

OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP 1/A

(1st Grade – Daytime Education)

Tuesday	Wednesday	Thursday	Friday	Saturday
Foreign Language (English) Lecturer Nuri Suderin GÜVEN (09:25-09:50)	Communication Skills Lecturer Umut ÖKTEM (10:40-11:05)		Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (15:10-15:35)	General Accounting I Lecturer Dr. Muzaffer TEKİN (15:10-15:35)
Foreign Language (English) Lecturer Nuri Suderin GÜVEN (09:50-10:15)	Communication Skills Lecturer Umut ÖKTEM (11:05-11:30)		Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (15:35-16:00)	General Accounting I Lecturer Dr. Muzaffer TEKİN (15:35-16:00)
General Management Lecturer Dr. Rana İÇMEN (10:40-11:05)	Basic Fundamentals of Law Lecturer Müşerref ÇOKSAK (11:30-11:55)		Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (16:00-16:25)	General Accounting I Lecturer Dr. Muzaffer TEKİN (16:00-16:25)
General Management Lecturer Dr. Rana İÇMEN (11:05-11:30)	Basic Fundamentals of Law Lecturer Müşerref ÇOKSAK (11:55-12:20)		Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (16:25-16:50)	General Accounting I Lecturer Dr. Muzaffer TEKİN (16:25-16:50)
Information Technologies Lecturer Ekrem Eşref KILINÇ (13:30-13:55)				
Information Technologies Lecturer Ekrem Eşref KILINÇ (13:55-14:20)				
Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (15:10-15:35)				
Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (15:35-16:00)				
Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (16:00-16:25)				
Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (16:25-16:50)				