



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1042	KEYBOARDING TECHNIQUES II				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1042	KEYBOARDING TECHNIQUES II	4	3	4

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN	None

The aim of lesson :

With this course, students in computer keyboard to write with the habit of writing in different languages and proficiency gain a series of 10 fingers. (F Keyboard)

Course Contents :

The transactions of the word processing program;to form the text in a word processor document;the functions of the keys of the keyboard,adjusting the position of sitting and stance,using the keys of the letter; punctuation and numerical keys; writing a text;the practices of speed;to write the writing in the foreign language;the handwriting and corrected writings;to use the different computer hardware programs;to study with the different software programs



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

D0000107	Ataturk's Principles and History of Turkish Revolution II				
Semester	Code	Name	T+P	Credit	ECTS
2	D0000107	Ataturk's Principles and History of Turkish Revolution II	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Yunus Emre Tekinsoy Instructor Aysel Eryaman	None

The aim of lesson :

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.

Course Contents :

The last periods of the War of Independence. Treaties that causes the establishment of Republic of Turkey. Ataturk's principles which determine the features of Republic of Turkey and the revolutions which strenghten these principles



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1052	ORGANIZATIONAL BEHAVIOR				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1052	ORGANIZATIONAL BEHAVIOR	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN Instructor Mustafa UZER	None

The aim of lesson :

To explain individual behavior. To review of organizational behavior. methods of analysis and evaluation of organizational behavior.

Course Contents :

To display, the desired behavior within the organization to learn of the rules



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1054	THE USAGE OF TECNOLOGY				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1054	THE USAGE OF TECNOLOGY	2	2	3

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN Instructor Ahmet DOĞRU	None

The aim of lesson :
Students will gain competencies in technological devices user.
Course Contents :
Lesson covers Selection of tools and equipment used in offices, purchase, placement and maintenance-repair



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1047	ECONOMY I				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1047	ECONOMY I	2	2	3

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Cihangir CENGİZ Instructor Turan Burak İMRE	None

The aim of lesson :
With this course, it is intended to gain knowledge and improve skills about the economy by the students.
Course Contents :
Basic concepts in economy and Economic Systems



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1055	MANAGEMENT AND ORGANIZATION				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1055	MANAGEMENT AND ORGANIZATION	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN	None

The aim of lesson :
To provide students with the knowledge and skills about management techniques and practices necessary at each business department
Course Contents :
In today's modern management practices in organizations offers conceptual and analytical perspective.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

D0000195	Turkish Language II				
Semester	Code	Name	T+P	Credit	ECTS
2	D0000195	Turkish Language II	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Asist Prof.Dr. YAVUZ GÜNEŞ	None

The aim of lesson :

To make studens become familiar with the correct, beautiful and efficient use of the Tuekish language to maket hem base the written and spoken intercourse of the language on strong principals to maket hem gain their skills in correspondence, presentatations and ezplanations succesfully in their business life to make them become intellectual individuals who read, think, inquire and bring solutions.

Course Contents :

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



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1044	FILING AND ARCHIVING				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1044	FILING AND ARCHIVING	3	3	4

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN	None

The aim of lesson :

Students will be gained the ability of filing and archiving with this course

Course Contents :

To get skills about document management, filing and archiving applications



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1048	ECONOMY-II				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1048	ECONOMY-II	2	2	3

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Cihangir CENGİZ	None

The aim of lesson :

With this course, it is intended to gain knowledge and improve skills about the management of economy by the students.

Course Contents :

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



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1046	BUSINESS II				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1046	BUSINESS II	2	2	3
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Cihangir CENGİZ Instructor Turan Burak İMRE	None	

The aim of lesson :

At the end of this course, the student recognizes business terminology, compares business types, appraises business size, selects a location for business establishment, defines production function, marketing function, finance function, learns about human resources, public relations, and research and development.

Course Contents :

About the basic concepts of business



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1045	BUSINESS I				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1045	BUSINESS I	2	2	3
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Cihangir CENGİZ Instructor İsmail GÜLEÇ Instructor Turan Burak İMRE	None	

The aim of lesson :

The purpose of this course is to provide information about business and its basic concepts like manager, management, aspects of management, and to develop their entrepreneurial and managerial vision.

Course Contents :

Basic Business Administration Concepts, The Aims of Businesses, Their Importance in Economy and their Classifications, The Foundations of Business, Financing The Enterprise, The Revenues of The Businesses, The Productivity of Businesses, The Functions of The Businesses



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1053	COMMUNICATION				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1053	COMMUNICATION	2	2	2
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Mustafa UZER	None	

The aim of lesson :

To enable the students to comprehend communication and its importance, the ways to establish communication, complications and problems, types and models of communication, the meaning and functions of organizational communication and the features of effective communication.

Course Contents :

The basic elements of communication, the functioning of the communication, communication skills within the groups and Organizations, preventing or disrupting communication constraints, arising from the difficulties of language and expression differences in status and for the elimination of these studies, written, the importance verbal and nonverbal communication, and used techniques



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1041	KEYBOARDING TECHNIQUES I				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1041	KEYBOARDING TECHNIQUES I	4	3	5

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN	None

The aim of lesson :

With this course, students in computer keyboard to write with the habit of writing in different languages and proficiency gain a series of 10 fingers. (F Keyboard)

Course Contents :

The transactions of the word processing program;to form the text in a word processor document;the functions of the keys of the keyboard,adjusting the position of sitting and stance,using the keys of the letter; punctuation and numerical keys; writing a text;the practices of speed;to write the writing in the foreign language;the handwriting and corrected writings;to use the different computer hardware programs;to study with the different software programs



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1051	PROTOCOL AND SOCIAL CODE OF CONDUCT				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1051	PROTOCOL AND SOCIAL CODE OF CONDUCT	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Mehmet Muhterem GÖZÜTOK Instructor Ahmet DOĞRU	None

The aim of lesson :

The course aims at teaching the students the protocol rules to represent their Authorities and be a good example for other personnel and to use this information in the appropriate place and time in professional life.

Course Contents :

Content: The definition and historical development of the protocol, implementation of the social behaviour protocol, implementation of the protocol in institutions and organizations, implementation of the protocol in institutional events, personal care, choosing the appropriate clothing and accessories Methods: Lecture, question and answer, discussion Teaching Techniques: Brainstorming, question- answer



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1049	BASIC LAW				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1049	BASIC LAW	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Mustafa UZER	None

The aim of lesson :

Social life and order, social order and the various rules of law, positive law, added in the section (Public Law, Private International Law), a positive arm of the law, law of the form of resources, transfer of civil law matters

Course Contents :

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



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY1043	COMMERCIAL MATHEMATICS				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1043	COMMERCIAL MATHEMATICS	3	3	4
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Mehmet Muhterem GÖZÜTOK Instructor Turan Burak İMRE	None	

The aim of lesson :
It is aimed to be able to comprehend the basic concepts and to solve equation systems and problems.
Course Contents :
Commercial mathematics, ratio proportion, interest and discount, loss - profit



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2043	OFFICE MANAGEMENT SOFTWARE				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2043	OFFICE MANAGEMENT SOFTWARE	4	3	4
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN Instructor Ahmet DOĞRU	None	

The aim of lesson :
In this course, it is aimed providing information about computers, explaining hardware and software, operating systems, the concept of special software and conceptual information about other operating systems apart from Windows, basic Windows operations, making transfer of Microsoft Word operations, introducing basic Internet knowledge, getting them use Internet Explorer and other explorers
Course Contents :
Explanation of office softwares and sample studies.



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2055	HOSPITAL MANAGEMENT AND ORGANIZATION				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2055	HOSPITAL MANAGEMENT AND ORGANIZATION	2	2	2
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Elective	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN	None	

The aim of lesson :
Students, health care facilities management functions, organizational structure and operation of the intended learning.
Course Contents :
Definition and system of hospitals Purposes and functions of hospitals classification of Hospitals characteristics of the hospitals resources of hospitals The organizational structure of the hospital in Turkey In some countries, hospital organizational structures Management decision-making processes in the hospital Administrative structure of the hospital Hospital diagnostic units, medical treatment units Management units, financial and technical units Patient administration features and management resources The hospital administrator's properties Hospitals, job evaluation



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2041 OFFICE MANAGEMENT					
Semester	Code	Name	T+P	Credit	ECTS
3	BY2041	OFFICE MANAGEMENT	3	3	4
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN	None	

The aim of lesson :
With this course, students will gain competencies to make office management jobs.
Course Contents :
Teaching office management and office services.



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

D0000106 Ataturk's Principles and History of Turkish Revolution I					
Semester	Code	Name	T+P	Credit	ECTS
1	D0000106	Ataturk's Principles and History of Turkish Revolution I	2	2	2
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor SADET ALTAY Instructor YUNUS EMRE TEKINSOY Instructor AYŞE ERYAMAN	None	

The aim of lesson :
In order to understand conditions and features of the establishment of Republic of Turkey: To understand the reasons that forced Turkish nation to have Independence War, in which condition and within which terms Turkish War of Independence took place, upon which basis the state was established, and finally to educate next generations who know establishment philosophy of the state and who are respectful to Turkish state and nation.
Course Contents :
Aim of the course, its scope, and basic concepts. Final period of Ottoman Empire, its problems, modernization efforts and collapse. Turkish War of Independence



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

D0000194 Turkish Language I					
Semester	Code	Name	T+P	Credit	ECTS
1	D0000194	Turkish Language I	2	2	2
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Asist Prof.Dr. YAVUZ GÜNEŞ	None	

The aim of lesson :
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.
Course Contents :
To improve students' love and understanding of mother tongue who are studying in various departments in accordance with the constantly progressing conditions of the age; to emphasize the connection between language and thought; to enlighten individuals who are scientifically productive, creative, able to use their mother tongue accurately and equipped with contemporary knowledge, in language and literature history.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2057	LABOUR AND SOCIAL SECURITY LAW				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2057	LABOUR AND SOCIAL SECURITY LAW	2	2	2
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Elective	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Mustafa UZER	None	
The aim of lesson : IT IS AIMED TO TEACH THE RIGHTS AND THE RESPONSIBILITIES OF LABORS Course Contents : ALL SUBJECTS ABOUT LABOR AND SOCIAL INSURANCE LAW					



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2051	KEYBOARDING TECHNIQUES III				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2051	KEYBOARDING TECHNIQUES III	3	2	3
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Elective	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN Instructor Mehmet Muhterem GÖZÜTOK	None	
The aim of lesson : Gaining capability of writing manuscript, texts and scriptures and preparing tables and charts efficiently. Course Contents : Increasing correct and speedy writing ability and techniques on different kind of texts.					



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2047	PROFESSIONAL WRITINGS				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2047	PROFESSIONAL WRITINGS	4	3	4
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN	None	
The aim of lesson : Students will be taught what professional correspondences,official writings,business writings,special writings are, and writings related to management fast and efficiently. Course Contents : Grammar teaching, basic information on writing business and private writings and to prepare types of sample and report writing using this information					



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2045	ACCOUNTİNG				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2045	ACCOUNTİNG	4	4	5

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Üzeyir ÖLMEZ	None

The aim of lesson :

With this course, the student, to perform operations related to accounting and finance aims to gain knowledge and skills to develop

Course Contents :

Zorunlu Meslek Dersi (ZM) Öğrenciye muhasebe sistemini oluşturarak muhasebe kayıtlarını yapabilmesini öğreten bir bilgi dersidir.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2059	OFFICE PROGRAMMES I				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2059	OFFICE PROGRAMMES I	3	3	4

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Elective

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Turan Burak İMRE Instructor Kemal ERGÜN Instructor Mustafa UZER Instructor Cihangir CENGİZ	None

The aim of lesson :

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.

Course Contents :

Oral presentations, discussions, lecture, project, laboratory practices



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2053	BASICS OF SECRETARIAL SKILLS				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2053	BASICS OF SECRETARIAL SKILLS	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Elective

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Mehmet Muhterem GÖZÜTOK Instructor Cihangir CENGİZ Instructor Kemal ERGÜN	None

The aim of lesson :

Defining main lines of secretary, learning types of secretary, duty and responsibilities of secretary, learning features which secretaries should have, professional quality of secretary, having information about features of secretary, office hostess, courtesy and etiquettes rules.

Course Contents :

Detailed information and rules of secretary features, duties and responsibilities.



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2061	SECTOR APPLICATIONS I				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2061	SECTOR APPLICATIONS I	4	2	4

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Elective

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Mehmet Muhterem GÖZÜTOK	None

The aim of lesson :
It is aimed to be able to comprehend the basic concepts and to solve equation systems and problems.
Course Contents :
Commercial mathematics, ratio proportion, interest and discount, loss - profit



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2049	MEETING MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2049	MEETING MANAGEMENT	2	2	3

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Ahmet DOĞRU	None

The aim of lesson :
Students will gain competencies to meeting management.
Course Contents :
Meeting processes, seatings, preparing for meetings.



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2050	INFORMATION MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2050	INFORMATION MANAGEMENT	2	2	3

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Cihangir CENGİZ Instructor Kemal ERGÜN	None

The aim of lesson :
Release Set Press monitoring Press monitoring Decision-making Decision-making Decision-making Written and unwritten rules Memorandum (Declaration) Informing Informing Environmental analysis Environmental analysis techniques Classification of environmental variables Vision and mission
Course Contents :
Release Set Press monitoring Press monitoring Decision-making Decision-making Decision-making Written and unwritten rules homework Memorandum (Declaration) Informing Informing homework Environmental analysis Environmental analysis techniques Classification of environmental variables Vision and mission final exam



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2046	COMPUTER ACCOUNTING SOFTWARE				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2046	COMPUTER ACCOUNTING SOFTWARE	4	3	5

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Üzeyir ÖLMEZ	None

The aim of lesson :

To know the basic concepts and documents related to accounting, understand Balance sheet and income statement of the principles relating to regulation of financial statements

Course Contents :

Understand The basic concepts related to accounting (balance sheet, accounts, account plan, etc.). And used in the major accounting documents



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2044	EFFECTIVE AND ATTRACTIVE SPEAKING				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2044	EFFECTIVE AND ATTRACTIVE SPEAKING	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Mehmet Muhterem GÖZÜTOK	None

The aim of lesson :

To provide the ability of effective and good speaking.

Course Contents :

Breath, vocal organs, stres and intonation, connection, protocol speech, informative speech, spontaneous speech.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2048	PUBLIC RELATIONS				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2048	PUBLIC RELATIONS	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Required

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Turan Burak İMRE	None

The aim of lesson :

With this course, students will provide competencies to make public relations activities.

Course Contents :

The course includes information about the strategies to be used in the human realtions applications and fundamental concepts about human relations.



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2056	SPEED WRITING AND READING TECHNIQUES				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2056	SPEED WRITING AND READING TECHNIQUES	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Elective

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Cihangir CENGİZ	None

The aim of lesson :

To provide quick note taking, convert the written easily to prose, to provide attention and coordination while reading, understand quickly read thing

Course Contents :

Speed reading and writing ability; encouraging team work



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Office Management and Manager Assistant

BY2052	KEYBOARDING TECHNIQUES IV				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2052	KEYBOARDING TECHNIQUES IV	3	2	3

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Elective

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN Instructor Mehmet Muhterem GÖZÜTOK	None

The aim of lesson :

Gaining speed and ability on writing business and formal texts and reports

Course Contents :

Standarts and rules of Business, formal letters and reports.



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Office Management and Manager Assistant

BY2068	BUSINESS ETHICS				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2068	BUSINESS ETHICS	2	2	2

Education Type	Language	Course Level	Course Internship Status	Type of Course
Formal Education	Turkish	Associate	No	Elective

Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants
Office Management and Manager Assistant		None	Instructor Mustafa UZER	None

The aim of lesson :

The course aimed to gain competencies related to professional ethics

Course Contents :

Examine the ethical and moral concepts of ethics and ethics review systems to investigate the factors involved in the formation of professional ethics of professional study to examine the results of corruption and unethical behavior in professional life to examine the concept of social responsibility



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BY2060	OFFICE PROGRAMS II				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2060	OFFICE PROGRAMS II	3	3	4
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Elective	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Cihangir CENGİZ Instructor Mustafa UZER	None	

The aim of lesson :

Computer technology used for various purposes to comprehend the fact that, to use your word processing program, a spreadsheet program that allows the ease of working life, to comprehend, to grasp the benefits of the Internet

Course Contents :



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Office Management and Manager Assistant

BY2054	BEHAVIOURS OF THE SECRETARIAN				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2054	BEHAVIOURS OF THE SECRETARIAN	3	3	3
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Elective	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Mehmet Muhterem GÖZÜTOK Instructor Kemal ERGÜN	None	

The aim of lesson :

To purposing giving secretary behaviours.

Course Contents :



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2062	SECTOR APPLICATIONS II (CE)				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2062	SECTOR APPLICATIONS II (CE)	4	2	4
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Elective	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Mehmet Muhterem GÖZÜTOK	None	

The aim of lesson :

Gaining ability in sectoral practice

Course Contents :

Execute manufacturing and service processes in private and public sectors.



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Office Management and Manager Assistant

BY2042 EXECUTIVE ASSISTANT					
Semester	Code	Name	T+P	Credit	ECTS
4	BY2042	EXECUTIVE ASSISTANT	4	4	5
Education Type	Language	Course Level	Course Internship Status	Type of Course	
Formal Education	Turkish	Associate	No	Required	
Department/Program	Precondition	Course Coordinator	Instructor	Course Assistants	
Office Management and Manager Assistant		None	Instructor Kemal ERGÜN Instructor Cihangir CENGİZ	None	

The aim of lesson :

This lesson will provide students to gain the competencies of the executive secretariat

Course Contents :

Secretarial profession in the world and in Turkey, Concepts related to the secretariat, Secretary types, Personality characteristics of the secretary, Professional characteristics of the secretary, Professional characteristics of the secretary, Professional characteristics of the secretary, Professional practice of the secretary, Executive assistant historical development, Executive assistant location and importance, The significance of the administrator assistant, Executive assistant features, Executive assistant features, Executive assistant difference with other employees, Executive assistant difference with other employees, Assistant manager gap in communication