

OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP 1/G

(1st Grade – Eveningtime Education)

Tuesday	Wednesday	Thursday	Friday	Wednesday
Basic Fundamentals of Law Lecturer Müşerref ÇOKSAK (17:15-17:40)	Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (18:05-18:30)	General Accounting I Lecturer Dr. Muzaffer TEKİN (17:15-17:40)	Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (18:55-19:20)	Information Technologies Lecturer Ekrem Eşref KILINÇ (18:55-19:20)
Basic Fundamentals of Law Lecturer Müşerref ÇOKSAK (17:40-18:05)	Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (18:55-19:20)	General Accounting I Lecturer Dr. Muzaffer TEKİN (17:40-18:05)	Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (19:20-19:45)	Information Technologies Lecturer Ekrem Eşref KILINÇ (19:20-19:45)
Communication Skills Lecturer Umut ÖKTEM (19:20-19:45)	Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (19:20-19:45)	General Accounting I Lecturer Dr. Muzaffer TEKİN (18:05-18:30)	Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (19:45-20:10)	
Communication Skills Lecturer Umut ÖKTEM (19:45-20:10)	Protocol and Social Behaviour Rules Lecturer Müşerref ÇOKSAK (19:45-20:10)	General Accounting I Lecturer Dr. Muzaffer TEKİN (18:55-19:20)	Keyboard Techniques Lecturer Dr. Meral BEKTAŞ (20:10-20:35)	
General Management Lecturer Dr. Rana İÇMEN (20:10-20:35)	Foreign Language (English) Lecturer Nuri Suderin GÜVEN (20:10-20:35)			
General Management Lecturer Dr. Rana İÇMEN (20:35-21:00)	Foreign Language (English) Lecturer Nuri Suderin GÜVEN (20:35-21:00)			