T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Lesson Plan Form

TOKAT VOCATIONAL SCHOOL OF HIGHER EDUCATION
Office Services and Secretarial Department/Office Management and Executive Assistants Programme
Course Plan (2025)

I. Semester

Course Code	Course Name	Compulsory/ Elective	T	A	ECTS	Mode of Delivery	Programme Core Course	Programme Specialisation Course	Competency Complementary Course	External Stakeholder Proposal	Current Professional Programme / Software Included
AİİT101	ATATURKK'S PIRINCIPLES AND HISTORY OF TURISH REVOLUTION I	Compulsory	2	0	2	Face To Face			X		
BY1001	GENERAL BUSINESS	Compulsory	3	0	4	Face To Face	X				
BY1003	MANAGEMENT AND ORGANIZATION	Compulsory	3	0	4	Face To Face	X				
BY1041	KEYBOARDING TECHNIQUES I	Compulsory	2	2	6	Face To Face		X			
BY1043	COMMERCIAL MATHEMATICS	Compulsory	3	0	4	Face To Face	X				
BY1049	BASIC LAW	Compulsory	2	0	2	Face To Face	X				
BY1051	PROTOCOL AND SOCIAL CODE OF CONDUCT	Compulsory	2	0	2	Face To Face		X			
BY1053	COMMUNICATION	Compulsory	2	0	2	Face To Face	X				
TD101	TURKISH LANGUAGE I	Compulsory	2	0	2	Face To Face			X		
SEÇ101	*ELECTIVE FOREIGN LANGUAGE I*	*Elective*	*2*	*0*	*2*	*Face To Face*					
ALM101	*GERMAN I*	Elective	*2*	*0*	*2*	Face To Face			X		
FRA101	*FRENCH I*	Elective	*2*	*0*	*2*	Face To Face			X		
İNG101	*ENGLISH I*	Elective	*2*	*0*	*2*	Face To Face			X		

II. Semester

Course Code	Course Name	Compulsory/ Elective	T	A	ECTS	Mode of Delivery	Programme Core Course	Programme Specialisation Course	Competency Complementary Course	External Stakeholder Proposal	Current Professional Programme / Software Included
AİİT102	ATATÜRK İLKELERİ VE İNKILAP TARİHİ II	Compulsory	2	0	2	Face To Face			X		
BY1002	GENERAL ECONOMY	Compulsory	3	0	4	Face To Face	X				
BY1040	INFORMATION AND RECORDS MANAGEMENT	Compulsory	2	0	2	Face To Face		X			
BY1052	ORGANIZATIONAL BEHAVIOR	Compulsory	2	0	2	Face To Face	X				
BY1054	THE USAGE OF TECNOLOGY	Compulsory	1	1	3	Face To Face		X			
BY1056	KEYBOARDING TECHNIQUES II	Compulsory	2	2	6	Face To Face		X			
BY1058	PUBLIC AND PRIVATE SECTOR STRUCTURE	Compulsory	3	0	3	Face To Face	X				
KRY102	CAREER PLANNING	Compulsory	1	0	2	Face To Face			X		
TD102	TURKISH LANGUAGE II	Compulsory	2	0	2	Face To Face			X		
SEÇ-102	*UNIVERSITY ELECTIVE COURSES (OUR VALUES)*	*Elective*	*2*	*0*	*2*	*Face To Face*					
SEÇ102	*ELECTIVE FOREIGN LANGUAGE II*	Elective	*2*	*0*	*2*	Face To Face					
ALM102	*GERMAN II*	Elective	*2*	*0*	*2*	Face To Face			X		
FRA102	*FRENCH II*	Elective	*2*	*0*	*2*	Face To Face			X		
İNG102	*ENGLISH II*	Elective	*2*	*0*	*2*	Face To Face			X		

III. Semester

Course Code	Course Name	Compulsory/ Elective	T	A	ECTS	Mode of Delivery	Course Type			Additional Information	
							Programme Core Course	Programme Specialisation Course	Competency Complementary Course	External Stakeholder Proposal	Current Professional Programme / Software Included
BY2001	OFFICE MANAGEMENT	Compulsory	3+0	0	3	Face To Face		X			
BY2003	ACCOUNTING	Compulsory	3+1	1	4	Face To Face	X				
BY2007	VOCATIONAL CORRESPANDENCES	Compulsory	3+1	1	4	Face To Face		X			
BY2009	MEETING MANAGEMENT	Compulsory	2+0	0	3	Face To Face		X			
ENF100	INFORMATION TECHNOLOGIES AND OFFICE SOFTWARE	Compulsory	2+0	0	3	Face To Face					X
SEÇ201	ELECTIVE COURSES	Elective	2+0	0	6	Face To Face					
BY2053	SECRETARYSHIP KNOWLEDGE OF	Elective	2+0	0	2	Face To Face		X			
BY2055	HOSPITAL MANAGEMENT AND ORGANIZATION	Elective	2+0	0	2	Face To Face	X				
BY2057	LABOUR AND SOCIAL SECURITY LAW	Elective	2+0	0	2	Face To Face	X				
SEÇ203	ELECTIVE COURSES	Elective	1+1	1	3	Face To Face					
BY2051	KEYBOARDING TECNIQUES III	Elective	1+2	2	3	Face To Face		X			
BY2075	CUSTOMER RELATIONSHIP MANAGEMENT	Elective	2+1	1	3	Face To Face			X		
BY2077	QUALITY MANAGEMENT SYSTEMS	Elective	2+1	1	3	Face To Face			X		
BY2079	VOCATIONAL FOREIGN LANGUAGE I	Elective	2+1	1	3	Face To Face			X		
BY2083	RESEARCH METHODS AND TECHNIQUES	Elective	2+1	1	3	Face To Face	X				
BY2085	OFFICE PROGRAMS I	Elective	1+1	1	3	Face To Face					X
SEÇ205	ELECTIVE COURSES	Elective	0	4	4	Face To Face					
BY2081	SECTOR APPLICATIONS I	Elective	1	3	4	Face To Face		X			
BY2087	LEGAL SECRETARIAT	Elective	3	0	4	Face To Face		X			

IV. Semester

Course Code	Course Name	Compulsory/ Elective	T	A	ECTS	Mode of Delivery	Course Type			Additional Information	
							Programme Core Course	Programme Specialisation Course	Competency Complementary Course	External Stakeholder Proposal	Current Professional Programme / Software Included
BY2004	EXECUTIVE ASSISTANTSHIP	Compulsory	4	0	4	Face To Face		X			
BY2040	FILING AND ARCHIVING	Compulsory	3	1	4	Face To Face		X			
BY2044	EFFECTIVE SPEAKING AND BEAUTIFUL	Compulsory	2	0	2	Face To Face		X			
BY2046	COMPUTER ACCOUNTING SOFTWARE	Compulsory	2	2	5	Face To Face					X
BY2048	PUBLIC RELATIONS	Compulsory	2	0	2	Face To Face	X				
SEÇ202	ELECTIVE COURSES	Elective	2	0	6	Face To Face					
BY2056	SPEED WRITING AND READING TECHNIQUES	Elective	1	1	2	Face To Face		X			
BY2068	BUSINESS ETHICS	Elective	2	0	2	Face To Face	X				
BY2078	SECRETARYSHIP BEHAVIOUR	Elective	2	0	2	Face To Face		X			
SEÇ204	ELECTIVE COURSES	Elective	2	0	3	Face To Face					
BY2052	KEYBOARDING TECHNIQUES IV	Elective	1	2	3	Face To Face		X			
BY2070	FIRST AID (EC)	Elective	2	0	3	Face To Face			X		
BY2072	IN QUALITY ASSURANCE AND STANDARTS	Elective	2	1	3	Face To Face			X		
BY2074	ENVIRONMENTAL PROTECTION (EC)	Elective	2	0	3	Face To Face			X		
BY2080	VOCATIONAL FOREIGN LANGUAGE II	Elective	2	1	3	Face To Face			X		
BY2084	OFFICE PROGRAMS II	Elective	1	1	3	Face To Face					X
SEÇ206	ELECTIVE COURSES	Elective	0	4	4	Face To Face					
BY2082	SECTOR APPLICATIONS II	Elective	1	3	4	Face To Face		X			
BY2086	MEDICAL SECRETARIAT	Elective	3	0	4	Face To Face		X			