



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2002	ACCOUNTING APPLICATION II				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2002	ACCOUNTING APPLICATION II	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	
Accounting and Tax Applications		None	Instructor Sabri YILMAZ Instructor Üzeyir ÖLMEZ	None	

The aim of lesson :
Presentation techniques to learn and to learn about research methods
Course Contents :
Research and present issues



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV1053	COMMUNICATION				
Semester	Code	Name	T+P	Credit	ECTS
1	MV1053	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	
Accounting and Tax Applications		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 Accounting and Tax Applications

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	
Accounting and Tax Applications		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 Accounting and Tax Applications

D0000140	English I				
Semester	Code	Name	T+P	Credit	ECTS
1	D0000140	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
Accounting and Tax Applications		None	Instructor Osman Öncü	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 :

Compulsory course



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2056	LABOUR AND SOCIAL SECURITY LAW				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2056	LABOUR AND SOCIAL SECURITY LAW	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
Accounting and Tax Applications		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 Accounting and Tax Applications

MV2041	PACKAGE PROGRAMS I				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2041	PACKAGE PROGRAMS I	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
Accounting and Tax Applications		None	Instructor Ömer Altın	None

The aim of lesson :

Transforming theoretical knowledges to practise by using compact accounting program.

Course Contents :

Application of accounting with accounting computer package programs (Mikro, Eta, Logo, Link, Luca).



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Tokat Vocational School Accounting and Tax Applications

MV2043	COST ACCOUNTING				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2043	COST 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	
Accounting and Tax Applications		None	Asist Prof.Dr. İsmail TUNA Prof.Dr. Sibel Ölmez CANGİ	None	

The aim of lesson :

The objective of this course is to provide the students about basic cost accounting concepts and principles.

Course Contents :

Cost elements , expense distribution, unit cost, cost records



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2045	TAX LAW				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2045	TAX 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	
Accounting and Tax Applications		None	Instructor Mustafa Macit	None	

The aim of lesson :

Accounting practices in the field of infrastructure issues to examples of tax law, procedural law and in practice aktarmakVergi; place in the legal system, understand the application of resources, the basic concepts of taxation, the taxation process, reasons for the termination of the tax debt, times açıklayabilme.Vergi law, taxpayers evaluate depreciation explain and calculate the tax and penalties of crime and prejudice Understanding tax

Course Contents :

Basic Principles of Tax Law: Tax Law; place in the legal system, resources, time and place for the implementation and understand the taxation authority. Taxation Tax on the Basic Concepts and Processes: The fundamental concepts of taxation, the taxation process and understand the relationship between them. Tax Administration and Duties: To understand the structure and functioning of tax administration. Tax Crimes and Penalties: To understand the tax crimes and penalties. Tax Disputes Solutions: Mükellefle tax disputes arise between the administration understand the solutions.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2047	FINANCIAL STATEMENT ANALYSIS				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2047	FINANCIAL STATEMENT ANALYSIS	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	
Accounting and Tax Applications		None	Instructor Sabri YILMAZ	None	

The aim of lesson :

To explain the methods to learn about the economic and financial structure; profitability, liquidity and efficiency of the entity by analysing and interpretation of financial statements produced by account department

Course Contents :

This course contains the preparation of financial statements according to the standarts, also practice of financial analysis techniques on financial statements and analysing of the present condition and future trends of the business through the results of financial analysis.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2049	RESEARCH METHODS AND TECHNIQUES				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2049	RESEARCH METHODS AND TECHNIQUES	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	
Accounting and Tax Applications		None	Asist Prof.Dr. İBRAHİM CEMAL GENÇAY Instructor Sabri YILMAZ	None	

The aim of lesson :

The objection of this course is to teach data collection, data assessment, data analysis, presentation and preparing a research report.

Course Contents :

Literature search; Method, universe, sample; Data collection and its methods; Data analysis; Preparing research report; Assessment of research outcomes; Reporting of research outcomes.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2051	FOREIGN TRADE OPERATIONS				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2051	FOREIGN TRADE OPERATIONS	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	
Accounting and Tax Applications		None	Asist Prof.Dr. İBRAHİM CEMAL GENÇAY	None	

The aim of lesson :

By this course it is aimed that students make export and import transactions.

Course Contents :

The first module "Making Import and Export Transactions" covers these subjects; basic concepts used in foreign trade, documents used in foreign trade, types of delivery and payment in foreign trade. The second module "Following Import and Export Regimes" covers collection of export charge, closing an export account, cancellation in export transactions, classification of imported products, taxing in import transactions, foreign exchange operations and the documents used in foreign exchange operations.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2081	HUMAN RESOURCE MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2081	HUMAN RESOURCE MANAGEMENT	2	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	
Accounting and Tax Applications		None	Instructor Dr. Mustafa Macit	None	

The aim of lesson :

A course of human resources planning and management.

Course Contents :

Basic concepts and principles of human resources management, total quality and human resources management, human resources planning, job analysis and job specifications, recruitment and selection, performance appraisal, training administration, job evaluation, wages and salaries, discipline, safety and conditions of employment, industrial relations and various case studies.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV1043	COMMERCIAL MATHEMATICS				
Semester	Code	Name	T+P	Credit	ECTS
1	MV1043	COMMERCIAL MATHEMATICS	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
Accounting and Tax Applications		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 Accounting and Tax Applications

MV1003	BASIC LAW				
Semester	Code	Name	T+P	Credit	ECTS
1	MV1003	BASIC LAW	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
Accounting and Tax Applications		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 Accounting and Tax Applications

MV1047	MICROECONOMICS				
Semester	Code	Name	T+P	Credit	ECTS
1	MV1047	MICROECONOMICS	2	2	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
Accounting and Tax Applications		None	Instructor Üzeyir ÖLMEZ	None

The aim of lesson :

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

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 Accounting and Tax Applications

MV1001	GENERAL ACCOUNTING I				
Semester	Code	Name	T+P	Credit	ECTS
1	MV1001	GENERAL ACCOUNTING I	5	5	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
Accounting and Tax Applications		None	Instructor Sabri YILMAZ	None

The aim of lesson :

Accounting records to be able to give basic information. Introduction and operation of the account plan. Canceled and the evaluation of accounting records can be made

Course Contents :

Analyzing the accounting practices in compliance with uniformity account plan and discussing basic concepts of accounting are aimed. The course will be enriched with examples and practices



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Tokat Vocational School Accounting and Tax Applications

MV2078	GOVERNMENTAL ACCOUNTING				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2078	GOVERNMENTAL ACCOUNTING	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
Accounting and Tax Applications		None	Instructor Sabri YILMAZ	None

The aim of lesson :

Government accounting systems and accounting system implemented in Turkey in all aspects of the introduction of the state and state-to-date assessment of the problems related to accounting.

Course Contents :

Government accounting definition, scope, general specifications, government accounting systems, the Uniform Chart of Accounts, accounts and these accounts are used for the general budget, administrations, operations, Operating Results and Operating Results When Closing Accounts and Budget Accounts (Term Positive Operating Result / Period Negative Operating Result) The removal of current issues related to the state accounting is applied in Turkey to be addressed.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2076	FINANCIAL MANAGEMENT				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2076	FINANCIAL MANAGEMENT	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
Accounting and Tax Applications		None	Asist Prof.Dr. İsmail TUNA	None

The aim of lesson :

Accounting and finance relationships by understanding the basic financial statements arrangements, to ensure analyze and interpret, so the basic financial methods and techniques to use in business management and administration skills to develop.

Course Contents :

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



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2085	PUBLIC FINANCE				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2085	PUBLIC FINANCE	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
Accounting and Tax Applications		None	Instructor Dr. Mustafa Macit	None

The aim of lesson :

General framework for public services, public expenditures on the realization of such services and analysis of their public revenues to finance

Course Contents :

Economic activities in the public sector, public expenditure, public finance issues



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2075	ACCOUNTING SYSTEMS AND ORGANIZATION				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2075	ACCOUNTING SYSTEMS AND ORGANIZATION	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
Accounting and Tax Applications		None	Instructor Sabri YILMAZ	None

The aim of lesson :

To know and comprehend the scope of the organizational structure of accounting information system in business

Course Contents :

A system of accounting and explain that students can establish the relationship with other systems to ensure their accounting systems to introduce our country and being implemented to ensure accountability planını understanding the scope of the accounting organization by introducing, to provide accounting organization to carry



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2091	ACCOUNTING APPLICATION I				
Semester	Code	Name	T+P	Credit	ECTS
3	MV2091	ACCOUNTING APPLICATION 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
Accounting and Tax Applications		None	Instructor Üzeyir ÖLMEZ	None

The aim of lesson :

The information given to students for specific professions, skills, behaviors and habits to collaborate, as applied by make, to prepare them for life and the business world is to train skilled manpower needs

Course Contents :

Public or private organizations, and examples of application in the production and service processes to handle problems



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

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	
Accounting and Tax Applications		None	Instructor Sadet Altay Ayşe Eryaman Emre Tekinsoy	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 Accounting and Tax Applications

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	
Accounting and Tax Applications		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 principls 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 Accounting and Tax Applications

MV1054	E-COMMERCE				
Semester	Code	Name	T+P	Credit	ECTS
2	MV1054	E-COMMERCE	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	
Accounting and Tax Applications		None	Instructor Mustafa UZER	None	

The aim of lesson :

The aim of the lecture of electronic Commerce is to analyse new business understanding and applications in electronic market structure.

Course Contents :

Technical evolution of internet, the affects of changes in commerce in the context of new economy, managerial, technical, legal and financial aspects of electronic commerce.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV1002	GENERAL ACCOUNTING II				
Semester	Code	Name	T+P	Credit	ECTS
2	MV1002	GENERAL ACCOUNTING II	5	5	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
Accounting and Tax Applications		None	Instructor Sabri YILMAZ	None

The aim of lesson :

Day and work in our lives that are important commercial documents, business and institutions experiencing their commercial transactions, have received their income, they bear the costs and how to be saved, reporting how to do, balance sheet and income statement how to a students' class, active participation with the controversial taught as trying to be .

Course Contents :

Valuation methods, inventory transactions for returned values, the valuation of fixed assets, foreign and inventory of resources, income and expense accounts are closed, inflation accounting, inventory, income statement, the basic and additional regulation of the financial statements, 7 / A and 7 / B options, inventory transactions



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV1044	STATISTICS				
Semester	Code	Name	T+P	Credit	ECTS
2	MV1044	STATISTICS	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
Accounting and Tax Applications		None	Instructor Turan Burak İMRE	None

The aim of lesson :

Both companies, as well as employees in various organizations have felt the need to take the best decision that the data, collect, acquire the ability to be processed and stored.

Course Contents :

Description of statistics, basic concepts, data types and collection methods, organization of data, measures of central tendency, dispersion measurement, estimation theory, correlation analysis, regression analysis is aimed to teach and indexes



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV1046	COMMERCIAL LAW				
Semester	Code	Name	T+P	Credit	ECTS
2	MV1046	COMMERCIAL LAW	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
Accounting and Tax Applications		None	Instructor Üzeyir ÖLMEZ	None

The aim of lesson :

with this course, students, commercial business, commercial terms and trade justice provisions be able to examine, commercial companies, securities, shares, partnerships, and type changes, bankruptcy, liens and liquidation procedures to make and promissory notes related jobs make will be provided.

Course Contents :

To inform about the regulation of commercial enterprises in Turkish legislation.



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV1006	BUSINESS ADMINISTRATION II				
Semester	Code	Name	T+P	Credit	ECTS
2	MV1006	BUSINESS ADMINISTRATION 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	
Accounting and Tax Applications		None	Instructor Dr. Mustafa Macit	None	
The aim of lesson :					
To teach Business Functions					
Course Contents :					
Production, Marketing, Human Resoyrce Management, Public Relations					



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MV1048	MACROECONOMICS				
Semester	Code	Name	T+P	Credit	ECTS
2	MV1048	MACROECONOMICS	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	
Accounting and Tax Applications		None	Instructor Üzeyir ÖLMEZ	None	
The aim of lesson :					
The aim of this lecture is to analyze and recognize the fundamental economic problems. Also to research their reasons and to find solutions to those problems.					
Course Contents :					
This course examines the economy as a whole and in macro sizes, analyzes the macro-economic issues and economic policies are needed to solve these problems contribute to the creation of a course.					



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Tokat Vocational School Accounting and Tax Applications

MV1004	OFFICE PROGRAMS II				
Semester	Code	Name	T+P	Credit	ECTS
2	MV1004	OFFICE PROGRAMS II	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	
Accounting and Tax Applications		None	Instructor Ömer Altın	None	
The aim of lesson :					
Make presentations on the computer and operating systems to make the transfer of information necessary to teach					
Course Contents :					
Presentation, database, database and Web operations to a report to teach operating systems in order to teach					



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

D0000141	English II				
Semester	Code	Name	T+P	Credit	ECTS
2	D0000141	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
Accounting and Tax Applications		None	Instructor Osman Öncü	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 :

Compulsory Course



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2048	FOREIGN TRADE OPERATIONS AND ACCOUNTING				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2048	FOREIGN TRADE OPERATIONS AND ACCOUNTING	2	2	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
Accounting and Tax Applications		None	Instructor Sabri YILMAZ Instructor Üzeyir ÖLMEZ Asist. Prof. Dr. Sibel Ölmez CANGI	None

The aim of lesson :

With this course the student accounting system by creating a foreign trade import and export accounting records is to make

Course Contents :

Export and Import operations account for transactions



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2042	PACKAGE PROGRAMS II				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2042	PACKAGE PROGRAMS II	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
Accounting and Tax Applications		None	Instructor Ömer Altın	None

The aim of lesson :

To be able to apply package software by comprehending the basis of Operation Account Method To be able to use worker tracking and insurance transactions over computer

Course Contents :

To comprehend the basic concepts in accounting (balance sheet, account, account chart etc.) and main documents used in accounting. To be able to make entries to the books kept according to basis of Operation Account Method and to prepare the results in the form of statements



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV2046	COMPANIES ACCOUNTING				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2046	COMPANIES ACCOUNTING	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
Accounting and Tax Applications		None	Instructor Sabri YILMAZ	None

The aim of lesson :

Students on personal and organizational capital companies, capital raising-reduction, profit/loss on the distribution and application of basic knowledge of teaching skills.

Course Contents :

Company concept, ordinary companies, trading companies, sole proprietorships, capital companies, partnerships, limited companies, capital divided into shares limited liability companies, joint stock companies, limited liability companies, companies such modification, cooperatives, the establishment of companies, liquidation and merger transactions.



Tokat Gaziosmanpaşa University

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MV2044	TURKISH TAX SYSTEM				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2044	TURKISH TAX SYSTEM	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
Accounting and Tax Applications		None	Instructor Erdal Taha Aydoğdu	None

The aim of lesson :

Generally recognize the Turkish Tax System, Tax types and assignments to be knowledgeable about the tax relationship is to carry out in accordance with the rules.

Course Contents :

Theoretical part of the Income, wealth and expenditure taxes and again filling tax returns related to these types of taxes.



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MV2064	ENTREPRENEURSHIP				
Semester	Code	Name	T+P	Credit	ECTS
4	MV2064	ENTREPRENEURSHIP	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
Accounting and Tax Applications		None	Instructor Dr. Mustafa Macit	None

The aim of lesson :

Teaching The Basics Of New Idea Development, New Business Plan Preparation, New Venture Creation, Management Of Growth In Smes To Students

Course Contents :

Development of the entrepreneurial theory, Types of entrepreneurship, Characteristics of entrepreneurs and The process of new venture creation



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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	
Accounting and Tax Applications		None	Instructor YUNUS EMRE TEKINSOY Instructor AYŞE ERYAMAN Instructor SADET ALTAY	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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Tokat Vocational School Accounting and Tax Applications

MV1049	OFFICE PROGRAMS I				
Semester	Code	Name	T+P	Credit	ECTS
1	MV1049	OFFICE PROGRAMS I	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	
Accounting and Tax Applications		None	Instructor Ömer Altın	None	

The aim of lesson :

To teach computer use to prepare and fill

Course Contents :

The computer to a text file, text file operations by preparing and writing a computer professional to mathematical and logical file



Tokat Gaziosmanpaşa University

Tokat Vocational School Accounting and Tax Applications

MV1005	BUSINESS ADMINISTRATION I				
Semester	Code	Name	T+P	Credit	ECTS
1	MV1005	BUSINESS ADMINISTRATION 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	
Accounting and Tax Applications		None	Instructor Dr. Mustafa Macit	None	

The aim of lesson :

To give general knowledges about management and organization.

Course Contents :

Management, administration and decision making, administration and planning, management by objectives, classical organization theory, neo-classical organization theory, systems approach, contingency approach, total quality management, customer satisfaction, quality control circles, quality assurance system, standardization.