



Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000103		GERMAN I				
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits	
1	D0000103	GERMAN I	3	3	3	

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

Alman dilini temel düzeyde yazılı ve sözlü iletişim amaçlı kullanabilmek ve ileriye dönük dilin altyapısını güçlendirmektir

Teaching Methods and Techniques:

Almanca temel gramer eşliğinde güncel konular

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Ömer Lütfi İSPİRLİ Ömer Lütfi İSPİRLİ Ayşe ERYAMAN Ömer Lütfi İSPİRLİ Ömer Lütfi İSPİRLİ Ömer Lütfi İSPİRLİ Ömer Lütfi İSPİRLİ Ömer Lütfi İSPİRLİ Bahattin ÖZTOPRAK Yılmaz ANAS Ömer Lütfi İSPİRLİ Birsen ÖZYURT İlker ETİKAN Ömer Lütfi İSPİRLİ

Assistants:**Recommended or Required Reading****Resources**

Einfach Grammatik
Übungsgrammatik Deutsch A1 bis B1
Langenscheidt
Berliner Platz 1
Langenscheidt

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	0	%0
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	0	%0
Total		%0

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	0	0	0
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	0	0	0
Total Work Load			0
ECTS Credit of the Course			0

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000106 Ataturk's Principles and History of Turkish Revolution I					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	D0000106	Ataturk's Principles and History of Turkish Revolution I	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

To cause Turkish Youth be gained national and moral worthness to their own culture and, to make the students enlightened about the threats against the Turkish homeland and the geography of Turkey; by taking learning lessons from Turkish Close History.

Teaching Methods and Techniques:

The purpose of this course is to teach the major principles of Ataturk and Turkish Revolution. Turkish Revolution as well as the principles of Ataturk are very important for Turkish education system. From the primary school through the university education, this subject is taken very seriously and it is compulsory for all students. Therefore this university level class aims to teach and directs students to understand these principles in detail.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Sabri ZENGİN

Assistants:**Recommended or Required Reading****Resources**

ATATÜRK İLKELERİ VE İNKILAP TARİHİ Sabri Zengin

Course Category

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	: 100	Field	:

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	The aim of the course and resources		
2	Basic concepts related to the course Revolution, reform, upheaval, rebellion, blow. The principle of Ataturk's Revolution. C		
3	Internal reasons for the decline of the Ottoman Empire The problems that occurred in public administration, education, ecc		
4	External reasons for the decline of the Ottoman Empire Colonialism, industrial revolution, imperialism. The Eastern Questio		
5	The basic concepts of the contemporary world Enlightenment, democracy, secularism, liberalism, socialism, nationalism		
6	Reform movements of the Ottoman Empire Lale devri (Tulip period), Selim III and Mahmut II reforms.		
7	Reform movements of the Ottoman Empire Tanzimat and Islahat in the reform era. New Ottomans. Constitutional monarch		
8	Intellectual movements in the late Ottoman period Westernism, Ottomanism, Islamism, Turkism		
9	The fall of the Ottoman Empire Trablusgarb War. Balkan War. World War I. Armenian question.		
10	The fall of the Ottoman Empire The end of World War I: The Armistice of Mondros. Invasions after the Armistice. Separatis		
11	Of national struggle Salvation suggestions: Protection mandate and supporters. Suggestions on regional liberation. Full ind		
12	Of national struggle Ataturk's arrival to Anatolia. Conventions as mergers of the national struggle.		
13	Of national struggle The concept of the National Pact. Anatolia, pass control. The opening of Parliament. Features of the P;		
14	Of national struggle Anatolia, pass control. The opening of Parliament. Features of the Parliament		

Course Learning Outcomes

No	Learning Outcomes
C01	To make the students be gained the ability of deciding and understanding rightly for positive and negative evidences about the Turkish Nation and Turkish Country whenever they face in their lives
C02	To understand hostile and friendly acts against Turkish Nation and Turkish homeland
C03	To give the students the conscious of protecting their national worths
C04	To make the students well informed and learned their national history in order to comprehend future events of the world related with their nation and country
C05	To enlight the Turkish youth and to provide them informations of leadership in order to carry on Ataturk's thoughts and principles

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
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P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
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P21	To be able to use computer package programs related to the field.
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P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Ataturk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	1	2	2
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			60
ECTS Credit of the Course			2

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1023 OFFICE MANAGEMENT AND COMMUNICATION TECHNIQUES					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	İY-1023	OFFICE MANAGEMENT AND COMMUNICATION TECHNIQUES	2	2	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

IT IS AIMED TO TEACH OFFICE MANAGEMENT AND HOW TO USE OFFICE DEVICES AND COMMUNICATION TECHNIQUES.

Teaching Methods and Techniques:

OFFICE MANAGEMENT, DEVICES AND COMMUNICATION TECHNIQUES

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Mustafa UZER

Assistants:**Recommended or Required Reading****Resources** Tuna Muharrem Büro Yönetimi Detay Yayıncılık ANKARA 2012,Mısırlı ,İrfan Genel Ve Teknik İletişim Detay Yayıncılık Ankara 2007**Course Category**

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences : 100	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	BEGINNING TO OFFICE MANAGEMENT		
2	FUNCTIONS OF OFFICE MANAGEMENT		
3	FUNCTIONS OF OFFICE MANAGEMENT		
4	WORK MANAGEMENT IN OFFICE		
5	DESIGN IN OFFICES		
6	MEETING MANAGEMET		
7	MEETING MANAGEMET		
8	Mid Term Exam		
9	DOCUMENTS MANAGEMENT		
10	ARCHIVE		
11	COMMUNICATION PROCESS		
12	ORGANISATIONAL COMMUNICATION		
13	EFFICIENT COMMUNICATION METHODS		
14	AUTOMATION AND INFORMATICS		

Course Learning Outcomes

No	Learning Outcomes
C01	Using a computer capable of correspondence related to the field, capable of storing information,
C02	Use communication devices related to the field
C03	Capable of running computer programs related to the field,

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	14	2	28
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			86
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000129		French I				
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits	
1	D0000129	French I	3	3	3	

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:**Teaching Methods and Techniques:****Prerequisites and co-requisites:****Course Coordinator:****Name of Lecturers:**

Uğur KARAKAYA Uğur KARAKAYA Uğur KARAKAYA Uğur KARAKAYA Uğur KARAKAYA Uğur KARAKAYA Uğur KARAKAYA Uğur KARAKAYA Uğur KARAKAYA

Assistants:**Recommended or Required Reading****Resources****Course Category**

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
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P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
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P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
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P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	0	%0
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	0	%0
Total		%0

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	0	0	0
Hours for off-the-c.r.stud	0	0	0
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	0	0	0
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	0	0	0
Total Work Load			0
ECTS Credit of the Course			0

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1011 GENERAL ACCOUNTING I					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	İY-1011	GENERAL ACCOUNTING I	4	4	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Basic accounting concepts and principles; recording transactions; preparation of trial balance, adjusting entries, adjusted trial balance, income statement, statement of owners equity, balance sheet, closing entries, after closing trial balance and worksheet. Accounting for merchandising activities, perpetual and periodic inventory systems

Teaching Methods and Techniques:

Understanding the basic concepts of accounting and preparation of trial balance, adjusting entries, adjusted trial balance, income statement, statements.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Üzeyir ÖLMEZ

Assistants:**Recommended or Required Reading****Resources**

1Sevilengül Orhan, Genel Muhasebe,6. Basım, Gazi Büro Kitapevi Ltd. Şti. Ankara,1997

2Akdoğan Nalan - Sevilengül Orhan Tekdüzen Muhasebe Sis

Course Category

Mathematics and Basic Sciences :
Engineering :
Engineering Design :
Social Sciences :

Education :
Science :
Health :
Field : 100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Concept accounting and enterprise, basic concepts and principles of accounting		
2	Generally accepted principles of accounting		
3	Balance sheet and income statements, trial, post-closing trial balance		
4	Accounting procedure and correction		
5	Uniform system of accounts		
6	Concept account and operation		
7	Assets account and booking		
8	Liability account and booking		
9	Periodical and at intervals inventory methods		
10	Periodical and at intervals inventory application		
11	to introduce income statement account		
12	Income statement process and examples		
13	Monographs with general trial		
14	Applied samples		

Course Learning Outcomes**No Learning Outcomes**

C01 Recognize fundamental conception and documentary material
C02 Express frame of reference regarding balance sheet and income statements
C03 Arrange preclosing trial balance

Program Learning Outcomes**No Learning Outcome**

P14 To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16 Having knowledge about financial markets and valuation of securities traded in these markets.
P13 To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
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P09 Entrepreneurial, open to innovation, lifelong learning behavior.
P07 Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06 To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05 Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
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P08 Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04 Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
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P22 To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	4	14	56
Hours for off-the-c.r.stud	4	14	56
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	1	14	14
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			128
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000140		English I			
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	D0000140	English I	3	3	3

Mode of Delivery:

Face to Face

Language of Instruction:

English

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

As a result of this lesson, students will be able to use the basic structures to express themselves. This course aims at giving the students basics of English at a beginner level.

Teaching Methods and Techniques:

Compulsory course

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Osman Öncü

Assistants:**Recommended or Required Reading****Resources**

English For Life Beginner OUP (Course Book)

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	- introducing yourself- a- an		
2	- imperatives- the alphabet		
3	- family members- poss adjectives- daily English		
4	- saying hello and goodbye- countries- verb to be statements		
5	- saying sorry- numbers 1-100		
6	- yes no questions with verb to be- telling the time		
7	- daily objects- prepositions		
8	Mid term exam		
9	- this - that - these - those- daily English		
10	- food and drink- present simple		
11	- offering a lift- free time activities - too - either		
12	- present simple- offering a drink		
13	- lifestyles- present simple		
14	- addresses- stating problems		

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpr
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			86
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1017		MICROECONOMICS			
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	İY-1017	MICROECONOMICS	2	2	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

This course introduces basic tools and concepts of economic theory. The objective of this course is to develop the ability in students to understand and use the fundamental tools of microeconomic theory. Using these tools, they can analyze and explain market phenomena. We will study how markets solve the allocation problem, demand and consumer behavior, supply and firm behavior, costs of production and different market types.

Teaching Methods and Techniques:

Economic Sciences and Basic Concepts, examining the relationship between the Economic Sciences and other sciences, identifying the concepts consistently used by everyone in daily life, Micro Economics, small decision units existing in the Business, Macro Economics, national income and national income calculation methods, monetary and properties of the currency, monetary types, functions of monetary and its role in the economy

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Üzeyir ÖLMEZ

Assistants:**Recommended or Required Reading****Resources**

1. Prof Dr. İlker Parasız, İktisadın A,B,C'si 2. Prof. Dr. Hüseyin Şahin, İktisada Giriş 3. Prof. Dr. Zeynel Dinler, İktisada Giriş 4. Emine Başar, Hasan Altı

Course Category

Mathematics and Basic Sciences : 20
Engineering :
Engineering Design :
Social Sciences : 20

Education :
Science :
Health :
Field : 60

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Provide information about the characteristics of the economy		
2	To classify the production		
3	To identify needs		
4	benefits to classify		
5	To give information on other economic concepts		
6	Consumers to determine the balance		
7	To determine the occurrence of demand		
8	To distinguish the types of elasticity of demand		
9	To determine the formation of supply		
10	Manufacturer to determine the balance		
11	To be able to become informed about the process of budget		
12	Perform cost analysis		
13	Classify the types of market		
14	To reserve balance formation in different markets		

Course Learning Outcomes

No	Learning Outcomes
C01	Distinguish the fundamentals of the economy
C02	Determine consumer preferences
C03	manufacturer determine the choice
C04	Distinguish types of markets

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	6	84
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	14	1	14
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			128
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1013 OFFICE PROGRAMS I					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	İY-1013	OFFICE PROGRAMS I	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

In the historical development of computers and computer technology innovations to comprehend that the computer be able to understand what it is and how it works, the computer doing work to make the system setup program to comprehend.

Teaching Methods and Techniques:

Oral presentations, discussions, lecture, project, laboratory practices

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Fikret GÜRSES

Assistants:**Recommended or Required Reading****Resources**

"COMPUTER AND INTERNET USE APPLICATIONS LABORATORY" MURATHAN PUBLISHER AND DISTRIBUTION Trabzon.

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	To prepare a document format.		
2	Document control using spelling.		
3	Adding and editing a document.		
4	Page to make arrangements.		
5	Page to make the review process.		
6	Remove the document from the printer.		
7	To create a table into the document.		
8	Document relates to complex applications		
9	Keyboard fast access functions to define.		
10	Resumes to prepare.		
11	Write the petition.		
12	Official write.		
13	Official letters to be mailed.		
14	To create tables and graphics, perform calculations in tables		

Course Learning Outcomes

No	Learning Outcomes
C01	To create a text file on the computer
C02	Text file operations
C03	To prepare the computer professional writing
C04	To create mathematical and logical files on the computer.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	0	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	0	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	2	28
Assignments	7	3	21
Presentation	1	1	1
Mid-terms	1	1	1
Practice	7	2	14
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			108
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1019		BASIC LAW			
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	İY-1019	BASIC LAW	2	2	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

The student's personal and social life and are intended to grasp the legal rights and responsibilities.

Teaching Methods and Techniques:

Understanding Turkish legal system by comparing with other legal systems; Understanding Turkish legal system and its main legal sources; Understanding the type of judicial proceedings and judicial institutions; Under public law and private law understanding; Features, elements, and kinds of legal events and process, understanding the failures of legal process; Understanding types of persons and their legal capacity and the terms of the winning and losing this qualification; Understanding legal content of inheritance concept, winning and losing heritage, determining the legal heirs; Understanding property rights, powers and duties arising from property rights

Prerequisites and co-requisites:

Course Coordinator:

Name of Lecturers:

Instructor Turan Burak İmreInstructor Üzeyir Ölmez

Assistants:

Recommended or Required Reading

Resources

Course notes

Prof.Dr.Faruk ANDAÇ, HUKUKUN TEMEL KAVRAMLARI, Detay Yayıncılık, ANAYURT, Ömer, Hukuka Giriş ve Hukukun Temel Kavramları, Ankara

Course Category

Mathematics and Basic Sciences :

Engineering :

Engineering Design :

Social Sciences :

20

Education :

Science :

Health :

Field :

80

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Know the basic concepts of law		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
2	Legal System review		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
3	To classify the types of rights		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
4	Acquisition of Rights loss, use and protection methods to determine		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
5	The concept of personality types to determine whether the acquisition and loss		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
6	Depending on the personality rights and license to determine		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
7	Family law and the provisions of analyzing		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
8	Midterm Exam		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
9	Borç kavramı, borcu doğuran sebepleri sınıflandırmak		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
10	The execution of debt termination of the representation process, making		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
11	Contract to edit		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
12	Identify concepts and types of goods		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
13	Property, ownership, transfer and pledge to make transactions		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
14	Bankruptcy process to follow		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS
15	Bankruptcy process to follow		Prof.Dr.Faruk ANDAÇ, BASIC CONCEPTS

Course Learning Outcomes

No	Learning Outcomes
C01	Law's definition of the basic concepts of law and the kind of system to recognize the rights
C02	People recognize and family law system
C03	Carry debt operations
C04	Goods and carry out operations bankruptcy law

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	14	1	14
Presentation	9	2	18
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			90
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1021 COMMERCIAL MATHEMATICS					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	İY-1021	COMMERCIAL MATHEMATICS	2	2	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

It is aimed to be able to comprehend the basic concepts and to solve equation systems and problems.

Teaching Methods and Techniques:

Commercial mathematics, ratio proportion, interest and discount, loss - profit

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Üzeyir Ölmez

Assistants:**Recommended or Required Reading**

Resources BUYÜKATEŞ, GÜNAY, TİCARİ MATEMATİĞİ, ÇETİNER ERTUĞRUL, UYGULAMALI MATEMATİK

Course Category

Mathematics and Basic Sciences :	50	Education :	:
Engineering :	:	Science :	:
Engineering Design :	:	Health :	:
Social Sciences :	50	Field :	:

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Basic mathematical processes		
2	Ratios and proportion		
3	Percentage problems		
4	Loss profit problems		
5	Percentage problems / Loss profit problems		
6	Mean problems		
7	MidTerm Exam		
8	Aritmetical and weighted mean problems		
9	Interest problems		
10	Simple interest		
11	Discount problems		
12	Current accounts		
13	Examples		
14			

Course Learning Outcomes

No	Learning Outcomes
C01	Understand commercial mathematics problems
C02	Understand comparison problems
C03	Understand Loss profit problems
C04	Increase the basic ability of mathematical common thought
C05	Comprehend Interest problems

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
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P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	5	5
Practice	14	1	14
Laboratory	0	0	0
Project	0	0	0
Final examination	1	5	5
Total Work Load			80
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000194 Turkish Language I					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
1	D0000194	Turkish Language I	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Ön lisans ve lisans düzeyindeki öğrencilere kendilerini doğru ve etkili olarak doğru ifade etmeyi, ana dil bilinci edindirmeyi; panel, konferans, açtorturum, forum türü toplantıları etkili dinlemeyi öğretmektedir.

Teaching Methods and Techniques:

Dersin amacı, kapsamı ve temel kavramlar hakkında bilgi verilmesi. Türk dilinin temel sorunları, kuralları. Dilin etkili ve güzel kullanımı.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Yavuz GÜNEŞ

Assistants:**Recommended or Required Reading****Resources**

Yazım Kılavuzu, TDK Yayınları, Ankara, 2012.
Türkçe Sözlük, TDK Yayınları, Ankara, 2013.
Prof. Dr. Hanifi Vural, Türk Dili, Taşahan Kitap, Tokat, 2012.

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Türk dili dersinin içeriği ve dersle ilgili kaynakların tanıtılması.		
2	Dilin tanımı, özellikleri, dil-kültür ilişkisi ve dilin kültür taşıyıcılık özelliği. Konuşma ve yazı dili.		
3	Yeryüzündeki diller, dil aileleri ve Türkçenin bu diller arasındaki yeri ve özelliği. Türk dilinin bu güne kadar ki tarihi gelişimi v		
4	Atatürk' ün dil hakkındaki görüşleri. Güneş-Dil Teorisi ve Atatürk' ün Türkçe hakkındaki düşünceleri.		
5	Yazım kuralları. Bazı ek ve edatların yazılışı. Özel adların, sayıların, alıntı kelimelerin yazılışı. Büyük ve küçük harflerin kullan		
6	Yazı kuralları. Bazı ek ve edatların yazılışı. Özel adların, sayıların, alıntı kelimelerin yazılışı. Büyük ve küçük harflerin kullanılı		
7	Yazım kuralları. Noktalama işaretleri, noktalama işaretlerinin bir dil için önemi. Bu işaretlerin örnek cümleler üzerinde uygul		
8	ARA SINAV		
9	Cümlenin anlamı ve yorumu. Haber cümleleri, soru cümleleri ve ünlem cümleleri.		
10	Paragraf. Paragrafta temel düşünce, paragraf çeşitleri, paragrafın içeriği, paragrafta yardımcı fikirler.		
11	Resmî yazışmalar. Dilekçe, tutanak, rapor, iş mektubu, bildiri. Bu türlerle ilgili uygulama çalışması.		
12	Cümlenin öğeleri. Düzgün bir cümle kurmada cümle öğelerinin doğru şekilde kullanılması.		
13	Anlatım bozuklukları. Sözcük düzeyinde anlatım bozuklukları. Örnek metinler üzerinde uygulama çalışması.		
14	Cümle düzeyinde anlatım bozuklukları. Çeşitli basım ve yayın organlarından derlenmiş cümle düzeyinde anlatım bozuklukları		
15	Dil yanlışlarının neden olduğu iletişim kazaları ve örnekler.		

Course Learning Outcomes**No Learning Outcomes**

C01	Dilin tanımını ve işlevlerini bilir.
C02	Edebi türleri bilir.
C03	Dil yanlışlarını tespit edebilir.
C04	Türk dilinin tarihsel gelişimini bilir.
C05	Sözlü ve yazılı olarak kendini ifade eder.

Program Learning Outcomes**No Learning Outcome**

P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			58
ECTS Credit of the Course			2

Contribution of Learning Outcomes to Programme Outcomes
bbb



Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
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P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P01	To be able to use computer package programs related to the field.
P21	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria			ECTS Allocated Based on Student Workload			
In-Term Studies	Quantity	Percentage	Activities	Quantity	Duration	Total Work Load
Mid-terms	0	%0	Course Duration	0	0	0
Quizzes	0	%0	Hours for off-the-c.r.stud	0	0	0
Assignment	0	%0	Assignments	0	0	0
Attendance	0	%0	Presentation	0	0	0
Practice	0	%0	Mid-terms	0	0	0
Project	0	%0	Practice	0	0	0
Final examination	0	%0	Laboratory	0	0	0
Total		%0	Project	0	0	0
			Final examination	0	0	0
			Total Work Load			0
			ECTS Credit of the Course			0

Contribution of Learning Outcomes to Programme Outcomes





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000107 Ataturk's Principles and History of Turkish Revolution II					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	D0000107	Ataturk's Principles and History of Turkish Revolution II	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

To understand Ataturk's reforms and how basic principles of the republic came into existence in Republic of Turkey establishment period. To help Turkish youth in the way of being unified individuals as a nation and becoming effective in the contemporary world.

Teaching Methods and Techniques:

The purpose of this course is to teach the major principles of Ataturk and Turkish Revolution. Turkish Revolution as well as the principles of Ataturk are very important for Turkish education system. From the primary school through the University education, this subject is taken very seriously and it is compulsory for all students. Therefore this university level class aims to teach and directs students to understand these principles in detail. In this term course focuses on the developments after the proclamation of the Republic

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Sabri ZENGİN

Assistants:**Recommended or Required Reading****Resources****Course Category**

Mathematics and Basic Sciences	:	Education	:
Engineering	:	Science	:
Engineering Design	:	Health	:
Social Sciences	: 100	Field	:

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Of national struggle Rebellions against the Parliament, The Treaty of Sevres		
2	Of national struggle National War Fronts: The west facade, The South facade, The east facade.		
3	Of national struggle Treaties which halted fighting: The Armistice of Mudanya, The Treaty of Lausanne.		
4	Establishment of the Republic of Turkey Abolition of the sultanate, declaration of the republic, abolition of the caliphate, At		
5	The democratization of the republic People's Party, Progressive Republican Party, Free Republican Party, Democratic Party		
6	Secularizing of the republic Secularizing of the state management. Secularizing of the constitution. Secularizing of the educ		
7	The principle of nationalism National government, The national history (Turkish Historical Society), National language (Turk		
8	The principle of statism Economics Congress of Turkey, national economy, promotion of private enterprise and developer		
9	Reactions to the Reforms The rebellion of Seyh Sait, assassination attempt on Ataturk in Izmir, The Menemen event.		
10	The constitutions of Turkish History 1876, 1909, 1921, 1924, 1960, 1982 Constitutions and their features.		
11	Revolutions in the field of education Tevhid-i Tedrisat Kanunu (The Law of Teaching Unification), Alphabet revolution, Halk		
12	Social Reforms The hat and attire revolution, The abolition of dervish lodges, angles, tombs and religious orders, surname		
13	Turkish foreign policy Turkey's strategic importance, Liberation War era foreign policy, Turkish foreign policy of the Atatür		
14	Turkish foreign policy Turkish foreign policy after Atatürk.		

Course Learning Outcomes

No	Learning Outcomes
C01	Determines that the establishment of agreements with Turkey and to analyze international law.
C02	That the reforms of Ataturk founded modern Turkey in order to bring the level of contemporary civilizations, the basic principles (Principles) to explain.
C03	Youth in Turkey's national, democratic, secular, social and individual values depending on the organization to be based on the principles of modern law.
C04	Youth who follow developments in the world, state and nation in the contemporary world that individuals can apply to be effective, needs to be done.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
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P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	1	14
Assignments	0	0	0
Presentation	3	5	15
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			59
ECTS Credit of the Course			2

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1012 GENERAL ACCOUNTING II					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	İY-1012	GENERAL ACCOUNTING II	4	4	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

By deriving inventory for passing to post-closing trial balance from general preclosing trial balance through in-period accounting entries and after valuation of balance, post-closing trial balance is derived. Profit / loss, assets and liabilities of business are determined by post-closing trial balance. By that way, it is aimed to prepare balance sheet and income statement with the help of this trial balance.

Teaching Methods and Techniques:

To prepare financial statements by making transactions of inventory and valuation at the end of the period

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Sabri Yılmaz Instructor Üzeyir ÖLMEZ

Assistants:**Recommended or Required Reading****Resources**

- Ataman Ümit , "Muhasebe Dönem Sonu İşlemleri", Türkmen Yayınevi, İSTANBUL
- Ölmez Üzeyir - Yılmaz Sabri Genel Muhasebe 1. Basım Tokat, :
- Kızıl Ahmet , "Envanter ve Bilanço İSTANBUL, 1985
- Mehmet Ali Feysi "Dönem Sonu Muhasebe İşlemleri "TRABZON, 2004

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences : 20	Field : 80

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Definition and the scope of year-end accounting transactions (inventory and valuation)		
2	Valuation according to Tax Procedure Law and Turkish Commercial Law		
3	Exercise on sample beginning and the end of year inventory		
4	Transferring of balances, after asset valuation to result accounts according to uniform chart of account,		
5	Transferring of balances, after liability valuation to result accounts according to uniform chart of account		
6	Transferring of balances of income accounts and expense accounts to year-end accounts		
7	Transferring of cost account related transactions to year-end accounts according to 7/A and 7/B		
8	Year end accounting transactions for manufacturing, service and trade business separately		
9	To make entries and year-end transactions according to business basis		
10	Sector-based sample application to make		
11	Preparation of balance sheet and income statement		
12	7/A and 7/B exercises on trade companies (Monography)		
13	7/A and 7/B exercises on manufacturing companies (Monography)		
14	7/A and 7/B exercises on service companies (Monography)		

Course Learning Outcomes

No	Learning Outcomes
C01	To be able to apply related entries by comprehending the accounting works that the companies have to prepare at the end of the period
C02	To be able to prepare financial statements which companies have to prepare at the end of the period and to be able to interpret by comprehending the net differences between financial statements

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
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P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	4	56
Assignments	2	2	4
Presentation	1	1	1
Mid-terms	1	1	1
Practice	1	1	1
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000141		English II			
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	D0000141	English II	3	3	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

As a result of this lesson, students will be able to use the basic structures to express themselves. This course aims at giving the students basics of English at a beginner level.

Teaching Methods and Techniques:

Compulsory Course

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Osman Öncü

Assistants:**Recommended or Required Reading****Resources**

English For Life Beginner Oxford University Press (Course Book)

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	talking about jobs		
2	present simple questionstalking about interests		
3	simple adjectives (big, small, old, ..)have got / has gotwriting e-mails		
4	asking for a seatparts of the bodyhave got / has got questions		
5	describing illnessesasking for thingsfree time activities		
6	can / can'tinviting somebody to somewhere		
7	parts of a housewhere is / there aredescribing a house		
8	ordinal numbersasking where places areclothes		
9	Mid term exam		
10	present continuous tensedescribing clothesaying goodbye		
11	transportpresent continuous questionsprepositions: in / on		
12	talking about future plansfuture time expressionsplaces and prepositions		
13	past simple and past time expressionsexpressing feelings		
14	emergency servicespast simple regular verbs		
15	expressing reasonstalking about dates		

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
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P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			86
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1026 STATISTICS					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	İY-1026	STATISTICS	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Teach students the correct definition of statistics, basic statistical concepts of everyday life, and that what works on applications of statistics intended to show students how important it is.

Teaching Methods and Techniques:

Basic concepts, arranging the collection and submission of data, measures of central tendency and dispersion, indexes, probability theory and random variables, regression and correlation trends.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Turan Burak İmre

Assistants:**Recommended or Required Reading****Resources**

Course Notes

- 1)- İstatistik Ders Notu 2)- İstatistik Ders Kitapları
Ödevler
Arasınav - Yarıyılsonu sınavı

Course Category

Mathematics and Basic Sciences : 40

Engineering :

Engineering Design :

Social Sciences :

Education :

Science :

Health :

Field : 60

Weekly Detailed Course Contents**Week Topics**

- 1 Basic concepts
2 Data collection processing of the data (Classification and Grouping)
3 Statistical tables and graphics
4 Time Series-Location Series
5 Bölünme Series
6 Accumulation Series
7 Averages-analytical averages(Mean, Square means)
8 General application
9 General application
10 Averages-non-analytical averages(Median, Mod)
11 Measures of Variability
12 Indices
13 Indices
14 General application

Study Materials**Materials****Course Learning Outcomes****No Learning Outcomes**

- C01 accurate understanding of the definition of statistics
C02 understanding the basic concepts and subjects of statistics
C03 the interpretation of numerical indicators
C04 how to interpret tables and graphs of all kinds
C05 Primarily a scientific point of statistics, then the state management, business and educate students to comprehend how important in terms of individuals

Program Learning Outcomes**No Learning Outcome**

- P14 To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16 Having knowledge about financial markets and valuation of securities traded in these markets.
P13 To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12 To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and financial
P09 Entrepreneurial, open to innovation, lifelong learning behavior.
P07 Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06 To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05 Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02 To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01 To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11 To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10 Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08 Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04 Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03 To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21 To be able to use computer package programs related to the field.
P20 Having quality awareness, doing quality work and concluding.
P19 To have enough knowledge to conduct an independent study on research methods in social sciences.
P18 To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15 To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17 Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22 To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	4	1	4
Presentation	3	3	9
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			71
ECTS Credit of the Course			2

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1002		MACROECONOMICS			
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	İY-1002	MACROECONOMICS	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

The aim of this lecture is to analyze and recognize the fundamental economic problems. Also to research their reasons and to find solutions to those problems.

Teaching Methods and Techniques:

This course examines the economy as a whole and in macro sizes, analyzes the macro-economic issues and economic policies are needed to solve these problems contribute to the creation of a course.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Üzeyir ÖLMEZ

Assistants:**Recommended or Required Reading****Resources**

Prof.Dr.Ersan BOCUTOĞLU, Prof.Dr.Kenan ÇELİK, Prof.Dr.Metin BERBER-Makro İktisada Giriş.
Prof.Dr.Halil SEYİDOĞLU-Ekonomik Terimler Sözlüğü, Ekonom

Course Category

Mathematics and Basic Sciences : 10
Engineering :
Engineering Design :
Social Sciences : 10

Education :
Science :
Health :
Field : 80

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Basic macro-economic concepts		
2	Theories contributing to the creation and development of macro economics		
3	Theories contributing to the creation and development of macro economics		
4	Total demand, total supply, total expenditure and Identity		
5	The concepts related with National Income and the methods of computation of National Income		
6	Economy/Investment and Expenditure Relationships		
7	Money and the monetary systems		
8	Money and the monetary systems		
9	Central Bank, Monetary Policy tools and applications		
10	The types of inflation and the methods of struggling with inflation		
11	The politics of employment and unemployment		
12	The politics of foreign trade		
13	Balance of payments sheet		
14	Economic growth-development and distribution of income		

Course Learning Outcomes

No	Learning Outcomes
C01	Being able to Determine the basic macro-economic concepts
C02	Being able to learn theories contributing to the birth of macro-economics and its development
C03	Being able to analyze total supply and demand, total expenditure and similarities
C04	Being able to comprehend the concepts related to National Income and calculation of National Income
C05	Being able to analyze Economy/Investment relationships
C06	Being able to learn money and monetary systems, Central Bank and Monetary Politics

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	3	42
Assignments	2	4	8
Presentation	2	4	8
Mid-terms	1	2	2
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	3	3
Total Work Load			91
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb



Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
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P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P01	To be able to use computer package programs related to the field.
P21	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria			ECTS Allocated Based on Student Workload			
In-Term Studies	Quantity	Percentage	Activities	Quantity	Duration	Total Work Load
Mid-terms	0	%0	Course Duration	0	0	0
Quizzes	0	%0	Hours for off-the-c.r.stud	0	0	0
Assignment	0	%0	Assignments	0	0	0
Attendance	0	%0	Presentation	0	0	0
Practice	0	%0	Mid-terms	0	0	0
Project	0	%0	Practice	0	0	0
Final examination	0	%0	Laboratory	0	0	0
Total		%0	Project	0	0	0
			Final examination	0	0	0
			Total Work Load			0
			ECTS Credit of the Course			0

Contribution of Learning Outcomes to Programme Outcomes





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-1004 COMMERCIAL LAW					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	İY-1004	COMMERCIAL LAW	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Continue their commercial activities of the person with the necessary information which is required to

Teaching Methods and Techniques:

The concept of commercial business, commercial enterprise, trade register, traders, agents, brokers, unfair competition, company type, company overview on.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Üzeyir ÖLMEZ Instructor FİKRET GÜRSES

Assistants:**Recommended or Required Reading**

Resources	Course notes
	1. Baktır, Selma., Ticari İşletme Hukuku. Şafak Matbaacılık, İzmir, 2000
	2. PORAY, Yasaman Ticari İşletme Hukuku İstanbul, 2001
	3. TEKİL Fahiman, Ticari İşletme Hukuku, İstanbul, 2000 4. MOROĞLU, Nazan ve Erdoğan, TCK ve ilgili mevzuat, İstanbul, 1998
	İ. KAYAR, Ticari İşletme Hukuku, Ankara 2004 İ. KAYAR, Şirketler Hukuku, Ankara 2004 S. ARKAN, Ticari İşletme Hukuku, Ankara 2004 İ. ASLAN, Kıym

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences : 100	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Commercial law system to classify		İ. KAYAR, Ticari İşletme Hukuku, Ankara
2	And to interpret the provisions of the Trade		İ. KAYAR, Ticari İşletme Hukuku, Ankara
3	Commercial and Finance to monitor the structure and functioning of the Judicial System		İ. KAYAR, Ticari İşletme Hukuku, Ankara
4	Trade Registry to track transactions		İ. KAYAR, Ticari İşletme Hukuku, Ankara
5	Trade Registry to track transactions		İ. KAYAR, Ticari İşletme Hukuku, Ankara
6	The trader to determine the duties of Assistant		İ. KAYAR, Ticari İşletme Hukuku, Ankara
7	Trade name, business name, trademark and patent transactions in		İ. KAYAR, Ticari İşletme Hukuku, Ankara
8	MID-TERM		İ. KAYAR, Ticari İşletme Hukuku, Ankara
9	Identify the types of book		İ. KAYAR, Ticari İşletme Hukuku, Ankara
10	With the provisions of competition and unfair competition to determine the results		İ. KAYAR, Ticari İşletme Hukuku, Ankara
11	To classify Trading Company		İ. KAYAR, Ticari İşletme Hukuku, Ankara
12	Shares of trading company stocks and securities related to operations		İ. KAYAR, Ticari İşletme Hukuku, Ankara
13	Trading Companies and pledge to make transactions bankruptcy		İ. KAYAR, Ticari İşletme Hukuku, Ankara
14	Negotiable Instruments, responsibilities, export and transfer to operations		İ. KAYAR, Ticari İşletme Hukuku, Ankara
15	Perform actions on promissory notes		İ. KAYAR, Ticari İşletme Hukuku, Ankara

Course Learning Outcomes

No	Learning Outcomes
C01	Trader attributes to examine the provisions of the commercial judiciary
C02	Trade books and unfair competition and partnership process to finalize
C03	Negotiable instruments to examine

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	14	1	14
Presentation	9	2	18
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			90
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

D0000195 Turkish Language II					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	D0000195	Turkish Language II	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

To make students become familiar with the correct, beautiful and efficient use of the Turkish language to make them base the written and spoken intercourse of the language on strong principals to make them gain their skills in correspondence, presentations and explanations successfully in their business life to make them become intellectual individuals who read, think, inquire and bring solutions.

Teaching Methods and Techniques:

According to their subjects, reading, listening, writing, presentation, discussion, sampling, question and answer techniques will be used.

Prerequisites and co-requisites:

Course Coordinator:

Name of Lecturers:

Asist Prof.Dr. YAVUZ GÜNEŞ

Assistants:

Recommended or Required Reading

Resources

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences : 100	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	marks of punctuation. (point, comma, semicolon, double point, interjection)		
2	marks of punctuation. (inverted commas, parenthesis)		
3	The rules of orthography. (Writing of capitals and numbers and compounds)		
4	The rules of orthography. (writing of idioms, dieresis, quotation words and foreign proper nouns)		
5	The rules of orthography. (The writing of abbreviation and some additions.)		
6	composition. (definition, aim, being succesful in composition)		
7	The methods of composition. (The constitution of assistant reflection and main reflection.)		
8	The methods of composition. (The constitution of paragraph, the methods of progress of reflection in paragraph)		
9	The properties of expression		
10	Failure to expression properly.		
11	The forms of expression. (collecting homeworks)		
12	varieties of expression. (oral expression)		
13	varieties of expression. (written expression- letter, petition)		
14	varieties of expression.(written expression- story, fiction, theatre, verse)		

Course Learning Outcomes

No	Learning Outcomes
C01	Understands the rules of writing on a topic, improves writing skills.
C02	Oral presentation and communication skills are gained.
C03	Written and oral expression and to communicate accurate and effective use of language is to understand, short equity requests, but being able to fully express, petition writing, report preparation
C04	Understand that our language is Turkish its place among the world' s languages??.
C05	Using the word in sentences comprehend the wrongs done in establishing the rules of spelling, punctuation, gains the ability to use correct and appropriate.
C06	Apart from textbooks, information texts to be read from a variety of genres, manners, life changing experience and perspective on life, the habit of seeing nice gains different opinions.
C07	Academic listening to a conversation, to ask questions, learn to make the necessary explanations, so how it should be understood that behavior within society and apply.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
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P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	2	28
Hours for off-the-c.r.stud	14	2	28
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			58
ECTS Credit of the Course			2

Contribution of Learning Outcomes to Programme Outcomes
bbb



Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P01	To be able to use computer package programs related to the field.
P21	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria			ECTS Allocated Based on Student Workload			
In-Term Studies	Quantity	Percentage	Activities	Quantity	Duration	Total Work Load
Mid-terms	0	%0	Course Duration	0	0	0
Quizzes	0	%0	Hours for off-the-c.r.stud	0	0	0
Assignment	0	%0	Assignments	0	0	0
Attendance	0	%0	Presentation	0	0	0
Practice	0	%0	Mid-terms	0	0	0
Project	0	%0	Practice	0	0	0
Final examination	0	%0	Laboratory	0	0	0
Total		%0	Project	0	0	0
			Final examination	0	0	0
			Total Work Load			0
			ECTS Credit of the Course			0

Contribution of Learning Outcomes to Programme Outcomes





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2011 FINANCIAL MANAGEMENT					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	İY-2011	FINANCIAL MANAGEMENT	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

To understand the concepts in finance and company gain the ability to assess financial events

Teaching Methods and Techniques:

The importance and functions of financial management, financial analysis and planning, working kapital management(working capital and the financing decisions, current asset management, sources of short-term financig), the capital budgeting process(the time value of money, valuation and the cost of capital, the capital budgeting decisions, risk and capital budgeting), long-term financing(capital markets, investment, long-term debt and lease financing).

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Asist Prof.Dr. İSMAİL TUNA

Assistants:**Recommended or Required Reading**

Resources	Finansal Yönetim - Serpil Canbaş, Gamze Vural - Karahan Kitabevi Financial Management Nurhan Aydın, Mehmet Başar, Metin Coşkun - Detay Yayıncılık Financial Management Ali Ceylan, Turhan Korkmaz - Ekin Yayınevi Financial Management
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Course Category

Mathematics and Basic Sciences :	Education :	
Engineering :	Science :	
Engineering Design :	Health :	
Social Sciences :	Field :	100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	The purpose of financial management and definition		Oztin Akçüç, Financial Management, Av
2	Financial analysis; rates		Oztin Akçüç, Financial Management, Av
3	Financial analysis; rates		Oztin Akçüç, Financial Management, Av
4	Financial analysis applications		Oztin Akçüç, Financial Management, Av
5	Funds flow statement		Oztin Akçüç, Financial Management, Av
6	Financial planning		Oztin Akçüç, Financial Management, Av
7	Budgets		Oztin Akçüç, Financial Management, Av
8	Profit planning		Oztin Akçüç, Financial Management, Av
9	Profit planning		Oztin Akçüç, Financial Management, Av
10	Profit Distribution		Oztin Akçüç, Financial Management, Av
11	Capital Budgeting		Oztin Akçüç, Financial Management, Av
12	Working capital management		Oztin Akçüç, Financial Management, Av
13	Cash Management		Oztin Akçüç, Financial Management, Av
14	Inventory Management		Oztin Akçüç, Financial Management, Av

Course Learning Outcomes

No	Learning Outcomes
C01	Recognize basic concepts related to finance.
C02	The rates used in the analysis of financial statements comprehend.
C03	Investment decisions of the methods used in the know.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
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P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	14	1	14
Presentation	10	2	20
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2015 LABOUR AND SOCIAL SECURITY LAW					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	İY-2015	LABOUR AND SOCIAL SECURITY LAW	3	3	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

IT IS AIMED TO TEACH THE RIGHTS AND THE RESPONSIBILITIES OF LABORS

Teaching Methods and Techniques:

ALL SUBJECTS ABOUT LABOR AND SOCIAL INSURANCE LAW

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Mustafa Uzer Instructor İsmail GÜLEÇ

Assistants:**Recommended or Required Reading**

Resources Erdoğan, Gürbüz İş ve Sosyal Güvenlik Hukuku Detay Yayıncılık Ankara, 2013

Course Category

Mathematics and Basic Sciences :		Education	:
Engineering :		Science	:
Engineering Design :		Health	:
Social Sciences :	100	Field	:

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	İş Hukuku Giriş, İş Hukukunun Uygulanma Alanları ve Bireysel İş Hukuku Kavramı ve Kapsamı		Introduction to Labour Law, definitions
2	Hizmet Sözleşmesi ve Hizmet Sözleşmesinden Doğan Haklar/ Borçlar		Labour contract, Justices and obligation
3	Hizmet Sözleşmesinin Sona Ermesi		The ending of labour contract
4	Hizmet Sözleşmesinin Sona Ermesinin Sonuçları, Tazminatlar		Results of the ending of the labour contract
5	Hizmet Sözleşmesinin Sona Ermesinin Sonuçları, Tazminatlar		Results of the ending of the labour contract
6	Çalışma (İş) Süreleri, Dinlenme Süreleri ve Tatiller		Working time and organization of work,
7	Sendika kavramı, Kuruluşu, Üyeligi ve Organları		Trade union, to be established, member
8	Ara Sınav		Mid Term Exam.
9	Toplu İş Sözleşmesi ve İş Uyumuzlukları		Collective Bargaining Agreement and inc
10	Sosyal Güvenlik Hukuku, Tanımı, Görevleri ve Araçları		Social Security Law, its missions and im
11	İş Kazaları, Meslek Hastalıkları, Maluliyet, Genel Sağlık ve Hastalık Sigortaları		Industrial accidents, occupational diseas
12	Analık, Yaşlılık ve Ölüm Sigortaları		Maternity, old-age and death insurances
13	İşsizlik Sigortası		Unemployment insurance
14	Bireysel Emeklilik		Private pension

Course Learning Outcomes

No	Learning Outcomes
C01	İstihdam ilişkisinin hukuki okumasını yapabilme becerisi kazandırma
C02	Çalışma ilişkilerinde karşılaşılan problemleri çözebilme konusunda gerekli donanımı kazandırma

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
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P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
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P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			86
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2019 BUSINESS PRACTICES I					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	İY-2019	BUSINESS PRACTICES I	4	2	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Completing the missing aspects of the student's education. Directing him to do research in the areas he feels lacking. To ensure that they have knowledge about the sectors they are interested in.

Teaching Methods and Techniques:

Industry recognition, property selection, research in Business, Technical Tours, business application.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Prof.Dr. Hilmi ERDALInstructor İsmail GÜLEÇ

Assistants:**Recommended or Required Reading****Resources**

Ders Notları

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field : 100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Learns the general concepts related to the course.		
2	Learns the concepts of knowledge, data and information.		
3	Conducts general research on sectors.		
4	Accesses data about sectors.		
5	Gains knowledge about the sectors.		
6	He/she identifies an industry he/she is interested in.		
7	Conducts research on the determined sector.		
8	Examines businesses in the selected sector.		
9	Gains knowledge of the types of businesses.		
10	Gains knowledge about the physical appearance and layout of businesses.		
11	Gains knowledge about the working structure of enterprises.		
12	Examines businesses in terms of their establishment locations.		
13	Examines businesses in terms of legal form.		
14	Examines businesses in terms of size.		

Course Learning Outcomes

No	Learning Outcomes
C01	Industry recognition

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	4	14	56
Hours for off-the-c.r.stud	1	14	14
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	4	14	56
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			128
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2037 PUBLIC FINANCE					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	İY-2037	PUBLIC FINANCE	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

The purpose of this course, the public finances is to promote and provide information about the state budget.

Teaching Methods and Techniques:

Public economic activities, public expenditures, public revenues, the tax classification of the principles of taxation, tax burden, government debt, state budget, the Turkish budget system, fiscal policy.

Prerequisites and co-requisites:

Course Coordinator:

Name of Lecturers:

Instructor İsmail Güleç/Instructor Dr. Mustafa Macit

Assistants:

Recommended or Required Reading

Resources

Kamu Maliyesi Osman Pehlivan Murathan Yayınevi
1)- Kamu Maliyesi Ders Notu 2)- Kamu Maliyesi Ders Kitapları
Ödevler
Arasınanı - Yarıyıl sonu sınavı

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field : 100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	to classify the economic activities of the public		
2	to classify the economic activities of the public		
3	to classify the economic activities of the public		
4	to classify public spending		
5	to classify public spending		
6	to classify public spending		
7	to classify public revenues		
8	to classify public revenues		
9	to classify public revenues		
10	Public budget		
11	Turkish Budget System		
12	Turkish Budget System		
13	Public debt		
14	Fiscal Policy		

Course Learning Outcomes

No	Learning Outcomes
C01	The importance of public expenditures and public revenues, types and may explain the distinction.
C02	Budget issues may explain and Turkish budget system can evaluate.
C03	Government debt can be explained.
C04	Fiscal policy can explain.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
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P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
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P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	3	6	18
Presentation	4	4	16
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2017 PRINCIPLES OF MARKETING					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	İY-2017	PRINCIPLES OF MARKETING	3	3	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

To cognize marketing principles and functions

Teaching Methods and Techniques:

The topics covered in this course are the definition of marketing, examination of marketing environment, understanding of marketing mix and discussion of marketing management process as well as the principles of the implementation of marketin process

Prerequisites and co-requisities:**Course Coordinator:****Name of Lecturers:**

Instructor Mustafa UZER

Assistants:**Recommended or Required Reading**

Resources Tekin,Vasfi Nadir Pazarlama İlkeleri, seçkin yayıncılık ,Ankara 2009, YÜKSELEN, CEMAL PAZARLAMA İLKELER-YÖNTİM-ÖRNEK OLAYLAR DETAY YAYINCI

Course Category

Mathmatics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences : 40	Field : 60

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Introduction to marketing		
2	Marketing management, environment and searching for market opportunities		
3	Market and market species		
4	Consumer behavior and purchase decision		
5	Target market selection		
6	Market segmentation and positioning		
7	In marketing management decisional process		
8	Mid Term Exam.		
9	Distribution channels		
10	Price and pricing		
11	Promotion efforts: advertising, sales promotion and public relations		
12	Marketing management and strategic marketing planning		
13	In marketing strategic alternatives		
14	Marketing control		

Course Learning Outcomes

No	Learning Outcomes
C01	Explain marketing mix (product, price, place and promotion)
C02	Describe marketing management principles and marketing plan
C03	Express marketing strategies and control techniques

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results,
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	0	0	0
Assignments	14	3	42
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			86
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2035 STRATEGIC MANAGEMENT					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	İY-2035	STRATEGIC MANAGEMENT	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

Developing comprehension, skill and knowledge for diagnosing and dealing with specific strategy and policy situation from top management standpoint are the objectives of the course. We will also provide the necessary basic terms and concepts in order to familiarize the attendants with strategic management process. Our treatment of strategic management process will be contemporary. We will emphasize the importance of identifying value creating potential of firm's resources and capabilities and core competencies within the context of volatile global economy. We will also examine set of strategic actions to achieve strategic competitiveness and earn above average profits

Teaching Methods and Techniques:

This course covers topics related with strategic management and business policy.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor İsmail Güleç Instructor Dr. Mustafa Macit

Assistants:**Recommended or Required Reading****Resources**

H.Ülgen.; S.K.Mirze

BETA, İstanbul, 2010

Hayri Ülgen/ S. Kadri Mirze, İşletmelerde Stratejik Yönetim, BETA BASIM YAYIM, 2010 Tahir Akgemci, Stratejik Yönetim, GAZİ KİTABEVİ, 2008

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences : 30	Field : 70

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Introduction to Strategic management		
2	Related terms and concepts in Strategic Management		
3	External Environment Analysis; General Environment		
4	External Environment Analysis ; Industry Environmen		
5	Internal Environment Analysis ; Competencies and Functions		
6	Measuring Methods in Enrironmental Analysis		
7	Mid-term Exam		
8	Generic Strategies and Strategy Variations		
9	Corporate Level Strategies		
10	Corporate Level Strategies;Portfolio analysis		
11	Business Level Strategies		
12	Departmental Strategies(Functional)		
13	Case analysis and presentations		
14	Case analysis and presentations		
15	Final Exam Week		

Course Learning Outcomes

No	Learning Outcomes
C01	Identify the terms, concepts; evaluate and apply the theoretical and practical processes in long-term oriented strategic business management to accomplish competitive advantage.
C02	Develop the system approach and analyze the organizations and managerial skills in their environment; identify the problems and provide efficient solutions in the longterm.
C03	Design and re-organize the organizations and apply incremental and innovative adaptive structures to comply with the environmental changes in the long term to achieve competitive advantage.
C04	Develop business ethics, logical reasoning and act responsibly with corporate governance principles in long term business interactions
C05	Develop skills to communicate effectively through internet; individual or group research based presentations to manage firms strategically.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
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P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	4	56
Assignments	4	5	20
Presentation	0	0	0
Mid-terms	1	1	1
Practice	2	7	14
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			134
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2029		TAX LAW			
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
3	İY-2029	TAX LAW	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

With this course, students can calculate the legal process and keep track of tax liability and penalty process is intended to.

Teaching Methods and Techniques:

The scope of tax law and relationship to other branches of law, the basic concepts of tax homework, tax law sources, the implementation of tax law in terms of place, time and meaning, the prevailing constitutional principles, outline of the process of taxation, taxable event, the imposition, notification, assessment and collection processes, duties of obliged parties, supervision of obliged parties, the periods in tax law, the end of the tax debt, to secure the tax receivables, tax discrepancies, administrative and judicial solutions to tax disputes and conflicts, tax crimes and penalties

Prerequisites and co-requisites:

Course Coordinator:

Name of Lecturers:

Instructor Üzeyir Ölmez
Instructor Dr. MUSTAFA MACİT

Assistants:

Recommended or Required Reading

Resources

Vergi Hukuku Genel İlkeler ve Türk Vergi Sistemi Osman Pehlivan
Osman Pehlivan, Vergi Hukuku, Genel İlkeler ve Türk Vergi Sistemi, DERYA KİTABEVİ, 2009

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Basic concepts of law		Osman Pehlivan, Tax Law, General Princ
2	Place in the legal system of tax law		Osman Pehlivan, Tax Law, General Princ
3	Sources of tax law		Osman Pehlivan, Tax Law, General Princ
4	Tax laws place, time and meaning in terms of implementation		Osman Pehlivan, Tax Law, General Princ
5	The basic concepts of taxation		Osman Pehlivan, Tax Law, General Princ
6	Reasons for the termination of tax liability		Osman Pehlivan, Tax Law, General Princ
7	Tax debt referred		Osman Pehlivan, Tax Law, General Princ
8	Tax offenses and penalties		Osman Pehlivan, Tax Law, General Princ
9	Tax crimes participation, promotion, repetition and mergers		Osman Pehlivan, Tax Law, General Princ
10	The organizational structure of tax administration		Osman Pehlivan, Tax Law, General Princ
11	Tax audit		Osman Pehlivan, Tax Law, General Princ
12	Administrative remedies of tax disputes		Osman Pehlivan, Tax Law, General Princ
13	By way of judicial resolution of tax disputes		Osman Pehlivan, Tax Law, General Princ
14	Recourse against the decision of the tax court		Osman Pehlivan, Tax Law, General Princ

Course Learning Outcomes

No	Learning Outcomes
C01	Make legal transactions
C02	Tax debts and penalties to make transactions
C03	To understand tax and the duties of tax responsible.
C04	To be informed on details of the Turkish Tax System.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	14	1	14
Presentation	10	2	20
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb



Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P01	To be able to use computer package programs related to the field.
P21	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria			ECTS Allocated Based on Student Workload			
In-Term Studies	Quantity	Percentage	Activities	Quantity	Duration	Total Work Load
Mid-terms	0	%0	Course Duration	0	0	0
Quizzes	0	%0	Hours for off-the-c.r.stud	0	0	0
Assignment	0	%0	Assignments	0	0	0
Attendance	0	%0	Presentation	0	0	0
Practice	0	%0	Mid-terms	0	0	0
Project	0	%0	Practice	0	0	0
Final examination	0	%0	Laboratory	0	0	0
Total		%0	Project	0	0	0
			Final examination	0	0	0
			Total Work Load			0
			ECTS Credit of the Course			0

Contribution of Learning Outcomes to Programme Outcomes





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2022 WORKING CAPITAL MANAGEMENT					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2022	WORKING CAPITAL MANAGEMENT	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

This course, the aim of maximizing the net present value of the company, ensuring that the assets of the company have effectively used and each of the stated purpose to be managed so as to give the maximum benefit possible. Therefore, the purpose of working capital firms elements contribute to increase the working capital is connected in the optimal manner. For this reason, with all aspects of working capital management will be examined. İşletmeler için Google ÇeviriÇevirmen Araç SetiWeb Sitesi ÇevirmeniGlobal Pazar Fırsatları Aracı Anında çeviriyi kapatGoogle Çeviri HakkındaMobilGizlilikYardımGeri bildirim gönder

Teaching Methods and Techniques:

Operating capital introduction, working capital and characteristics of varieties to provide information on the working capital of the factors affecting the introduction, working capital sources to provide information on the working capital finance strategy given information about the working capital needs of the factors that affect the disclosure, working capital requirement calculation of the working capital sufficiency analysis method to determine the adequacy of working capital, working capital elements of management, management of cash and cash equivalents, receivables, and inventory management, management of short-term liabilities

Prerequisites and co-requisites:

Course Coordinator:

Name of Lecturers:

Asist Prof.Dr. İSMAİL TUNA

Assistants:

Recommended or Required Reading

Resources	Ahmet AKSOY-Kürşat YALÇINER, İşletme Sermayesi Yönetimi, Gazi Kitabevi, Ankara, 2008
	Ahmet AKSOY-Kürşat YALÇINER, İşletme Sermayesi Yönetimi, Gazi Kitabevi, Ankara, 2008
	yok
	Ara ve Final sınavı

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Importance of management of current assets		Ahmet AKSOY-Kürşat YALÇINER, Workir
2	Working capital management and the scope of the section		Ahmet AKSOY-Kürşat YALÇINER, Workir
3	Management of cash and cash equivalents		Ahmet AKSOY-Kürşat YALÇINER, Workir
4			Ahmet AKSOY-Kürşat YALÇINER, Workir
5	Cash and cash equivalents methods used in the calculation of the optimal level		Ahmet AKSOY-Kürşat YALÇINER, Workir
6	Receivables management		Ahmet AKSOY-Kürşat YALÇINER, Workir
7	Factors affecting the management of marketable securities		Ahmet AKSOY-Kürşat YALÇINER, Workir
8	Forward sales policy and customer credit worthiness in term of sales analysis		Ahmet AKSOY-Kürşat YALÇINER, Workir
9	Aging of receivables		Ahmet AKSOY-Kürşat YALÇINER, Workir
10	Inventory management		Ahmet AKSOY-Kürşat YALÇINER, Workir
11	Inventory management factors affecting		Ahmet AKSOY-Kürşat YALÇINER, Workir
12	To keep stock and stock costs and the factors affecting the determination of the appropriate amount of stock		Ahmet AKSOY-Kürşat YALÇINER, Workir
13	Inventory costs to determine the optimal amount of stock		Ahmet AKSOY-Kürşat YALÇINER, Workir
14	Application		Ahmet AKSOY-Kürşat YALÇINER, Workir

Course Learning Outcomes

No Learning Outcomes

C01	Working Capital Management is aimed to understand the basic concepts.
C02	Current assets of the group of the importance of efficient use of working capital will be taught in detail.

Program Learning Outcomes

No Learning Outcome

P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and oper
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
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P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
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P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	4	1	4
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			90
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2026 FOREIGN TRADE TRANSACTIONS					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2026	FOREIGN TRADE TRANSACTIONS	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

The purpose of the student to make import and export operations.

Teaching Methods and Techniques:

Business Trade Operations Course, the foreign trade (import-export) is described, in which the introduction of the documents used in foreign trade, foreign trade payment and delivery process is a course examining how to do.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Asist.Prof.Dr. Sibel Ölmez Cangı

Assistants:**Recommended or Required Reading****Resources**

Kenan ÇELİK-Cemalettin KAYACI-Ali Rıza SANDALCILAR, Dış Ticaret İşlemleri Yönetimi, Murathan Yayınevi, Trabzon, 2008

Course Category

Mathematics and Basic Sciences :
Engineering :
Engineering Design :
Social Sciences : 50

Education :
Science :
Health :
Field : 50

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	The historical development of international trade and foreign trade theories		
2	Foreign trade policy, foreign trade policy objectives and tools		
3	Free trade policies and features		
4	Protectionist trade policies and features		
5	The economic impact of tariffs and quotas		
6	International economic relations and foreign trade types		
7	External balance of payments and interpretation		
8	Exports and export regulations		
9	Turkey export incentive policies and practices		
10	Import and export regulations		
11	Forms of payment in foreign exchange and foreign trade regime		
12	Competent authority in the foreign trade		
13	The documents used in foreign trade		
14	Forms of delivery in foreign trade		

Course Learning Outcomes**No Learning Outcomes**

C01 Import and export transactions to
C02 Import and export regimes to follow

Program Learning Outcomes**No Learning Outcome**

P14 To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16 Having knowledge about financial markets and valuation of securities traded in these markets.
P13 To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12 To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09 Entrepreneurial, open to innovation, lifelong learning behavior.
P07 Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06 To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05 Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02 To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01 To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11 To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10 Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08 Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04 Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03 To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21 To be able to use computer package programs related to the field.
P20 Having quality awareness, doing quality work and concluding.
P19 To have enough knowledge to conduct an independent study on research methods in social sciences.
P18 To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15 To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17 Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22 To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	1	14
Hours for off-the-c.r.stud	0	0	0
Assignments	10	10	100
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			116
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2034 PUBLIC RELATIONS					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2034	PUBLIC RELATIONS	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

To be able to recognize the main notion that related with public relations and to be able to understand the importance of public relation for enterprises. To be able to comprehend the functioning and place of public relations in overall organization. To be able to comprehend target groups and techniques of effective presentations in public relations. To be able to comprehend the public relations practices in turkey and to comprehend the press release preparation techniques in service and in the industry sector

Teaching Methods and Techniques:

Enterprise concept and the history of enterprise, The purpose of business management and other success criteria, Classification of enterprises, Factors that make up the business, Business environment interaction, Capacity utilization and growth in enterprises, An overview of business function, Management functions

Prerequisites and co-requisites:

Course Coordinator:

Name of Lecturers:

Instructor İsmail Güleç, Instructor Mustafa Uzer

Assistants:

Recommended or Required Reading

Resources

Sabuncuoğlu, Z. (2008). Halkla İlişkiler, 9. Baskı, Alfa Aktüel Yay. Bursa.

Course Category

Mathematics and Basic Sciences	:	Education	:	10
Engineering	:	Science	:	
Engineering Design	:	Health	:	
Social Sciences	:	Field	:	
	:		:	90

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Definition and Historical Evolution of Public Relations and Concepts Similar to Public Relations		
2	Importance of Social Responsibility for Public Relations, Organizational Culture and Public Relations		
3	Effective Communication in Public Relations		
4	Objectives and Basic Principles of Public Relations		
5	Corporate Image, Corporate Identity and Corporate Reputation		
6	Situation of Public Relations in an Organization		
7	Specialties of Working Place and Workers in Terms of Public Relations		
8	Repeating Courses and Midterm Exam		
9	Stages of Public Relations Management Process		
10	Target Audience of Public Relations		
11	Communication with Media		
12	Written and Verbal Tools Used in Public Relations		
13	Audio-Visual Tools Used in Public Relations		
14	Application Examples of Public Relations at Companies		

Course Learning Outcomes

No	Learning Outcomes
C01	Explaining the difference of public relations from other concepts
C02	Explaining the importance of social responsibility projects for companies
C03	Using effective communication types
C04	Identifying the difference between corporate image and corporate identity
C05	Conceiving the importance of public relations in an organization
C06	Achieving the communication between media and a company
C07	Achieving common studies carrying out with target audience
C08	Considering the difference between written, verbal and audio-visual tools used in communication
C09	Commenting about current public relations projects
C10	Considering about the differences between public relations and corporate advertisement

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	15	2	30
Hours for off-the-c.r.stud	15	3	45
Assignments	4	2	8
Presentation	5	1	5
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			90
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2018 HUMAN SOURCE MANAGEMENT					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2018	HUMAN SOURCE MANAGEMENT	3	3	3

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Theoretical context of HRM functions adequately teach and students aimed to gain knowledge and skills necessary to implement the functions of HRM

Teaching Methods and Techniques:

The emergence of human resource management, business analysis, HR planning, HR, procurement and selection, training and development, performance appraisal, business valuation and related topics will be discussed with HR functions, such as wages

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor MUSTAFA MACİT Instructor MUSTAFA UZER

Assistants:**Recommended or Required Reading**

Resources ÜNSALAN ERDAL,ŞİMŞEKER BÜLENT,İNSAN KAYNAKLARI YÖNETİMİ DETAY YAYINCILIK ANKARA 2013
İnsan Kaynakları Yönetimi Serkan Bayraktaroğlu

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences : 100	Field :

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Introduction to the emergence of human resources management and		
2	Introduction of HRM functions and the HR department, agency		
3	Job analysis and job design		
4	HR planning		
5	Supply and selection of HR		
6	Training and development		
7	Performance evaluation		
8	Mid Term Exam.		
9	Career Planning		
10	Salary Management		
11	Business Valuation		
12	employee motivation, employee compensation, employee benefits		
13	industrial relations, workforce relations, employee health and safety, labor relations		
14	Human Resource Information Systems		

Course Learning Outcomes**No Learning Outcomes**

C01	Acquiring sufficient information about the functioning of HRM functions
C02	Understanding the interaction between HRM functions
C03	Related to the functions of HRM practices to facilitate transfer of knowledge gained into practice

Program Learning Outcomes**No Learning Outcome**

P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results,
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			86
ECTS Credit of the Course			3

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2020 BUSINESS PRACTICES II					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2020	BUSINESS PRACTICES II	4	2	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Completing the missing aspects of the student's education. Directing him to do research in the areas he feels lacking. To ensure that they have knowledge about the sectors they are interested in.

Teaching Methods and Techniques:

Industry recognition, property selection, research in Business, Technical Tours, business application.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Specialist Dr. İsmail GÜLEÇProf.Dr. Hilmi ERDAL

Assistants:**Recommended or Required Reading****Resources**

Ders Notları
ödevler

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field : 100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Gains general knowledge about production and management processes in enterprises.		
2	Gains knowledge about applications in businesses.		
3	Gains knowledge about the workflows in businesses.		
4	Examines the production activities in the enterprises.		
5	Examines the management practices in businesses.		
6	Gains knowledge about human resources practices in businesses.		
7	Gains knowledge about accounting practices in businesses.		
8	Gains knowledge about financial applications in businesses.		
9	Gains knowledge about marketing practices in businesses.		
10	Gains knowledge about sales practices in the business.		
11	Gains knowledge about research and development activities in enterprises.		
12	Gains knowledge about public relations activities in businesses.		
13	Gains knowledge about social responsibility activities in businesses.		
14	Gains knowledge about business ethics practices in businesses.		

Course Learning Outcomes

No	Learning Outcomes
C01	Industry recognition

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and financial statements.
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, business ethics.
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and to understand others.
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, and financial management.
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express opinions, to make decisions.
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and operational management.
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability to work with others.
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterprises.
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	4	14	56
Hours for off-the-c.r.stud	1	14	14
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	4	14	56
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			128
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2036 MARKETING RESEARCH					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2036	MARKETING RESEARCH	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

The student, the problem clearly be able to determine the set to be and marketing research purposes occur, the problem is the property and to identify a data source and data collection methods for marketing research according to the nature of the research, according to the problems of the property to identify a sample of the marketing research and to fulfill the sampling process, by collecting and analyzing data is to be reported.

Teaching Methods and Techniques:

Marketing, the basic concepts of marketing, consumer behavior, market segmentation, research types, positioning.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Asist Prof.Dr. İsmail TunaInstructor Mustafa Uzer

Assistants:**Recommended or Required Reading****Resources**

Tuncer Tokol , Pazarlama Araştırması, DORA YAYINLARI, Ankara, 2010

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field : 100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Reveals the problem.		
2	To determine the purpose of the marketing research.		
3	To determine the data source for the marketing research.		
4	To determine the data source for the marketing research.		
5	To determine the data collection methods for marketing research		
6	To determine the data collection methods for marketing research		
7	To determine the data collection methods for marketing research		
8	To determine the data collection methods for marketing research		
9	To determine the data collection methods for marketing research		
10	To determine the data collection methods for marketing research		
11	To determine the mass of the sample in marketing research and to meet the sampling process.		
12	To determine the mass of the sample in marketing research and to meet the sampling process.		
13	To collect and analyze data.		
14	Reporting data.		

Course Learning Outcomes**No Learning Outcomes**

C01	Marketing research, marketing research is to identify the problems and aims.
C02	Make design and implement the marketing research.
C03	To be able to evaluate and analyze the results obtained from the marketing research will gain competencies.

Program Learning Outcomes**No Learning Outcome**

P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpr
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	3	6	18
Presentation	4	4	16
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2032 SALES MANAGEMENT					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2032	SALES MANAGEMENT	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Elective

Objectives of the Course:

To understand the role of sales manager, sales management to define their function is to understand the sales process speech.

Teaching Methods and Techniques:

The concept of the sales force, sales management, organization of the sales force, establishing sales territories, determination of sales quotas, training of salespeople, meet objections, legal and ethical aspects of sales.

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Instructor Mustafa UzerAsist Prof.Dr. İsmail Tuna

Assistants:**Recommended or Required Reading****Resources**

ÖNCE, Günel, Satış Yönetimi. İzmir, 2002.

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field : 100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Investigate potential sources for customers.		
2	Presales to prepare, carry out the sales process.		
3	Presales to prepare, carry out the sales process.		
4	Manage the crisis in the sales process, to follow after sales services.		
5	Manage the crisis in the sales process, to follow after sales services.		
6	Keep track of after-sales services		
7	Keep track of after-sales services		
8	Make direct sales, indirect sales.		
9	Make direct sales, indirect sales.		
10	Make direct sales, indirect sales.		
11	Analyze the current situation to make the sale.		
12	Analyze the current situation to make the sale.		
13	Estimating the opportunities and threats of the market.		
14	Estimating the opportunities and threats of the market.		

Course Learning Outcomes

No	Learning Outcomes
C01	Students will understand the sales process and be able to understand the sales force management.

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
P13	To have knowledge about Basic Concepts of Law, Labor Law, Commercial Law, Administrative Law, Tax Law and Law of Obligations and to be able to comment on legal events.
P12	To be able to have theoretical knowledge about the importance and scope of accounting for businesses, basic accounting concepts, accounting of realized transactions, analyzing financial and finan
P09	Entrepreneurial, open to innovation, lifelong learning behavior.
P07	Market research, consumer behavior, marketing mix, strategies, demand forecasting, market segmentation, strategic marketing, relationship marketing, worldwide markets, information systems, bu
P06	To have the skills and competence to use Turkish and foreign language knowledge when necessary, in written and oral communication in accordance with the rules, in order to express oneself and
P05	Understanding the legal, social and moral responsibilities of business life and perceiving social transformation.
P02	To have knowledge of the basic concepts of business administration, to have knowledge about the basic functions of the business such as management, production, marketing, human resources, r
P01	To have theoretical and applied information about textbooks and other tools, including current information in the field of business administration.
P11	To gain the ability to understand and use basic information on economic-social and financial issues, to evaluate and comment, to analyze economic-social and financial developments, to express op
P10	Gaining skills in the fields of mathematics and statistics, making more effective decisions with statistical and econometric analyzes to be developed by utilizing numerical data, predicting the results.
P08	Understanding, explaining and applying the functions of planning, organization, execution, coordination and control of business management; To have a command of the strategic, tactical and oper
P04	Working with interdisciplinary and interdisciplinary teams; being open to innovation and change, being an entrepreneur, acquiring lifelong learning behavior; have leadership qualities and the ability
P03	To be able to use the necessary software and programs used in the fields of economy and business and to be able to independently carry out advanced studies on these subjects.
P21	To be able to use computer package programs related to the field.
P20	Having quality awareness, doing quality work and concluding.
P19	To have enough knowledge to conduct an independent study on research methods in social sciences.
P18	To be able to comprehend the concept of cost in businesses and to apply the methods developed for cost calculations to businesses.
P15	To have information about financial analysis and planning, working capital management, capital budgeting, evaluation of investment projects and short and long-term financial decisions in enterpri
P17	Having knowledge about the futures market, being able to determine how futures, forward, option and swap markets are used in financial risks faced by businesses.
P22	To have knowledge and awareness of Atatürk's Principles, History of Revolution and a good command of Turkish and intermediate level of English.

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	3	6	18
Presentation	4	4	16
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb





Tokat Gaziosmanpaşa University

Tokat Vocational School
İşletme Yönetimi

İY-2012 CAPITAL MARKET TRANSACTIONS					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
4	İY-2012	CAPITAL MARKET TRANSACTIONS	3	3	4

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Associate

Work Placement(s):

No

Department / Program:

İşletme Yönetimi

Type of Course Unit:

Required

Objectives of the Course:

Student will have a perspective on capital market institutions, instruments and operations. In this framework, Capital Market Board (CMB) and İstanbul Stock Exchange (ISE) will be described. Sub markets of capital market and their bodies will be explained.

Teaching Methods and Techniques:

Money market, capital market, the capital market factors, capital market instruments, securities, Stocks, Bonds, Bills, Income partnership securities, bank bills, bank guaranteed bonds Profit / Loss partnership documents, Redeemed Shares, Property certificates Asset-backed securities, mortgage securities, warrants capital market institutions, intermediaries, Investment Trusts, Mutual Funds, the Central Bank of markets, ISE, Gold Exchange, Izmir Futures and Options Exchange (VOB) derivative products, Forward, Futures, Options

Prerequisites and co-requisites:**Course Coordinator:****Name of Lecturers:**

Asist Prof.Dr. İSMAİL TUNA

Assistants:**Recommended or Required Reading****Resources**

- 1)-Sermaye Piyasası İşlemleri Ders Notu 2)- Sermaye Piyasası İşlemleri Ders Kitapları
Ödevler
Arasınav - Yarıyıl sonu sınavı

Course Category

Mathematics and Basic Sciences :	Education :
Engineering :	Science :
Engineering Design :	Health :
Social Sciences :	Field : 100

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Financial markets and Turkish capital market		
2	Money market Capital market		
3	Capital market operations capital market functions		
4	Capital market instruments Securities		
5	Stocks		
6	Bonds, Bills, Income Sharing Certificates, Bank Bonds and bank guaranteed bonds		
7	Profit/Loss Sharing Certificates, Participation Certificates, Real Estate Certificates		
8	Asset backed Securities Mortgage Bonds Varants		
9	Capital Market Institutions		
10	Investment banks Intermediaries Investment Trust		
11	Unit Trust Portfolio Management Companies		
12	Rating Agencies Investment Advisory Services		
13	Markets Central Bank Markets Over the Counter Markets		
14	Derivatives Futures Options		

Course Learning Outcomes

No	Learning Outcomes
C01	Students will learn the capital market and operations
C02	The main contents of the market will be taught
C03	Sub market of capital market and their operations will be taught
C04	Student will learn the instruments of capital market
C05	Student will learn the institutions of capital market

Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
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Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	3	42
Hours for off-the-c.r.stud	14	3	42
Assignments	3	6	18
Presentation	8	2	16
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			120
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb



Program Learning Outcomes

No	Learning Outcome
P14	To have a good command of micro and macroeconomics and to evaluate economic events within the framework of this information.
P16	Having knowledge about financial markets and valuation of securities traded in these markets.
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Assessment Methods and Criteria			ECTS Allocated Based on Student Workload			
In-Term Studies	Quantity	Percentage	Activities	Quantity	Duration	Total Work Load
Mid-terms	0	%0	Course Duration	0	0	0
Quizzes	0	%0	Hours for off-the-c.r.stud	0	0	0
Assignment	0	%0	Assignments	0	0	0
Attendance	0	%0	Presentation	0	0	0
Practice	0	%0	Mid-terms	0	0	0
Project	0	%0	Practice	0	0	0
Final examination	0	%0	Laboratory	0	0	0
Total		%0	Project	0	0	0
			Final examination	0	0	0
			Total Work Load			0
			ECTS Credit of the Course			0

Contribution of Learning Outcomes to Programme Outcomes

