

Alanya Alaaddin Keykubat Üniversitesi AKSEKİ VOCATIONAL SCHOOL

DEPARTMENT OF OFFICE MANAGEMENT AND SECRETARY TRAINING BÜRO YÖNETİMİ VE YÖNETİCİ ASİSTANLIĞI

ATA 1011	ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory Elective otal ECTS Elective Elective ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory	2 4 5 4 4 3 2 2 4 30 4 4 4 ECTS 2 5 5 4 4 4
ATA 101 ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION I 2+0+0 CC BRO 101 BASIC CONCEPTS IN OFFICES 3+0+0 CC BRO 103 KEYBOARD TECHNIQUES 1+3+0 CC BRO 105 BASIC LAW 3+0+0 CC BRO 105 BASIC LAW 3+0+0 CC BRO 107 INTRODUCTION TO BUSINESS SCIENCE 3+0+0 CC BRO 109 INFORMATION AND COMMUNICATION TECHNOLOGY 1+1+0 CC BRO 109 INFORMATION AND COMMUNICATION TECHNOLOGY 1+1+0 CC BRO 109 INFORMATION AND COMMUNICATION TECHNOLOGY 1+1+0 CC BRO 109 INFORMATION AND COMMUNICATION TECHNOLOGY 1+1+0 CC BRO 109 INFORMATION AND COMMUNICATION TECHNOLOGY 1+1+0 CC BRO 101 TURKISH LANGUAGE I 2+0+0 CC BRO 101 TURKISH LANGUAGE I 2+0+0 CC BRO 101 TIRLISH LANGUAGE I 2+0+0 CC BRO 101 GENERAL ECONOMY 3+0+0 TIRLISH COMPUNICATION AND COMPUNICATION 3+0+0 CC BRO 101 GENERAL ECONOMY 3+0+0 TIRLISH COMPUNICATION 3+0+0 CC BRO 102 PROFESSIONAL CORRESPONDENCE 2+2+0 CC BRO 104 OFFICE PROGRAMS 2+2+0 CC BRO 106 MANAGEMENT AND ORGANIZATION 3+0+0 CC BRO 108 LABOR AND SOCIAL SECURITY LAW 3+0+0 CC BRO 108 LABOR AND SOCIAL SECURITY LAW 3+0+0 CC BRO 108 LABOR AND SOCIAL SECURITY LAW 3+0+0 CC BRO 108 ENGLISH II 2+0+0 CC BRO 102 ENGLISH II 2+0+0 CC BRO 102 ENGLISH II 2+0+0 CC BRO 102 ENGLISH II 2+0+0 CC BRO 102 ENGLISH II 2+0+0 CC BRO 102 ENGLISH II 2+0+0 CC BRO 102 ENGLISH II 2+0+0 CC BRO 102 ENGLISH II 2+0+0 CC BRO 102 ENGLISH LANGUAGE II 2+	ompulsory ompulsory	2 4 5 4 4 3 2 2 4 30 4 4 4
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BRO 103	ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory Elective otal ECTS Elective Elective ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory	5 4 4 3 2 2 4 30 4 4
BRO 105	ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory Elective otal ECTS Elective Elective ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory	4 4 3 2 2 4 30 4 4 4
BRO 107	ompulsory ompulsory ompulsory ompulsory ompulsory Elective otal ECTS Elective Elective ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory	4 3 2 2 4 30 4 4 4
BRO 109	compulsory compulsory	3 2 2 4 30 4 4 4
ING 101	empulsory compulsory Elective Elective Elective Empulsory compulsory	2 2 4 30 4 4 4
TDB 101	Elective Elective Elective Elective Elective Elective Ilsory/Elective Impulsory Im	2 4 30 4 4 5 5 5 4
SEC 101 FIELD ELECTIVE COURSES 3+0+0 TO COURSE GroupS 3+0+0	Elective Elective Elective Elective ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory	4 30 4 4 4 ECTS 2 5 5 4
Course Groups STATISTICS	Elective Elective ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory ompulsory	30 4 4 4 ECTS 2 5 5 4
Course Groups	Elective Elective Ilsory/Elective Impulsory	4 4 4 ECTS 2 5 5 4
BRO 101.1 GENERAL ECONOMY 3+0+0 BRO 101.2 STATISTICS 3+0+0 STATISTICS 3+0+0 STATISTICS 3+0+0 STATISTICS 3+0+0 STATISTICS 3+0+0 STATISTICS 3+0+0 STATISTICS 3+0+0 STATISTICS 3+0+0 STATISTICS STATIS	Elective Ilsory/Elective Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory Impulsory	4 ECTS 2 5 5 4
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2.Semester Course Plan Course Code Course Name T4A+L Compute Name Course Code Course Nam	ilsory/Elective compulsory compulsory compulsory compulsory compulsory compulsory compulsory compulsory compulsory compulsory	2 5 5 4
ATA 102	ompulsory compulsory compulsory compulsory compulsory compulsory compulsory compulsory	2 5 5 4
Course Code Course Name	ompulsory compulsory compulsory compulsory compulsory compulsory compulsory compulsory	2 5 5 4
ATA 102 ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION II 2+0+0 Cd BRO 102 PROFESSIONAL CORRESPONDENCE 2+2+0 Cd BRO 104 OFFICE PROGRAMS 2+2+0 Cd BRO 106 MANAGEMENT AND ORGANIZATION 3+0+0 Cd BRO 108 LABOR AND SOCIAL SECURITY LAW 3+0+0 Cd BRO 110 GENERAL MATHEMATICS 2+0+0 Cd ING 102 ENGLISH II 2+0+0 Cd ING 102 TURKISH LANGUAGE II 2+0+0 Cd SEC 102 FIELD ELECTIVE COURSES 2+0+0 BRO 102.1 PROTOCOL AND SOCIAL CONDUCT RULES 2+0+0 BRO 102.2 ETHIC 2+0+0 S.Semester Course Plan Course Gode Course Name That Compute Sec 2+0+0 Cd BRO 203 PUBLIC PRIVATE SECTION STRUCTURE 4+0+0 Cd BRO 205 ACCOUNTING I 3+0+0 Cd SEC 201 FIELD ELECTIVE COURSES 9+0+0 TO COURSE COURSE SIDE ACCOUNTING I 3+0+0 Cd SEC 201 FIELD ELECTIVE COURSES 9+0+0 BRO 201 ORGANIZATIONAL BEHAVIOR 3+0+0	ompulsory compulsory compulsory compulsory compulsory compulsory compulsory compulsory	2 5 5 4
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BRO 106 MANAGEMENT AND ORGANIZATION 3+0+0 Co. BRO 108 LABOR AND SOCIAL SECURITY LAW 3+0+0 Co. BRO 110 GENERAL MATHEMATICS 2+0+0 Co. ING 102 ENGLISH II 2+0+0 Co. TDB 102 TURKISH LANGUAGE II 2+0+0 Co. SEC 102 FIELD ELECTIVE COURSES 2+0+0 Co. Course Groups BRO 102.1 PROTOCOL AND SOCIAL CONDUCT RULES 2+0+0 2+0+0 BRO 102.2 ETHIC 2+0+0 Co. Semester Course Plan Course Code Course Name T+A+L Compute Compute Co. BRO 201 PROFESSIONAL PRACTICES I 2+6+0 Co. BRO 203 PUBLIC PRIVATE SECTION STRUCTURE 4+0+0 Co. BRO 205 ACCOUNTING I 3+0+0 Co. SEC 201 FIELD ELECTIVE COURSES 9+0+0 To Course Groups BRO 201.1 ORGANIZATIONAL BEHAVIOR 3+0+0	ompulsory ompulsory ompulsory ompulsory	4
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SEC 102 FIELD ELECTIVE COURSES 2+0+0 To		2
Course Groups	ompulsory	2
Course Groups	Elective	3
BRO 102.1 PROTOCOL AND SOCIAL CONDUCT RULES 2+0+0	otal ECTS	30
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3.Semester Course Plan T+A+L Compute	Elective	3
Course Code Course Name T+A+L Compute BRO 201 PROFESSIONAL PRACTICES I 2+6+0 Co BRO 203 PUBLIC PRIVATE SECTION STRUCTURE 4+0+0 Co BRO 205 ACCOUNTING I 3+0+0 Co SEC 201 FIELD ELECTIVE COURSES 9+0+0 To Course Groups BRO 201.1 ORGANIZATIONAL BEHAVIOR 3+0+0	Elective	3
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SEC 201 FIELD ELECTIVE COURSES 9+0+0 To Course Groups BRO 201.1 ORGANIZATIONAL BEHAVIOR 3+0+0	ompulsory	5
Course Groups BRO 201.1 ORGANIZATIONAL BEHAVIOR 3+0+0	ompulsory	4
Course Groups BRO 201.1 ORGANIZATIONAL BEHAVIOR 3+0+0	Elective	36
BRO 201.1 ORGANIZATIONAL BEHAVIOR 3+0+0	otal ECTS	54
BRO 201.10 CAREER PLANNING 3+0+0	Elective	4
	Elective	4
BRO 201.2 TIME MANAGEMENT 3+0+0	Elective	4
BRO 201.3 ENTREPRENEURSHIP 3+0+0	Elective	4
BRO 201.4 CUSTOMER RELATIONS MANAGEMENT 3+0+0	Elective	4
BRO 201.5 INFORMATION MANAGEMENT 3+0+0	Elective	4
	Elective	4
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4.Semester Course Plan		
	Ilsory/Elective	ECTS
		9
BRO 204 EXECUTIVE ASSISTANCE 4+0+0 Co	ompulsory	5
BRO 206 ACCOUNTING II 3+0+0 Co		4
	ompulsory	36
	ompulsory ompulsory ompulsory Elective	
Course Groups PDO 202.1 FEEECTIVE AND REALITIES SPEAKING 24040	ompulsory ompulsory ompulsory	54
	ompulsory ompulsory ompulsory Elective otal ECTS	
BRO 202.10 VOLUNTEERING ACTIVITIES 3+0+0	ompulsory ompulsory ompulsory Elective	4 4

BRO 202.2	USE OF TECHNOLOGY	3+0+0	Elective	4
BRO 202.3	WORK PSYCHOLOGY	3+0+0	Elective	4
BRO 202.4	FIRST AID	3+0+0	Elective	4
BRO 202.5	MEETING MANAGEMENT	3+0+0	Elective	4
BRO 202.6	HUMAN RESOURCES MANAGEMENT	3+0+0	Elective	4
BRO 202.7	TOTAL QUALITY MANAGEMENT	3+0+0	Elective	4
BRO 202.8	MEDICAL SECRETARIAT	3+0+0	Elective	4
BRO 202.9	SELF-IMPROVEMENT	3+0+0	Elective	4