

DERS PROGRAMI

I. SEMESTER

Code	Course Title	Course Type	ECTS
BİL139	Electronic Word Processing	Required Courses	2.0
BİL819	Keyboarding I	Required Courses	3.0
İKT117	Introduction to Economics	Required Courses	3.0
İNG143	English I (ENG)	Required Courses	5.0
İŞL155	Introduction to Business	Required Courses	3.0
MAT827	General Mathematics	Required Courses	2.0
SEK122	Business Correspondence	Required Courses	3.0
SEK217	Office Management	Required Courses	5.0
TAR165	Atatürk's Principles and History of Turkish Revolution I	Required Courses	2.0
TÜR125	Turkish Language I	Required Courses	2.0
Sum			30

II. SEMESTER

Code	Course Title	Course Type	ECTS
BİL186	Spreadsheets	Required Courses	2.0
BİL820	Keyboarding II	Required Courses	3.0
HUK117	Fundamentals of Law	Required Courses	2.0
İNG144	English II (ENG)	Required Courses	5.0
SEK234	Executive Secretarial Training	Required Courses	4.0
STJ106	Internship	Required Courses	5.0
TAR166	Atatürk's Principles and History of Turkish Revolution II	Required Courses	2.0
TÜR126	Turkish Language II	Required Courses	2.0
	Elective Courses		2.0
	Area Elective Courses		3.0
Sum			30

III. SEMESTER

Code	Course Title	Course Type	ECTS
BİL827	Electronic Presentation Software	Required Courses	2.0
SEK235	Document Management and Filing	Required Courses	3.0
SEK238	Case Analysis	Required Courses	3.0

III. SEMESTER

Code	Course Title	Course Type	ECTS
SEK243	Business English I (ENG)	Required Courses	3.0
SOS120	Organizational Behavior	Required Courses	2.0
	Elective Courses		4.0
	Area Elective Courses		13.0
Sum			30

IV. SEMESTER

Code	Course Title	Course Type	ECTS
BİL818	Data Management and Reporting	Required Courses	3.0
BİL825	Current Information and Communication Technologies	Required Courses	3.0
ETK203	Professional Ethics	Required Courses	3.0
SEK123	Basics of Protocol	Required Courses	3.0
SEK244	Business English II (ENG)	Required Courses	3.0
SEK246	Sectoral Practices	Required Courses	5.0
	Area Elective Courses		10.0
Sum			30

Area Elective Courses

Code	Course Title	Laboratory + Practice	ECTS
ÇEV104	Environmental Protection and Climate Change (TR)	2 + 0	3.0
ECY219	Occupational Health and Safety (TR)	2 + 0	2.0
İKT118	Macroeconomics (TR)	2 + 0	3.0
İŞL210	Human Resources Management (TR)	1 + 1	2.0
İŞL215	Time Management (TR)	1 + 1	3.0
İŞL352	Organizational Communication (TR)	2 + 0	3.0
RHİ107	Communicating (TR)	1 + 1	2.0
TÜR120	Turkish Sign Language (TR)	3 + 0	3.0
BİL831	Visual Web Design (TR)	3 + 0	3.0
İSN102	Public Relations (TR)	3 + 0	3.0
SEK218	Crisis and Stress Management (TR)	1 + 1	2.0
SEK219	Effective Speech (TR)	1 + 1	2.0
SEK232	Meeting Management (TR)	2 + 0	3.0
SOS237	Business Skills (TR)	2 + 0	3.0

Area Elective Courses			
Code	Course Title	Laboratory + Practice	ECTS
SOS443	Sustainability (TR)	2 + 0	2.0
BİM106	Office Programs (TR)	0 + 3	4.0
FİN210	Personal Finance Management (TR)	2 + 0	3.0
İLT230	Effective Telephone Communication (TR)	1 + 1	3.0
KÜL212	Career Management (TR)	2 + 0	3.0
SEK212	Public Sector and Private Sectors (TR)	2 + 1	3.0
SEK229	Contemporary Management Approaches (TR)	3 + 0	4.0
SEK248	Team Management and Leadership (TR)	3 + 0	4.0
SEK252	Project Management in Business Life (TR)	3 + 0	4.0
SOS242	Gender Inequality (TR)	3 + 0	3.0

Elective Courses			
Code	Course Title	Laboratory + Practice	ECTS
KÜL199	Cultural Activities (TR)	0 + 2	2.0
SOS155	Folkdance (TR)	2 + 0	2.0
KÜL195	Volunteer Work (TR)	1 + 2	4.0

DERS İÇERİKLERİ
