	3	4
FBZG104	General Accounting-I	Z	3	0	3	4
FBZG105	General Legal Knowledge	Z	3	0	3	2
FBZG106	Introduction to Economics	Z	3	0	3	3
Total			28	1	28,5	30

2st Semester Courses

Code	Course	Z/S	Theory	Practical	Credit	AKTS
AİTG201	History of Atatürk's Principles and Revolutions-II	Z	2	0	2	2
MATG202	Mathematics-II	Z	2	0	2	2
TRDG202	Turkish Language-II	Z	2	0	2	2
YDİG202	English-II	Z	2	0	2	2
BLGG202	Information Technologies-II	Z	2	1	2,5	2
FBZG201	Customer Relationship Management	Z	3	0	3	3
FBZG202	Marketing Principles	Z	3	0	3	2
FBZG203	Macro Economics	Z	3	0	3	3
FBZG204	Law of Obligations	Z	2	0	2	3
FBZG205	Turkish Tax System	Z	3	0	3	3
FBZG206	Behavioral Sciences	Z	3	0	3	3
FBZG207	Management and Organization	Z	3	0	3	3
Total			30	1	30,5	30

3st Semester Courses

Code	Course	Z/S	Theory	Practical	Credit	AKTS
FBZG301	Banking and Insurance Accounting	Z	3	0	3	4
FBZG302	Banking and Insurance Law	Z	3	0	3	3
FBZG303	Retail and Corporate Banking	Z	3	0	3	3
FBZG304	Life and Non-Life Insurance	Z	3	0	3	3
FBZG306	Monetary Theory and Policy	Z	3	0	3	4
FBZG307	Financial Markets and Financial Institutions	Z	2	0	2	3

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FBSG301	Work Psychology	S	2	0	2	3
FBSG302	Risk Management	S	2	0	2	3
FBSG303	Human Resources Management	S	3	0	3	2
FBSG304	Financial Management	S	3	0	3	3
FBSG305	Labor and Social Security Law	S	2	0	2	3
FBSG306	Communication and Ethics	S	3	0	3	3
FBSG307	Individual Pension System	S	2	0	2	3
FBSG308	Agriculture Insurance	S	2	0	2	2
FBSG309	Financial Product and Service Marketing	S	2	0	2	3
FBSG310	International Banking	S	2	0	2	3
FBSG311	Reinsurance and Claims	S	2	0	2	2
GÖNG101	Volunteering Activities	S	1	2	2	4
İHDG111	Human rights	S	2	0	2	2
CSDG302	Entrepreneurship	S	2	0	2	3
KPDG111	Career Planning	S	2	0	2	3

Not: Seçmeli derslerden asgari 10 AKTS'lik ders seçilecektir.

Total 49 2 47 62

4st Semester Courses

Code	Course	Z/S	Theory	P Saat	Credit	AKTS
MEPG401	Vocational Training Project	Z	0	36	18	24
BPDG402	Graduation Project Course	Z	0	4	2	6
Total			0	40	20	30

MUNZUR UNIVERSITY
ÇEMİŞGEZEK MESLEK YÜKSEKOKULU
FINANCE BANKING AND INSURANCE DEPARTMENT
BANKING AND INSURANCE PROGRAM COURSE CONTENTS

SEMESTER I					
Course Name	Z/S	Theory	Practical	Credit	AKTS
History of Atatürk's Principles and Revolutions-I	2	2	0	2	2
Definition of the Revolution and the Reasons Preparing the Revolution, Efforts to Save the Ottoman Empire, Tripoli, I. and II. Balkan Wars, World War I and the Collapse of the Ottoman Empire, Armistice of Mudros and the Occupation of Izmir, Mustafa Kemal's Landing in Samsun, Preparatory Period of the National Struggle and Congresses, Opening of the Grand National Assembly, Uprisings Against the Grand National Assembly, Treaty of Sevres, Fronts in the National Struggle, Battles on the Western Front (I. Inonu, Kütahya-Eskişehir, Sakarya, Great Offensive), Mudanya Armistice Treaty and Its Results, Lausanne Peace Treaty, Abolition of the Sultanate, Abolition of the Caliphate and the Proclamation of the Republic.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Mathematics-I	2	2	0	2	2
Numbers (Natural Numbers, Whole Numbers, Rational Numbers and Decimals), Exponents, Rooted Numbers, Algebraic Expressions, Identities, Factorization and Rational Expressions, Functions, First Order Equations, Quadratic Equations and Inequalities Quadratic Functions and Graphs, Trigonometry, Trigonometric Expressions in Triangles, Logarithms, Solution of Exponential Equations, Mathematical dimension of graph drawing in economics.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Turkish Language-I	2	2	0	2	2
To be able to comprehend that language is the product of human mind, to comprehend the structural features and richness of Turkish language, to comprehend the historical development stages of Turkish language, to comprehend the relationship between language-culture-nation, to comprehend the theories of the birth of languages, to comprehend the place of Turkish among the world languages, to learn general information about composition, composition plan and application, to comprehend the ways of being successful in written expression, to develop research, reading and information skills.					

Course Name	Z/S	Theory	Practical	Credit	AKTS
English-I	Z	2	0	2	2
Greetings, names, and ages; Numbers; Days, months and seasons; simple tense structure. This is ..., that is ...; What time is it; Action in Progress, Who ... ?, What ... ?, Where; Talking about present habits, ideas, opinions; Propositions of time: at, on, in; Talking about schedules and calendars; Abilities and inabilities: can, can't; A family tree; Possessive Pronouns; Family members; Obligations prohibitions and lack of necessity: must, mustn't; Obligations prohibitions and lack of necessity: don't/ doesn't have to.					
Course Name	Z/M/S	Theory	Practical	Credit	AKTS
Information Technologies-I	Z	2	1	2,5	2
History of computer, Basic tasks of operating systems, Types of operating systems, Network technologies, Internet usage, External hardware and internal hardware of computer, Peripheral components of computer.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Introduction to Banking	Z	3	0	3	3
Basic concepts and principles in banking; Development of banking in Turkey and in the world, Bank types, organizational structures and functions, introduction of concepts used in banking (interest calculation techniques, financial statements used) Banking crises in the world and in our country, causes, results and regulations. Bank mergers, current developments in banking and Basel II regulations.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Banking and Insurance Management	Z	3	0	3	4
Definition of Bank Management / Place of Bank Management in Business Management / Banks in terms of Management and Organization Process / Establishment and Organization in Banks / Personnel Management in Banks / Banks in terms of Financial Management. Basic concepts of insurance / Basic principles of insurance / Types of insurance / Fire insurance / Transportation insurance / Accident insurance / Engineering insurance / Agricultural insurance.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
General Business	Z	3	0	3	4
Business, enterprise, entrepreneur concepts. Relationships of business science with other branches of science. Objectives of business. Business types and classification. Structural and functional analysis of businesses. Relations and responsibilities of businesses with the environment. First establishment studies of enterprises (establishment analysis and planning studies). Establishment location and selection. Business size and capacity types. Legal structures of enterprises.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
General Accounting-I	Z	3	0	3	4
Nature and Scope of Accounting / Accounting Basic Equation / Qualifications and Types of Balance Sheet / Income Statement / Account Qualifications and Recording Methods / Monitoring of Commercial Transactions in Accounts / Accounting Flow Chart / Goods Account, Fixed Value					
Course Name	Z/S	Theory	Practical	Credit	AKTS
General Legal Knowledge	Z	3	0	3	2

Concept of Law / Basis of Modern Legal System / General Principles of Law / Sources of Law :
Written Sources, Custom and Custom, Court Decisions and Scientific Jurisprudence / Legal
Transactions / Rights and Sources of Rights / Branches of Law : Private Law, Public Law.

Course Name	Z/S	Theory	Practical	Credit	AKTS
Introduction to Economics	2	3	0	3	3

Subject of Economic Science / Economic Decisions / Production Theory / Production Function /
Product Supply and Determining Variables / Consumption, Utility Theory / Consumer Balance /
Variables Determining Demand and Demand / Market Types / Formation and Calculation of
G.S.M.H. / National Income / Money Demand, Money Supply and Money Market Values..



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SEMESTER II					
Course Name	Z/S	Theory	Practical	Credit	AKTS
History of Atatürk's Principles and Revolutions-II	2	2	0	2	2
Revolutions in the Political Field, Political Parties and Multi-Party Life Transition Experiments, Revolutions in the Field of Law, Revolutions in the Social Field, Revolutions in the Economic Field, Turkish Foreign Policy between 1923-1938, Turkish Foreign Policy after Atatürk, Atatürk's Principles and Complementary Principles.					
Mathematics-II	2	2	0	2	2
Polynomials, identity, inequality, function, binomial theorem, Pascal's triangle, quadratic equations, solution set, roots, parabola, exponential functions, graphing, logarithm, absolute value, complex numbers.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Turkish Language-II	2	2	0	2	2
To be able to recognize the types of written expression in daily life, to learn the rules of spelling, to understand the importance of punctuation in written expression, to understand the importance of correct expression in personal and social communication, to learn expression disorders, to comprehend petition-resume writing, to apply research, reading and inform					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Englih-II	2	2	0	2	2
Simple present tense, present continious tense, past tense, irregular verbes, future tense, present perfect tense, for..just..since., past continious tense, past perfect tense, future continious tense, past perfect continious tense.passive voice, comperative and superlatives					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Information Technologies-II	2	2	1	2,5	2
Office Programs and types, Word processing programs, Account and tabulation and graphics program, Presentation preparation program. Computer networks and Internet, Internet browsers, Internet usage, Electronic mail usage, Safe internet usage.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Customer Relationship Management	S	3	0	2	3
Developing Customer Relationships: The concept and characteristics of customer relationships; New Dimensions of Customer Relationships: Total quality management in sales and marketing, Creating value for the customer; Communication with Customers: Communication model and its elements, Communication styles with customers; Customer Service: Customer service quality and system; Customer Acquisition and Retention; Measuring Customer Relationships: Focus group discussions, Advisory panels, Critical incident technique, Customer relationship survey, Benchmarking; Organizational Culture and Change: Creating a customer-oriented culture, Barriers to culture change.					

Course Name	Z/S	Theory	Practical	Credit	AKTS
Marketing Principles	Z	3	0	3	2
Introduction to Marketing / Principles of Marketing Planning / Marketing Information System and Marketing Research / Marketing Macro and Micro Environmental Factors / Structural and Behavioral Principles of Markets / Market Measurement / Target Marketing and Segmentation / Marketing Mix / Marketing Audit and Control.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Macro Economics	Z	3	0	3	3
Economic Theory and Policy / Objectives and Instruments of Economic Policy / Conflicts between Objectives / Objective - Instrument Balance / Basic Approaches of Economic Schools / Market Types / Formation and Calculation of G. S. M. H. / National Income / Functioning of Markets within the Framework of Simple Macro Model / Public Sector and Financing / Monetary Theory and Policy / Development Economics.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Law of Obligations	Z	2	0	2	3
Concept of Debt / Debt and Responsibility / Sources of Debt / Contracts / Obligation and Acceptance / Torts / Unjust Enrichment / Commercial Enterprise / Trader / Trade Registry / Trademark and Trade Name / Unfair Competition / Trade Partnerships / Negotiable Instruments / Bills of Exchange / Competition Law / Consumer Protection.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Turkish Tax System	Z	3	0	3	3
The concept of tax, the position of tax law, sources, basic concepts of tax law, taxation authority, tax duty, tax transactions, tax disputes and solutions, tax jurisdiction, tax crimes and penalties, tax policy, Turkish tax system (income tax, corporate tax, value added tax, motor vehicles tax, real estate tax, banking and insurance transactions tax, inheritance and transfer tax), tax enforcement law. Turkish legal system development process.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Behavioral Sciences	Z	3	0	3	3
Determining the causes of human behavior and the factors affecting them is the most important key to understanding and managing people, which is one of the most important elements in business. In this course, people are tried to be understood and ways to direct them positively are taught.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Management and Organization	Z	3	0	3	3
Management, definition of the concept of manager, qualifications and characteristics, duties and interpersonal roles of managers, levels of management, relationship of management science with other social sciences, Organization, definition and nature of the concept of organization,					

management rules of managers, management functions: Planning, organizing, directing, coordinating, controlling, supervision, recent developments in management: Management by objectives, Quality and total quality management.

SEMESTER III					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Banking and Insurance Accounting	Z	2	2	3	4
Characteristics of Bank and Insurance Accounting / Branches Accounting / Types of Accounts Used in Banks and Insurances / Chart of Accounts / Transaction Record Flow / Transactions Providing Resources to Banks and Insurances / Lending Transactions and Accounting / Cash Loans / Promissory Notes, Discounts and Subscription / Open Loans / Secured Loans / Non-Cash Loans / Letters of Guarantee / Surety Loans / Foreign Currency (Foreign Exchange) Transactions and Accounting / Year-end Transactions and Accounting in Banks.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Banking and Insurance Law	Z	3	0	2	3
Personal Law / Inheritance Law / Contracts / Credit Contracts / Surety Contract / Guarantee Contract / Power of Attorney Contract / Remittance Contract / Negotiable Instruments / Bills of Exchange / Promissory Note Check / Check Law No. 3167 / Turkish Banking Legislation / Banking Law No. 3182 / Other Banking Legislation / Evaluation of the Turkish Banking System. Sources of insurance law, concepts, laws and decrees with the force of law, regulations, general conditions, court case law, insurance companies, insurance and reinsurance intermediaries, definition, characteristics, elements of the insurance contract, conclusion of the insurance contract, documents proving the existence of the contract, provisions of the insurance contract, termination of the contract and statute of limitations.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Retail and Corporate Banking	Z	3	0	2	3
Reasons that lead banks to Retail Banking Applications / Retail Banking Applications / Credit Cards / Consumer Loans / Electronic Fund Transfer Systems / Evaluation of Retail Banking Services in terms of Parties / Marketing and Customer Relations in Banking.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Life and Non-Life Insurance	Z	3	0	2	3
Historical development of life insurance / General conditions of life insurance / Comparison of insured and insurer liabilities in life insurance / Types of life insurance / Life insurance in Turkey / Life insurance in the world / Fund management in life insurance / Private pension applications. General conditions of non-life insurance branches / Risk in fire insurance, excluded risks, additional coverage, types of fire insurance / Risk in accident insurance, excluded risks / Motor vehicles financial liability insurance / Voluntary financial liability insurance / Types of non-auto accident insurance, theft, personal accident, glass breakage, luggage, employer's financial liability, third party financial liability, product liability insurances / Within the scope of engineering insurances, construction insurances, assembly insurances, machine breakage insurance.					
Course Name	Z/S	Theory	Practical	Credit	AKTS

Financial Product and Service Marketing	S	2	0	2	3
Service Marketing; Characteristics, Definition, Principles / Marketing in Bank Services; Market Analysis, Market Characteristics, Marketing Objectives, Market Segmentation Principles / Marketing Variables in Bank Services / Marketing in Retail Banking / Corporate Marketing in Banks / Direct Marketing Techniques. The role and importance of marketing in the insurance sector / Marketing planning / Product and price development / Promotion policies / Advertising and promotion / Distribution channels, direct sales, agents and brokers.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Human Resources Management	S	3	0	2	3
Theoretical developments in the field of organizational learning and human resource development; identifying, analyzing and developing effective human resources; designing training programs to develop human resources for different settings; developing policies and processes for preparing educational programs from an organizational perspective; needs analysis, determining educational objectives, determining and organizing content; methods for creating teaching and evaluation strategies					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Labor and Social Security Law	S	2	0	2	3
Basic concepts of Labor Law, Worker, Employer, etc., Employment Contract, Employee and Employer debts, working hours, termination of the contract; To have knowledge about the rules of law applied in business relations, Employer-Employee rights and obligations, to recognize the Social Security System, to be able to regulate their behavior in Employer-Employee relations within the framework of the rules of law, to solve the problems encountered in working life in accordance with the rules or to know the ways of solution..					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Communication and Ethics	S	3	0	3	3
The concept of communication ethics; ethical problems and solutions in journalism, television, public relations and advertising; self-regulation methods in communication professions. And its evaluation and utilization in the field of banking and insurance.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Entrepreneurship	S	2	0	2	3
Concepts Related to Entrepreneurship; Importance and Development of Entrepreneurship; Characteristics of Entrepreneurs; Internal and External Entrepreneurship; Motivation in Entrepreneurship; Creativity and Innovation in Entrepreneurship; Protection of Invention, Trademarks and Designs; Business Ideas in Entrepreneurship; Business Plan Preparation and Documentation; Management, Marketing, Finance and Production Plans in Business Plan; Entrepreneurship Stories.					

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Course Name	Z/S	Theory	Practical	Credit	AKTS
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Monetary Theory and Policy	2	3	0	3	4
Theory - Policy Distinction / Money; Definition, Functions, Historical Development / Money Demand Theory / Money Supply Theory / Interest Theory Monetary Policy; Objectives and Tools / Central Banking / Contemporary Monetary Policy Issues.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Financial Markets and Financial Institutions	2	2	0	2	3
Why Are We Interested in Financial Markets and Institutions? An Overview of the Financial System, What Do Interest Rates Mean, Why Do Interest Rates Change, Why Do Interest Rates Change, How Do Risk and Maturity Structure Affect Interest Rates, Are Financial Markets Efficient? -Structure of Central Banks, Monetary Policy Instruments, Objectives, Strategies and Tactics, Money Market - Bond Market, Stock Market - Mortgage Market, Foreign Exchange Market - International Financial System					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Financial Management	5	3	0	3	3
Introduction to business finance, finance function, historical development, objectives, impact on decisions, characteristics of finance manager, relationship of financial management with other disciplines, organization of finance function in enterprises; Financial analysis, ratios, comparative tables, vertical percentages method, fund source and use table, effect of inflation on financial analysis; Financial planning, methods and types; Financial audit; Financing sources, short-medium-long term funding sources, private financial institutions, autofinancing; Cost of funding sources and optimal capital structure; Dividend distribution policy and forms will be analyzed.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
International Banking	5	2	0	2	3
Importance of Foreign Banking / Development of Foreign Banking / Subjects of Foreign Banking / Financing Import, Export and Foreign Investments / Organizational Structure in Foreign Banking / Functions of Foreign Banking / Financial Methods Used in Foreign Banking / Leasing / Factoring / Forfeiting / Futures Contracts / Interest, Currency Swaps / Coastal Banking.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Reinsurance and Claims	5	3	0	3	2
General characteristics, definition, legal foundations of reinsurance / Types of reinsurance / Trete / Proportional Reinsurance / Non-proportional Reinsurance / Retression / Pool / Life Insurance / Reinsurance in non-life branches / Financial reinsurance / reinsurance applications in various insurance branches. In the course, the definition of damage, the concept of insured and insurer, damage compensation, compensation calculation methods on the basis of insurance branches, the responsibilities of the insured and the insurer at the time of damage, payment of damage and its consequences, factors affecting damage compensation, underinsurance, excess insurance, partial insurance, double insurance, insurance frauds, damage reinsurance, appraisal applications on the basis of insurance branches..					
	Z/S	Theory	Practical	Credit	AKTS

Course Name					
Risk Management	S	2	0	2	3
General concepts related to risk and risk management / Risk sources and types / Risk theory and policies / Measurement and evaluation of risks / Techniques used in risk assessment / Pricing / Pricing of insurance services / Pricing as a risk policy tool / Risk control and financing / Risk control forms / Risk management example. The importance and characteristics of damage / The effect of damage payments on the development of insurance / The occurrence of the damage event and the evaluation of the damage event / Responsibilities of the insured and the insurer in case of damage / Documents required for the creation of the damage file / Damage detection / Expert and damage appraisal / Evaluation and finalization of the damage file / Compensation calculation and payment / Determination of damage payment policies / Damage ratios.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Individual Pension System	S	2	0	0	3
Introduction to Life Insurance and Life Insurance Legislation, General Terms and Conditions of Life Insurance, Obligations of the Insurer and the Insured in Life Insurance, Reductions, Subrogations and Repayments in Life Insurance, Introduction to Health Insurance, Risk Analysis in Health Insurance - Objective Risks Basic Concepts and Legislation of Health Insurance General Conditions of Health Insurance Obligations of the Insurer and the Insured in Health Insurance Special Conditions of Health Insurance and Conditions Excluded from Coverage Individual Pension System and Legislation Evaluation of the Individual Pension System and Differences with the Social Security System.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Agriculture Insurance	S	2	0	2	2
Agricultural insurances, hail insurance, animal insurance, hail fire insurance, greenhouse insurance, fattening chicken, laying hen, poultry insurance, aquaculture insurance, glass greenhouse insurance and plastic greenhouse insurance.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Work Psychology	S	2	0	2	3
To study the scope and development of work psychology, motivational behavior and work motivation, job satisfaction and dissatisfaction, job stress and job burnout, job monotony and alienation, fatigue and its effect on work accidents.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Human Rights	S	2	0	2	2
Basic concepts related to human rights, knowledge of basic concepts related to human rights, citizenship and democracy, understanding the historical development of human rights, understanding the transition process of human rights to the international arena, understanding how human rights are protected at national and international level, understanding the importance of human rights and citizenship education.					
Course Name	Z/S	Theory	Practical	Credit	AKTS
Volunteering Activities	S	1	2	2	4
Concepts of Volunteer Management and Organization; Concept of Volunteering and Volunteer Management; Basic Volunteering Areas (Disaster and Emergency, Environment, Education and Culture, Sports, Health and Social Services etc.); Project Development and Participation in Volunteer					

Work in the Field; Ethical, Moral, Religious, Traditional Values and Principles in Volunteer Work; Ethical, Moral, Religious, Traditional Values and Principles in Volunteer Work in Public Institutions, Local Governments and Non-Governmental Organizations); Project Development Related to Volunteer Work and Participation in Volunteer Work in the Field; Ethical, Moral, Religious, Traditional Values and Principles in Volunteer Work; Participation in Volunteer Work in Public Institutions, Local Governments and Non-Governmental Organizations (NGOs); Risk Groups and Volunteering in Society; Immigrants and Volunteering.

Course Name	Z/S	Theory	Practical	Credit	AKTS
Career Planning	S	2	0	2	3

This course includes; Career Concept, Career Planning, Relationship of Career Planning with Vocational Counseling, Individual Career Development, Resume types and resume preparation, Job Interview, Career planning process, Evaluation of the Turkish education system in line with career planning, Applicability of career planning in schools I, Applicability of career planning in schools II, Lifelong career planning I, Lifelong career planning II, career planning, Subject repetition and feedback.

SEMESTER IV

Course Name	Z/S	Theory	Practical	Credit	AKTS
Vocational Training Project	Z	0	36	18	24

Gaining professional experience during the course period. To have a command of sectoral needs. Gaining sectoral recognition. Providing the student with the opportunity to apply the theoretical knowledge gained in the department. Reporting and presentation of experiences.

Course Name	Z/S	Theory	Practical	Credit	AKTS
Graduation Project Course	Z	0	4	2	6

Determination of project topics, Literature study on project topics, Practices related to project topics, Preparation of project report.