



T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Lesson Plan Form

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TOKAT VOCATIONAL SCHOOL OF HIGHER EDUCATION
Office Services and Secretarial Department/Office Management and Executive Assistants Programme
Course Plan/(3+1) Education Model-(2026)

I. 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
AIİT101	ATATÜRK'S PRINCIPLES AND REVOLUTIONARY HISTORY I	Compulsory	2	0	2	Face To Face			X		
BY1001	GENERAL BUSINESS	Compulsory	3	0	3	Face To Face	X				
BY1003	MANAGEMENT AND ORGANISATION	Compulsory	3	0	3	Face To Face	X				
BY1005	PROFESSIONAL CORRESPONDENCE AND REPORTING TECHNIQUES	Compulsory	2	2	4	Face To Face	X				
BY1041	KEYBOARD TECHNIQUES I	Compulsory	2	2	5	Face To Face		X			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			
ENF100	INFORMATION TECHNOLOGIES AND OFFICE SOFTWARE	Compulsory	2	0	3	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		
SEÇ105	UNIVERSITY ELECTIVE COURSES (OUR VALUES)	Elective	2	0	2	Face To Face			X		

II. 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
AIİT102	ATATÜRK'S PRINCIPLES AND REVOLUTIONARY HISTORY II	Compulsory	2	0	2	Face To Face			X		
BY1002	GENERAL ECONOMY	Compulsory	3	0	3	Face To Face	X				
BY1004	COMMERCIAL MATHEMATICS	Compulsory	2	1	4	Face To Face	X				
BY1006	GENERAL ACCOUNTING	Compulsory	3	1	5	Face To Face	X				
BY1040	INFORMATION AND RECORDS MANAGEMENT	Compulsory	2	0	2	Face To Face		X			
BY1056	KEYBOARD TECHNIQUES II	Compulsory	2	2	5	Face To Face		X			X
BY1058	PUBLIC AND PRIVATE SECTOR STRUCTURE	Compulsory	3	0	3	Face To Face	X				
DGR001	OUR VALUES	Compulsory	2	0	0	Face To Face					
KRY102	CAREER PLANNING	Compulsory	1	0	2	Face To Face			X		
TD102	TURKISH LANGUAGE II	Compulsory	2	0	2	Face To Face			X		
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		

Course Code	Course Name	Compulsory/ Elective	T	A	ECTS	Mode of Delivery
BY2011	EXECUTIVE ASSISTANTSHIP	Compulsory	4	0	4	Face To Face
BY2013	OFFICE TECHNOLOGIES AND USAGE	Compulsory	1	1	2	Face To Face
BY2015	FILING AND ARCHIVING	Compulsory	3	1	4	Face To Face
BY2017	COMPUTER ACCOUNTING SOFTWARE	Compulsory	2	2	4	Face To Face
BY2019	LABOUR AND SOCIAL SECURITY LAW	Compulsory	3	0	3	Face To Face
BY2021	OFFICE MANAGERMENTS AND COMMUNICATION TECHNIQUES	Compulsory	3	0	3	Face To Face
SEC201	ELECTIVE COURSES	Elective			6	Face To Face
BY2051	KEYBOARD TECHNIQUES III	Elective	1	1	2	Face To Face
BY2053	SECRETARYSHIP KNOWLEDGE OF	Elective	2	0	2	Face To Face
BY2055	HOSPITAL MANAGEMENT AND ORGANISATION	Elective	2	0	2	Face To Face
BY2079	VOCATIONAL FOREIGN LANGUAGE	Elective	2	0	2	Face To Face
BY2087	LEGAL SECRETARIAT	Elective	2	0	2	Face To Face
BY2089	ORGANISATIONAL BEHAVIOUR	Elective	2	0	2	Face To Face
BY2091	MEDICAL SECRETARIAT	Elective	2	0	2	Face To Face
BY2093	PUBLIC RELATIONS	Elective	2	0	2	Face To Face
BY2095	MEETING MANAGEMENT	Elective	2	0	2	Face To Face
BY2097	EFFECTIVE SPEAKING AND BEAUTIFUL	Elective	2	0	2	Face To Face
BY2099	SECRETARYSHIP BEHAVIOUR	Elective	2	0	2	Face To Face
BY2101	ENVIRONMENTAL PROTECTION	Elective	2	0	3	Face To Face
BY2103	BUSINESS ETHICS	Elective	2	0	2	Face To Face
BY2105	SPEED WRITING AND READING TECHNIQUES	Elective	1	1	2	Face To Face
BY2107	CRISIS AND STRESS MANAGEMENT	Elective	2	0	2	Face To Face
BY2109	QUALITY MANAGEMENT	Elective	2	0	2	Face To Face
BY2111	E-COMMERCE	Elective	1	1	2	Face To Face
BY2113	OCCUPATIONAL HEALTH AND SAFETY	Elective	2	0	2	Face To Face
SEC207	ELECTIVE COURSES	Elective			4	Face To Face
BY2115	CASE STUDY ANALYSIS	Elective	1	3	4	Face To Face
BY2117	SECTOR APPLICATIONS	Elective	1	3	4	Face To Face
BY2119	OFFICE PROGRAMS	Elective	2	2	4	Face To Face

Course Type		
Programme Core Course	Programme Specialisation Course	Competency Complementary Course
	X	
	X	
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X		
	X	
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	X	
	X	

Additional Information	
External Stakeholder Proposal	Current Professional Programme / Software Included
	X
	X
X	X
X	X

Course Code	Course Name	Compulsory/ Elective	T	A	ECTS	Mode of Delivery
BY2010	PROFESSIONAL TRAINING IN THE BUSINESS	Compulsory	0	25	28	Face To Face
BY2012	PROFESSIONAL DEVELOPMENT AND ASSESSMENT IN THE WORKPLACE	Compulsory	2	0	2	Face To Face

Course Type		
Programme Core Course	Programme Specialisation Course	Competency Complementary Course
	X	
	X	

Additional Information	
External Stakeholder Proposal	Current Professional Programme / Software Included