

KIRKLARELİ UNIVERSITY
BABAESKİ VOCATIONAL SCHOOL
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANT PROGRAMME
COURSE PLAN

1. SEMESTER COURSE PLAN

SEMESTER	PRE- CONDİTİ ON	COURSE CODE	COURSE TITLE	C/E	T	P	TOTAL HOURS	CREDIT	ECTS
I.SEMESTER		UNV13101	TURKISH LANGUAGE- I	C	2	0	2	2	2
		UNV13103	PRINC.OF ATATÜRK AND HISTORYOF TURKISH REVOLUTION-I	C	2	0	2	2	2
		UNV13105	ENGLISH- I	C	4	0	4	4	4
		UNV13107	BASIC INFORMATION TECHNOLOGY	C	1	1	2	1,5	2
		IYP13101	BUSINESS ADMINISTRATION	C	4	0	4	4	7
		BYA13101	OFFICE MANAGEMENT	C	3	0	3	3	6
		MYO13151	GENERAL ECONOMICS	C	4	0	4	4	7
TOTAL					20	1	21	20,5	30

2. SEMESTER COURSE PLAN

SEMESTER	PRE- CONDİTİ ON	COURSE CODE	COURSE TITLE	C/E	T	P	TOTAL HOURS	CREDIT	ECTS
II.SEMESTER		UNV13102	TURKISH LANGUAGE- II	C	2	0	2	2	2
		UNV13104	PRINC.OF ATATÜRK AND HISTORY OF TURKISH REVOLUTION-II	C	2	0	2	2	2
		UNV13106	ENGLISH- II	C	4	0	4	4	4
		UNV13108	BASIC COMPUTER SCIENCESKNOWLEDGE	C	1	1	2	1,5	2
		BYA13102	BUSINESS CORRESPONDENCE	C	2	2	4	3	5
		IKY13106	ORGANIZATIONAL BEHAVIOUR	C	3	0	3	3	5
		MAT13154	COMMERCIAL MATHEMATICS	C	3	0	3	3	6
		STAJ13001	SUMMER TRAINING COURSE(20 BUSINESS DAY)	C	0	0	0	0	4
TOTAL					17	3	20	18,5	30

3. SEMESTER COURSE PLAN

SEMESTER	PRE- CONDİTİ ON	COURSE CODE	COURSE TITLE	C/E	T	P	TOTAL HOURS	CREDIT	ECTS	
III.SEMESTER		BYA13201	FILING AND ARCHIVING	C	3	0	3	3	5	
		BYA13203	EXECUTIVE ASSISTANT	C	4	0	4	4	6	
		BYA13205	KEYBOARD TECNIQUES	C	2	2	4	3	5	
		MVP13253	ACCOUNTING and APPLICATIONS	C	2	2	4	3	5	
			ELECTIVE-1	E	3	0	3	3	4	
			ELECTIVE-2	E	3	0	3	3	3	
			ELECTIVE-3	E	2	0	2	2	2	
		ELECTIV E COURSE LIST								
			MYO13253	CUSTOMER RELATIONSHIP MANAGEMENT	E	3	0	3	3	4
			PZR13201	CONSUMER BEHAVIOURS	E	3	0	3	3	4
			MLP13207	THE EUROPEAN UNION AND TURKEY	E	3	0	3	3	3
			MLP13217	TAX PRACTİCES	E	3	0	3	3	3
			UNV13001	ENTREPRENEURSHIP	E	2	0	2	2	2
			UNV13003	PROFESSIONAL ETHICS	E	2	0	2	2	2
			UNV13007	COMMUNICATION	E	2	0	2	2	2
		DTP13253	ELECTRONIC COMMERCE	E	3	0	3	3	4	
TOTAL					19	4	23	21	30	

4. SEMESTER COURSE PLAN

SEMESTER	PRE-CONDITION	COURSE CODE	COURSE TITLE	C/E	T	P	TOTAL HOURS	CREDIT	ECTS
IV-SEMESTER		BYA13202	BASIC LAW AND BUSINESS LAW	C	4	0	4	4	4
		BYA13204	STRUCTURE AND RELATIONSHIPS OF STATE AND PRIVATE SECTOR	C	3	0	3	3	4
		PZR13220	PUBLIC RELATIONS and ADVERTISING	C	3	0	3	3	4
			ELECTIVE -4	E	2	2	4	3	4
			ELECTIVE -5	E	2	2	4	3	4
			ELECTIVE -6	E	3	0	3	3	4
			ELECTIVE -7	E	2	0	2	2	2
		STAJ13002	SUMMER TRAINING COURSE (20 BUSINESS DAY)	C	0	0	0	0	4
		ELECTIVE COURSE LIST							
		BYA13206	ADVANCED KEYBOARD TECHNIQUES	E	2	2	4	3	4
		BYA13208	INFORMATION MANAGEMENT	E	2	2	4	3	4
		BYA13210	PROTOCOL AND SOCIAL CODE OF CONDUCT	E	3	0	3	3	4
		MVP13254	COMPUTERIZED ACCOUNTING SOFTWARES	E	2	2	4	3	4
		IKY13252	HUMAN RESOURCES MANAGEMENT	E	3	0	3	3	4
		IKY13208	CAREER MANAGEMENT	E	3	0	3	3	4
		MYO13252	ERGONOMICS	E	2	0	2	2	2
		UNV13004	EFFECTIVE AND GOOD SPEECH	E	2	0	2	2	2
TOTAL					19	4	23	21	30
GRAND TOTAL					75	12	87	81	120
TOTAL WORKLOAD / HOUR					1125	180	1305		1800