



1st YEAR FALL SEMESTER

COURSE CODE	COURSE NAME	T	U	K	ECTS
OD 101	ATATURK PRINCIPLES AND HISTORY OF REVOLUTION I	2	0	2	2
OD 103	TURKISH I	2	0	2	2
OD 105	FOREIGN LANGUAGE I	2	0	2	2
OD 107	CAREER PLANNING	1	0	1	2
BY 101	MATHEMATICS	3	0	3	4
BY 103	FUNDAMENTALS OF LAW	2	0	2	3
BY 105	BUSINESS	3	0	3	4
BY 107	ECONOMICS I	3	0	3	3
BY 109	EXECUTIVE ASSISTANT	3	0	3	3
BY 111	KEYBOARD TECHNIQUES	2	1	3	3
BY 113	PROTOCOL AND SOCIAL BEHAVIOR RULES	2	0	2	2
TOTAL		25	1	26	30

1st YEAR SPRING SEMESTER

COURSE CODE	COURSE NAME	T	U	K	ECTS
OD 102	ATATURK PRINCIPLES AND HISTORY OF REVOLUTION II	2	0	2	2
OD 104	TURKISH II	2	0	2	2
OD 106	FOREIGN LANGUAGE II	2	0	2	2
BP 104	OFFICE SOFTWARES	3	1	4	6
BY 102	VOCATIONAL MATHEMATICS	3	0	3	4
BY 104	COMMUNICATION	2	0	2	2
BY 106	FILING AND ARCHIVING	2	1	3	4
BY 108	INTRODUCTION TO ECONOMY II	3	0	3	3
BY 110	BUSINESS WRITING	3	1	4	5
TOTAL		22	3	25	30

2nd YEAR FALL SEMESTER

COURSE CODE	COURSE NAME	T	U	K	ECTS
BY 201	OFFICE MANAGEMENT	3	0	3	5
BY 203	CASE ANALYSIS	2	0	2	3
BY 207	ACCOUNTING	3	0	3	4
BY 209	ORGANIZATIONAL BEHAVIOR	3	0	3	4
BY 211	COMPUTERIZED OFFICE APPLICATIONS	1	2	3	4
	VOCATIONAL ELECTIVE I	3	0	3	4
	VOCATIONAL ELECTIVE II	3	0	3	4
	GENERAL ELECTIVE I	2	0	2	2
TOTAL		20	2	22	30

2nd YEAR SPRING SEMESTER

COURSE CODE	COURSE NAME	T	U	K	ECTS
BY 202	PUBLIC AND PRIVATE SECTOR STRUCTURE	2	1	3	5
BY 204	PUBLIC RELATIONS	2	0	2	4
BY 210	MEETING MANAGEMENT	2	1	3	6
BY 212	CUSTOMER RELATIONSHIP MANAGEMENT	3	0	3	5
	VOCATIONAL ELECTIVE III	3	0	3	4
	VOCATIONAL ELECTIVE IV	3	0	3	4
	GENERAL ELECTIVE II	2	0	2	2
TOTAL		17	2	19	30

TECHNICAL ELECTIVE I

COURSE CODE	COURSE NAME	T	U	K	ECTS
BY 221	BUSINESS AND SOCIAL SECURITY LAW	3	0	3	3
BY 223	CRISIS AND STRESS MANAGEMENT	3	0	3	3
BY 227	PROFESSIONAL ETHICS	3	0	3	3

TECHNICAL ELECTIVE II

COURSE CODE	COURSE NAME	T	U	K	ECTS
BY 229	CONTEMPORARY MANAGEMENT TECHNIQUES	3	0	3	3
BY 233	LAW ASSISTANT	3	0	3	3
BY 237	PROFESSIONAL ENGLISH	3	0	3	3

TECHNICAL ELECTIVE III

COURSE CODE	COURSE NAME	T	U	K	ECTS
BY 224	KNOWLEDGE MANAGEMENT	3	0	3	3
BY 226	HUMAN RESOURCES MANAGEMENT	3	0	3	3
BY 228	EFFECTIVE SPEAKING	3	0	3	3

TECHNICAL ELECTIVE IV

COURSE CODE	COURSE NAME	T	U	K	ECTS
BY 230	MEDICAL SECRETARY	3	0	3	3
BY 232	CURRENT ISSUES IN MANAGEMENT	3	0	3	3
BY 234	COMPUTERIZED ACCOUNTING PRACTICES	3	0	3	3

GENERAL ELECTIVE I

COURSE CODE	COURSE NAME	T	U	K	ECTS
GS 001	RESEARCH METHODS	2	0	2	3
GS 003	TECHNICAL COMMUNICATION	2	0	2	3
GS 005	STRESS AND TIME MANAGEMENT	2	0	2	3
GS 007	OCCUPATIONAL HEALTH AND SAFETY	2	0	2	3
GS 009	PUBLIC ADMINISTRATION	2	0	2	3
GS 011	VOLUNTEERING	2	0	2	3
GS 013	ACADEMIC TURKISH	2	0	2	3
GS 015	CREATIVE DRAMA AND IMPROVISION	2	0	2	3
GS 017	HUMAN RESOURCES MANAGEMENT	2	0	2	3
GS 019	FIRST AID	2	0	2	3
GS 021	EMPLOYMENT LAW	2	0	2	3
GS 023	ENTERPRISE RESOURCE PLANNING	2	0	2	3
GS 025	HUMAN RIGHTS	2	0	2	3
GS 027	ENTREPRENEURSHIP	2	0	2	3
GS 029	ENGINEERING ETHICS	2	0	2	3
GS 031	HISTORY OF SCIENCE	2	0	2	3
GS 033	SOCIAL PSYCHOLOGY	2	0	2	3
GS 035	COMMUNICATION	2	0	2	3
GS 037	FINANCIAL LITERACY	2	0	2	3
GS 039	SIGN LANGUAGE	2	0	2	3
GS 041	DISASTER AND CRISIS MANAGEMENT	2	0	2	3
GS 043	CITY AND SOCIETY	2	0	2	3
GS 045	ENVIRONMENTAL PROTECTION	2	0	2	3
GS 047	BEHAVIOR SCIENCE	2	0	2	3

GENERAL ELECTIVE II

COURSE CODE	COURSE NAME	T	U	K	ECTS
GS 002	MEDIA AND COMMUNICATION	2	0	2	3
GS 004	DICTION AND EFFECTIVE SPEAKING	2	0	2	3
GS 006	BUSINESS ETHICS	2	0	2	3
GS 008	KNOWLEDGE PROTOCOL	2	0	2	3
GS 010	PRODUCTION MANAGEMENT	2	0	2	3
GS 012	SOCIAL RESPONSIBILITY	2	0	2	3
GS 014	ACADEMIC TURKISH II	2	0	2	3
GS 016	CREATIVE DRAMA AND IMPROVISION	2	0	2	3
GS 018	HUMAN RESOURCE MANAGEMENT	2	0	2	3
GS 020	FIRST AID	2	0	2	3
GS 022	EMPLOYMENT LAW	2	0	2	3
GS 024	POLITICAL SCIENCES	2	0	2	3
GS 026	SUSTAINABILITY	2	0	2	3
GS 028	PROBLEM SOLVING AND DECISION MAKING	2	0	2	3
GS 030	TECHNOLOGY ADDICTION	2	0	2	3
GS 032	BUSINESS ADMINISTRATION	2	0	2	3
GS 034	FACTORY ORGANIZATION	2	0	2	3
GS 036	QUALITY MANAGEMENT SYSTEMS	2	0	2	3
GS 038	TECHNOLOGY MANAGEMENT AND R&D	2	0	2	3
GS 040	MARKETING	2	0	2	3
GS 042	SERVICE MARKETING	2	0	2	3
GS 044	E-COMMERCE	2	0	2	3
GS 046	CURRENT ECONOMIC ISSUES	2	0	2	3
GS 048	PUBLIC RELATIONS	2	0	2	3
GS 050	SOCIOLOGY	2	0	2	3
GS 052	GLOBALIZATION READINGS	2	0	2	3
GS 054	PHOTOGRAPHY	2	0	2	3
GS 056	PROJECT MANAGEMENT	2	0	2	3
GS 058	INTRODUCTION TO BUSINESS SCIENCE	2	0	2	3
GS 060	HEALTHY AND ACTIVE AGEING	2	0	2	3
GS 062	SALES TECHNIQUES	2	0	2	3