



T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Lesson Plan Form

Document No.:	TOGÜ.FRM.526
Date of First Publication:	11.03.2025
Revision Date	
Revision No.:	
Page No.:	1

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
AİİT101	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
AİİT102	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		

