



Alanya Alaaddin Keykubat Üniversitesi

AKSEKİ VOCATIONAL SCHOOL

DEPARTMENT OF OFFICE MANAGEMENT AND SECRETARY TRAINING

BÜRO YÖNETİMİ VE YÖNETİCİ ASİSTANLIĞI

1.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
ATA 101	ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION I	2+0+0	Compulsory	2
BRO 101	BASIC CONCEPTS IN OFFICES	3+0+0	Compulsory	4
BRO 103	KEYBOARD TECHNIQUES	1+3+0	Compulsory	5
BRO 105	BASIC LAW	3+0+0	Compulsory	4
BRO 107	INTRODUCTION TO BUSINESS SCIENCE	3+0+0	Compulsory	4
BRO 109	INFORMATION AND COMMUNICATION TECHNOLOGY	1+1+0	Compulsory	3
ING 101	ENGLISH I	2+0+0	Compulsory	2
TDB 101	TURKISH LANGUAGE I	2+0+0	Compulsory	2
SEC 101	FIELD ELECTIVE COURSES	3+0+0	Elective	4
			Total ECTS	30
Course Groups				
BRO 101.1	GENERAL ECONOMY	3+0+0	Elective	4
BRO 101.2	STATISTICS	3+0+0	Elective	4
2.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
ATA 102	ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION II	2+0+0	Compulsory	2
BRO 102	PROFESSIONAL CORRESPONDENCE	2+2+0	Compulsory	5
BRO 104	OFFICE PROGRAMS	2+2+0	Compulsory	5
BRO 106	MANAGEMENT AND ORGANIZATION	3+0+0	Compulsory	4
BRO 108	LABOR AND SOCIAL SECURITY LAW	3+0+0	Compulsory	4
BRO 110	GENERAL MATHEMATICS	2+0+0	Compulsory	3
ING 102	ENGLISH II	2+0+0	Compulsory	2
TDB 102	TURKISH LANGUAGE II	2+0+0	Compulsory	2
SEC 102	FIELD ELECTIVE COURSES	2+0+0	Elective	3
			Total ECTS	30
Course Groups				
BRO 102.1	PROTOCOL AND SOCIAL CONDUCT RULES	2+0+0	Elective	3
BRO 102.2	ETHIC	2+0+0	Elective	3
3.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
BRO 201	PROFESSIONAL PRACTICES I	2+6+0	Compulsory	9
BRO 203	PUBLIC PRIVATE SECTION STRUCTURE	4+0+0	Compulsory	5
BRO 205	ACCOUNTING I	3+0+0	Compulsory	4
SEC 201	FIELD ELECTIVE COURSES	9+0+0	Elective	36
			Total ECTS	54
Course Groups				
BRO 201.1	ORGANIZATIONAL BEHAVIOR	3+0+0	Elective	4
BRO 201.10	CAREER PLANNING	3+0+0	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
BRO 201.6	FILING AND ARCHIVING	3+0+0	Elective	4
BRO 201.7	COMMUNICATION AND PUBLIC RELATIONS	3+0+0	Elective	4
BRO 201.8	TEAM MANAGEMENT AND LEADERSHIP	3+0+0	Elective	4
BRO 201.9	SOCIAL RESPONSIBILITY	3+0+0	Elective	4
4.Semester Course Plan				
Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
BRO 202	PROFESSIONAL PRACTICES II	2+6+0	Compulsory	9
BRO 204	EXECUTIVE ASSISTANCE	4+0+0	Compulsory	5
BRO 206	ACCOUNTING II	3+0+0	Compulsory	4
SEC 202	FIELD ELECTIVE COURSES	9+0+0	Elective	36
			Total ECTS	54
Course Groups				
BRO 202.1	EFFECTIVE AND BEAUTIFUL SPEAKING	3+0+0	Elective	4
BRO 202.10	VOLUNTEERING ACTIVITIES	3+0+0	Elective	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