



Tokat Gaziosmanpaşa University

Tokat Vocational School Court Office Services

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
Court Office Services		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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ENF100	INFORMATION TECHNOLOGIES AND OFFICE SOFTWARE				
Semester	Code	Name	T+P	Credit	ECTS
1	ENF100	INFORMATION TECHNOLOGIES AND OFFICE SOFTWARE	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
Court Office Services		Instructor Kemal ERGÜN kemal.ergun@gop.edu.tr	Instructor Ekrem AKBULUT https://www.gop.edu.tr/AkademikOzgecmis/890/ekrem-akbulut ekrem.akbulut@gop.edu.tr	None

The aim of lesson :

Gaining the qualifications about using effectively information communication technologies and basic computer programs.

Course Contents :

Internet and Internet Browser, E-mail Management Newsgroups / Forums, Web-Based Learning, Personal Web Site Preparation, Electronic Commerce, Curriculum vitae in Word Processor Program Internet & Jobs Preparation to job interview Trading Statement Formulas and Functions Graphics Presentation Preparation Introductory Material Preparation



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İNG101	ENGLISH I				
Semester	Code	Name	T+P	Credit	ECTS
1	İNG101	ENGLISH I	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
Court Office Services		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)



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MBH103	KEYBOARDING TECHNIQUES I				
Semester	Code	Name	T+P	Credit	ECTS
1	MBH103	KEYBOARDING TECHNIQUES I	4	3	6

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
Court Office Services		None	Instructor Ekrem AKBULUT	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.



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MBH110	CIVIL LAW				
Semester	Code	Name	T+P	Credit	ECTS
2	MBH110	CIVIL LAW	3	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
Court Office Services		None	Instructor ergün sümer ergun.sumer@gop.edu.tr	None

The aim of lesson :

private law rights will be taught.

Course Contents :

Definition, Subject and Sources of Civil Law; Application of Civil Law and Concept of Rights; Gaining and Losing Rights, Goodwill, Integrity and Prohibition of Abuse; Protection of Rights, Beginning and Ending of Personality; Rights and Acting Competences of Real Persons, Kinship; Personal Rights and Protection, Legal Entities; Associations and Foundations; Establishment of Marriage Union and General Provisions of Marriage; Dissolution of Marriage and Lineage; Family Relations and Guardianship in Broad Sense, Introduction to Inheritance Law; Legal Heirs and Testamentary Dispositions; Hidden Shares and Tenkis, Introduction to Property Law; Possession, Land Registry; Property, Limited Real Rights



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SEÇ103	UNIVERSITY ELECTIVE COURSES (OUR VALUES)				
Semester	Code	Name	T+P	Credit	ECTS
1	SEÇ103	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
Court Office Services		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.



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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
Court Office Services		Associate Prof.Dr. Yunus Emre TEKINSOY	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.



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AİİT102	Ataturk's Principles and History of Turkish Revolution II				
Semester	Code	Name	T+P	Credit	ECTS
2	AİİT102	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
Court Office Services		Associate Prof.Dr. Yunus Emre TEKINSOY	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 strengthen these principles



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İNG102	ENGLISH II				
Semester	Code	Name	T+P	Credit	ECTS
2	İNG102	ENGLISH II	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
Court Office Services		Associate Prof.Dr. Yunus Emre TEKINSOY	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.



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KRY102	Career Planning				
Semester	Code	Name	T+P	Credit	ECTS
2	KRY102	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
Court Office Services		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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MBH108	KEYBOARD TECHNIQUES II				
Semester	Code	Name	T+P	Credit	ECTS
2	MBH108	KEYBOARD TECHNIQUES II	4	3	6

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
Court Office Services		None	Instructor Ekrem AKBULUT	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



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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
Court Office Services		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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MBH112	LEGAL CORRESPONDENCE				
Semester	Code	Name	T+P	Credit	ECTS
2	MBH112	LEGAL CORRESPONDENCE	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
Court Office Services		None	Instructor Ergün SÜMER	None

The aim of lesson :

The aim of this course is to introduce students to the theory and practice of providing public services electronically as a result of the rapid development of information and communication technologies. The preparation of various petitions related to civil and criminal cases, the drafting of court decisions and some other correspondence examples and procedures are examined within the scope of this course. In addition, the content of the letters used in the execution phase such as the request for follow-up and payment and execution orders, some examples of writs used by the courts and the examination of contracts are also included in the scope of this course.

Course Contents :

Petitions; Judicial Correspondence; Judicial Decisions; Announcements; Enforcement and Bankruptcy Examples; Notary Examples; Contract Examples; E-Government: An Analysis in the Context of Opportunities and Threats; Governance - Transformation of Public Administration in the Context of E-Government; Citizens' Perception of E-Government Applications; Trust in E-Government Applications and Its Dimensions; E-Government Studies Conducted in E-Europe and the European Union; Important E-Government Projects Implemented in Türkiye from Past to Present