



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2078	SECRETARYSHIP BEHAVIOUR				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2078	SECRETARYSHIP BEHAVIOUR	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		Instructor Kemal ERGÜN	Instructor Mustafa UZER	None

The aim of lesson :

Important in the life of today's business secretary has come to our face as a profession. Secretaries of the right hand should be regarded as administrator. Are the closest assistant secretary of the Administrator. The best way to evaluate the manager's time, directing the business planning and business plan administrator is the office staff. In this context the importance of the secretarial profession, characteristics, all the competencies required of the profession will be emphasized.

Course Contents :

General information about the Secretariat, the secretariat will make the profession needs to have features in people, professional knowledge and skills required by the clutch and show the behavior of secretary.



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2082	SECTOR APPLICATIONS II				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2082	SECTOR APPLICATIONS II	4	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		Instructor Kemal ERGÜN	Instructor Kemal ERGÜN Instructor Mustafa UZER	None

The aim of lesson :

To prepare for life and train the qualified manpower that the business world needs by practicing the knowledge, skills, behaviors and habits of working together in the business environment, which are given to our students for the profession of Office Management and executive Assistant

Course Contents :

Within the scope of the Sector Applications course; to develop theoretically acquired professional knowledge, skills and competencies/competencies for practice.



Tokat Gaziosmanpaşa University
Tokat Vocational School
Office Management and Manager Assistant

BY2004	EXECUTIVE ASSISTANTSHIP				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2004	EXECUTIVE ASSISTANTSHIP	4	4	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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ Instructor Kemal ERGÜN	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 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



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2001	OFFICE MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2001	OFFICE MANAGEMENT	3	3	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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU 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

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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU	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

AIİT101	Ataturk's Principles and History of Turkish Revolution I				
Semester	Code	Name	T+P	Credit	ECTS
1	AIİT101	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		Associate Prof.Dr. Yunus Emre TEKİNSOY	Instructor Dr. 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



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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		Instructor Kemal ERGÜN	Instructor Mustafa UZER	None

The aim of lesson :

Understanding Communication and Its Importance, Ways of Communicating, Obstacles and Problems, Types and Models of Communication, Meaning and Functions of Organizational Communication, Characteristics 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

BY1001	GENERAL BUSINESS				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1001	GENERAL BUSINESS	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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ	None

The aim of lesson :

Introducing the Basic Concepts of Business and Business Administration, Providing a Broad and Holistic Perspective on Business Science and Business.

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

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		Instructor Kemal ERGÜN	Instructor Kemal ERGÜN	None

The aim of lesson :

With this course, the student will gain the ability to write in a computer environment using the keyboard with the on-finger (F keyboard) method and serial writing.

Course Contents :

Word processing program operations; Recognizing the "F" keyboard, Developing Keyboard Using Skills, Finger Keyboard Using and Ergonomics, Keyboard Using Management and Techniques, Using Basic Order and Basic Extraordinary Letters, Working on Sample Texts, Fast Writing Practices.



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		Instructor Kemal ERGÜN	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 :

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

BY1064	Career Planning				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1064	Career Planning	1	1	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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU	None

The aim of lesson :

Career Planning course enables students to recognize the business world, different sectors and the needs of these sectors; It aims to raise awareness among students about the importance of career planning in the process of preparing for the business world. The course enables students to discover their personal competencies and understand the expectations of the business world. It helps them develop their knowledge and skills in line with the requirements of the relevant sectors.

Course Contents :

General Introduction of the Lesson and the Concept of Career National and International Exchange Programs Basic Communication Skills Sector Days (Non-Governmental Organizations) Thin Capabilities (Soft - Skills) Sector Days (Public Sector) Diction and Body Language Preparing Resume and Cover Letter Sector Days (Private Sector) Effective Interview Techniques Sector Days (Academy) Sector Days (Entrepreneurship) Lesson Assessment and Project Details



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Tokat Vocational School
Office Management and Manager Assistant

FRA101	FRENCH I				
Semester	Code	Name	T+P	Credit	ECTS
1	FRA101	FRENCH I	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 İZZET ERCAN	None

The aim of lesson :

Course Contents :



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İNG101	ENGLISH I				
Semester	Code	Name	T+P	Credit	ECTS
1	İNG101	ENGLISH I	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			Associate Prof.Dr. Yunus Emre TEKİNSOY	Instructor Özge DURAN GERÇEKÇİOĞLU Instructor Mustafa Bilge BİLTEKİN	None

The aim of lesson :

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

Course Contents :

Compulsory Foreign Language Course (English)



Tokat Gaziosmanpaşa University

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Office Management and Manager Assistant

BY1003	MANAGEMENT AND ORGANIZATION				
Semester	Code	Name	T+P	Credit	ECTS
1	BY1003	MANAGEMENT AND ORGANIZATION	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			Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU 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 :

Management Concept and Development, Historical Development of Management, Thought and Management Approaches, New Management Theories Explaining Organization and Environment Relations, Planning Function in Management, Organizing Function in Management, Executive Function in Management, Coordination Function in Management, Audit Function in Management, Leadership, Motivation in Organizations, Organizational Communication, Strategic Management, Total quality Management



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

AIİT102	Ataturk's Principles and History of Turkish Revolution II				
Semester	Code	Name	T+P	Credit	ECTS
2	AIİT102	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			Associate Prof.Dr. Yunus Emre TEKİNSOY	Instructor Dr. Ayşe 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

BY1040	INFORMATION AND RECORDS MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1040	INFORMATION AND RECORDS MANAGEMENT	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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU	None

The aim of lesson :

The aim is to introduce student to Office Management and Manager Asistance field. Students are expected to recognize and describe fundamental aspects of information management in general.

Course Contents :

Concepts of information, information need, information management and record management; types and characteristics of information sources and information centers (libraries, archives and documentation centres) along with their emergence and development both in the world and in Turkey; information services; systems used to organize information; principles of information retrieval; concept of systems analysis; management of information centres; history of writing, printing and publishing; relationship between information centres and the society.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY1002	GENERAL ECONOMY				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1002	GENERAL ECONOMY	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		Instructor Kemal ERGÜN	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

BY1058	PUBLIC AND PRIVATE SECTOR STRUCTURE				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1058	PUBLIC AND PRIVATE SECTOR STRUCTURE	3	3	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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU	None

The aim of lesson :

To gain qualifications for the relations with the public and private sector structure.

Course Contents :

This course includes Turkey ´s administrative structure and oparate of the central government, local governments, trade unions, universities and NGOs,



Tokat Gaziosmanpaşa University

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BY1056	KEYBOARDING TECHNIQUES II				
Semester	Code	Name	T+P	Credit	ECTS
2	BY1056	KEYBOARDING TECHNIQUES II	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		Instructor Kemal ERGÜN	Instructor Kemal ERGÜN	None

The aim of lesson :

With this course, the student will gain the habit and proficiency of writing serially with 10 fingers (F keyboard) with different applications in the computer environment.

Course Contents :

Word processing program operations; Format text in a word processor document; Functions of keyboard keys; Number keys; writing text; Speed applications; handwriting and corrected writings; Using different computer software; Working with different software.



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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU	None

The aim of lesson :

To teach the methods of examining and evaluating individual and organizational behaviors.

Course Contents :

Introduction to Organizational Behavior and Method, Individual and Personality in the Organization Emotions, Attitudes and Job Satisfaction, Organizational Culture, Conflict in Organizations, Organizational Stress Sources and Management, Power and Politics in Organizations, Organizational Learning, Citizenship and Justice



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

SEÇ-102	UNIVERSITY ELECTIVE COURSES (OUR VALUES)				
Semester	Code	Name	T+P	Credit	ECTS
2	SEÇ-102	UNIVERSITY ELECTIVE COURSES (OUR VALUES)	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		Instructor Kemal ERGÜN	Instructor Kemal ERGÜN	None

The aim of lesson :

To tell our students about their own value as human beings; as well as reminding them of their responsibilities towards the people they live with as a social being. In this context, raising awareness about values that have both national and universal qualities is among the objectives of the course. Thus, it is thought that students will be offered the opportunity to question and reconsider their own lives in the context of values.

Course Contents :

Harmony Week, Sensitivity, Helpfulness, Toleration, Fondness, Integrity, Giving Importance to Family Unity, Responsibility, Fairness, Assiduity, Respect, Austerity and Patriotism.



Tokat Gaziosmanpaşa University

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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		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

TD102	Turkish Language II				
Semester	Code	Name	T+P	Credit	ECTS
2	TD102	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		Associate Prof.Dr. Yunus Emre TEKİNSOY	Instructor Dr. Erdal BARAN	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 writen 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.					



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Tokat Vocational School
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İNG102	ENGLISH II				
Semester	Code	Name	T+P	Credit	ECTS
2	İNG102	ENGLISH II	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		Associate Prof.Dr. Yunus Emre TEKİNSOY	Instructor Hatice Tüzün PAÇCI	None	
The aim of lesson :					
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.					
Course Contents :					
As a result of this course, students will be able to use the basic structures to express themselves. This course aims at giving the students basics of English at beginner level.					



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		Instructor Kemal ERGÜN	Instructor Mustafa UZER	None

The aim of lesson :

To make students understand individual and collective labor law and the significance of social security.

Course Contents :

Labor law, its development and sources. Labor contract, debts, discharge of labour contract. Working and leave limitations. Unions and confederations, establishment and functions of unions. Membership, activities, income and expense. Collective labor contract and its provisions. Social incomes and financing social security. Social security, Its historical development, methods and risks.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2077	QUALITY MANAGEMENT SYSTEMS				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2077	QUALITY MANAGEMENT SYSTEMS	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		Instructor Kemal ERGÜN	Instructor KEMAL ERGÜN	None

The aim of lesson :

This course is intended to gain competencies to apply quality management systems.

Course Contents :

The concept of quality, The concept of Quality Standards and standardization, Standards and standardization, The importance of standard manufacturing and service sector, Management quality and standards, Standards of quality and environmental management standards, Environmental standards, Quality management system models, Quality management system models of strategic management, Strategic management, Participate in the management, The process management system, Resource management system, Model of excellence



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		Instructor Kemal ERGÜN	Instructor Kemal ERGÜN	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

BY2007	VOCATIONAL CORRESPONDENCES				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2007	VOCATIONAL CORRESPONDENCES	4	4	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		Instructor Kemal ERGÜN	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

BY2003	ACCOUNTING				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2003	ACCOUNTING	4	4	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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ	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 :

Basic concepts of accounting, accepted accounting principles, balance-sheet and income statement, documents and books of accounting, basic accounts and records.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2075	CUSTOMER RELATIONSHIP MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2075	CUSTOMER RELATIONSHIP MANAGEMENT	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		Instructor Kemal ERGÜN	None	None

The aim of lesson :

Relating the usable information concerning customer relations under the intensive competitive requirements from the point of marketing and sales with application examples.

Course Contents :

The Concept of Customer Relations and Its Importance, Development of Customer Relations Management, Components of Customer Relations, Communication with Customers, Customer Service and Service Quality, Customer Satisfaction and Loyalty, Acquisition and Retention of Customers, Customer Relations Management Process, Gathering and Analyzing Customer Data, Developing Customer Relations Programs, Customer Relations Practices, Customer Complaint Management, Assessment of Customer Relations



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2085	OFFICE PROGRAMS I				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2085	OFFICE PROGRAMS I	2	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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ	None	
The aim of lesson : Gaining European union Computer Literacy basic level 1st and 2nd module skills. Course Contents : Basic Computer Concepts, Windows Operating System, Word Processor (Ms Word), Transaction table (Ms Excel)					



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2083	RESEARCH METHODS AND TECHNIQUES				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2083	RESEARCH METHODS AND TECHNIQUES	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		Instructor Kemal ERGÜN	None	None	
The aim of lesson : With this course the student, Research Methods , new technics in executive Office development practices intended to gain information about how to do. Course Contents : The use of Research Methods external trade terminology and structures within the contexts of external trade					



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		Instructor Kemal ERGÜN	Instructor Mustafa UZER	None	
The aim of lesson : Gaining Basic Legal Concepts. 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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ	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

TD101	Turkish Language I				
Semester	Code	Name	T+P	Credit	ECTS
1	TD101	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		Associate Prof.Dr. Yunus Emre TEKİNSOY	Instructor Dr. Erdal BARAN	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

ALM101	GERMAN I				
Semester	Code	Name	T+P	Credit	ECTS
1	ALM101	GERMAN I	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	Asist Prof.Dr. ÖMER LÜTFİ İSPİRLİ	None

The aim of lesson :

Course Contents :



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2053	SECRETARYSHIP KNOWLEDGE OF				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2053	SECRETARYSHIP KNOWLEDGE OF	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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ	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

BY2081	SECTOR APPLICATIONS I				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2081	SECTOR APPLICATIONS I	4	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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU Instructor Kemal ERGÜN Instructor Mustafa UZER	None

The aim of lesson :

To prepare for life and train the qualified manpower that the business world needs by practicing the knowledge, skills, behaviors and habits of working together in the business environment, which are given to our students for the profession of Office Management and executive Assistant

Course Contents :

Within the scope of the Sector Applications course; to develop theoretically acquired professional knowledge, skills and competencies/competencies for practice.



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2005	MEETING MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
3	BY2005	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		Instructor Kemal ERGÜN	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

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		Instructor Kemal ERGÜN	Instructor Ahmet DOĞRU	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

BY2040	FILING AND ARCHIVING				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2040	FILING AND ARCHIVING	4	4	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		Instructor Kemal ERGÜN	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

BY2044	EFFECTIVE SPEAKING AND BEAUTIFUL				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2044	EFFECTIVE SPEAKING AND BEAUTIFUL	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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ	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		Instructor Kemal ERGÜN	Instructor Mustafa UZER	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 relations 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		Instructor Kemal ERGÜN	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



Tokat Gaziosmanpaşa University

Tokat Vocational School
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		Instructor Kemal ERGÜN	Instructor Kemal ERGÜN	None

The aim of lesson :

The scope of the course is to provide students with advanced speed and skills in writing petitions, minutes and business reports, and writing fast and clean writing.

Course Contents :

Petition, Minute, Business Report, Footnotes-Bibliography Personal Promotion Tools, Fast Clean Writing.



Tokat Gaziosmanpaşa University

Tokat Vocational School
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		Instructor Kemal ERGÜN	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



Tokat Gaziosmanpaşa University

Tokat Vocational School
Office Management and Manager Assistant

BY2084	OFFICE PROGRAMS II				
Semester	Code	Name	T+P	Credit	ECTS
4	BY2084	OFFICE PROGRAMS II	2	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		Instructor Kemal ERGÜN	Instructor Cihangir CENGİZ	None

The aim of lesson :

To be able to do operations related to Electronic Presentation Software (MS PowerPoint).

Course Contents :

Electronic Presentation Software (MS PowerPoint) Related Operations.