Office Management and Secretarial Department

Office Management and assisted Program Course List (2019-2020)

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| I. SEMESTER |
| compulsory | Kodu | Course title | S | T | P | Total | ECTS |
| 1 | 91101 | Turkish Language II | C | 2 | 0 | 2 | 2 |
| 2 | 91103 | Atatürk. and Revolution History I | C | 2 | 0 | 2 | 2 |
| 3 | 91125 | Foreign Language II | C | 2 | 0 | 2 | 2 |
| 4 | 13113 | Commercial Mathematics | C | 2 | 1 | 3 | 4 |
| 5 | 13115 | Economics I | C | 2 | 0 | 2 | 2 |
| 6 | 13125 | basic Law | C | 2 | 0 | 2 | 3 |
| 7 | 13119 | Business II | C | 2 | 0 | 2 | 3 |
| 8 | 13127 | Communication | C | 2 | 0 | 2 | 3 |
| 9 | 13123 | Executive Assistant | C | 3 | 1 | 4 | 5 |
| 10 |  | Elective Course 1 | E | 2 | 0 | 2 | 2 |
| 11 |  | Elective Course 2 | E | 2 | 0 | 2 | 2 |
|  |  | TOTAL  |  | 23 | 2 | 25 | 30 |
| Compulsory | Code | Elective Name of Course | S | T | P | Total | ECTS |
| 1 | 13129 | Entrepreneurship | E | 2 | 0 | 2 | 2 |
| 2 | 13131 | Occupational Health and Safety (El.) | E | 2 | 0 | 2 | 2 |
| 3 | 13133 | Computer II | E | 2 | 0 | 2 | 2 |

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| II SEMESTER |
| Compulsory | Code | Course title | S | T | P | T | ECTS |
| 1 | 91102 | Turkish Language II | C | 2 | 0 | 2 | 2 |
| 2 | 91104 | Atatürk. and Revolution History II | C | 2 | 0 | 2 | 2 |
| 3 | 91126 | Foreign Language II | C | 2 | 0 | 2 | 2 |
| 4 | 13122 | Filing And Archive Techniques I. | C | 2 | 1 | 3 | 2 |
| 5 | 13120 | Business II | C | 2 | 0 | 2 | 2 |
| 6 | 13108 | Organizational Behavior | C | 2 | 0 | 2 | 2 |
| 7 | 13116 | Economics II | C | 2 | 0 | 2 | 2 |
| 8 | 13118 | Information Management | C | 2 | 0 | 2 | 2 |
| 9 | 13124 | Meeting Management | C | 2 | 0 | 2 | 2 |
| 10 | 13126 | Protocol and Rules Social Behaviour | C | 2 | 0 | 2 | 2 |
| 11 | 95104 | Based Training Industry | C | 0 | 0 | 0 | 8 |
| 12 |  | Elective 3 | E | 2 | 0 | 2 | 2 |
|  |  | Total                                                                                   |  | 22 | 1 | 23 | 30 |
| Compulsory | Code | Elective Name of Course | S | T | P | T | ECTS |
| 1 | 13130 | Customer Relations management | E | 2 | 0 | 2 | 2 |
| 2 | 13132 | Labour and Social Security Law | E | 2 | 0 | 2 | 2 |
| 3 | 13134 | Computer II | E | 2 | 0 | 2 | 2 |
| III. Semester |
| Compulsory | Code | Course title | S | T | P | T | ECTS |
| 1 | 13245 | Office Management | C | 3 | 0 | 3 | 4 |
| 2 | 13247 | Keyboard Techniques | C | 3 | 1 | 4 | 5 |
| 3 | 13249 | Public Relations | C | 2 | 0 | 2 | 3 |
| 4 | 13251 | Accounting | C | 3 | 1 | 4 | 5 |
| 5 | 13253 | Computerized Office Programs | C | 3 | 1 | 4 | 5 |
| 6 |  | Elective Course 4 | E | 2 | 0 | 2 | 2 |
| 7 |  | Electives 5 | E | 2 | 0 | 2 | 2 |
| 8 |  | Elective Course 6 | E | 2 | 0 | 2 | 2 |
| 9 |  | Electives 7 | E | 2 | 0 | 2 | 2 |
| Compulsory | Code | Elective Name of Course | S | T | p | T. | ECTS |
| 1 | 13255 | Industry Applications II | S | 2 | 0 | 2 | 2 |
| 2 | 13257 | Vocational Soreign Language | S | 2 | 0 | 2 | 2 |
| 3 | 13259 | Principles of Marketing | S | 2 | 0 | 2 | 2 |
| 4 | 13261 | Banking and Foreign Exchange | S | 2 | 0 | 2 | 2 |

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| IV. SEMESTER |
| Compulsory | Code | Course title | S | T | p | t | ECTS |
| 1 | 13248 | Business Correspondence | C | 3 | 1 | 4 | 5 |
| 2 | 13250 | Public and Private Sector Structure | C | 3 | 0 | 3 | 4 |
| 3 | 13252 | Effective Speech | C | 2 | 0 | 2 | 3 |
| 4 | 13254 | Computerized Accounting | C | 3 | 1 | 4 | 5 |
| 5 | 13256 | Use of Technology | C | 2 | 0 | 2 | 3 |
| 6 |  | Electives 8 | E | 2 | 0 | 2 | 2 |
| 7 |  | Electives 9 | E | 2 | 0 | 2 | 2 |
| 8 |  | Electives 10 | E | 2 | 0 | 2 | 2 |
| 9 |  | Electives 11 | E | 2 | 0 | 2 | 2 |
| 10 |  | Electives 12 | E | 2 | 0 | 2 | 2 |
|  |  | TOTAL |  | 23 | 2 | 25 | 30 |
| Compulsory | Code | Elective Name of Course | S | T | P | T | ECTS |
| 1 | 13258 | Industry Applications II | S | 2 | 0 | 2 | 2 |
| 2 | 13260 | Quality Management Systems | S | 2 | 0 | 2 | 2 |
| 3 | 13262 | Commercial Law | S | 2 | 0 | 2 | 2 |
| 4 | 13264 | Industrial psychology | S | 2 | 0 | 2 | 2 |
| 5 | 13266 | Electronic trade | S | 2 | 0 | 2 | 2 |