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 |