

OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP

1ST GRADE

GENERAL MANAGEMENT	Lecturer Dr. Rana İÇMEN	29 November 2020 Sunday	16:00	ONLINE QUIZ
INFORMATION TECHNOLOGIES	Lecturer Ekrem Eşref KILINÇ	1 December 2020 Tuesday	19:30	ONLINE QUIZ
FOREIGN LANGUAGE I (ENGLISH)	Lecturer Nuri Suderin GÜVEN	2 December 2020 Wednesday	21:00	ONLINE QUIZ
PROTOCOL AND SOCIAL BEHAVIOUR RULES	Lecturer Müşerref ÇOKSAK	4 December 2020 Friday	15:00	HOMEWORK
GENERAL ACCOUNTING I	Lecturer Dr. Muzaffer TEKİN	8 December 2020 Tuesday	15:00	HOMEWORK
KEYBOARD TECHNIQUES	Lecturer Dr. Meral BEKTAŞ	9 December 2020 Wednesday	19:00	ONLINE QUIZ
COMMUNICATION SKILLS	Lecturer Umut ÖKTEM	10 December 2020 Thursday	15:00	HOMEWORK
BASIC FUNDAMENTALS OF LAW	Lecturer Müşerref ÇOKSAK	11 December 2020 Friday	21:00	ONLINE QUIZ

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2ND GRADE

MANAGEMENT OF HUMAN RESOURCES	Lecturer Dr. Rana İÇMEN	30 November 2020 Monday	18:30	ONLINE QUIZ
BEHAVIOURAL SCIENCES	Lecturer Dr. Rana İÇMEN	2 December 2020 Wednesday	17:00	HOMEWORK
TURKISH LANGUAGE	Lecturer Kemal ERDEM	3 December 2020 Thursday	17:00	ONLINE QUIZ
ELOCUTION	Lecturer Umut ÖKTEM	3 December 2020 Thursday	17:00	HOMEWORK
PRINCIPLES OF ATATURK AND HISTORY OF REVOLUTION	Lecturer Lütü YILMAZ	4 December 2020 Friday	17:00	ONLINE QUIZ
WORKING PSYCHOLOGY	Lecturer Umut ÖKTEM	6 December 2020 Sunday	15:00	HOMEWORK
PUBLIC RELATIONS	Lecturer Umut ÖKTEM	7 December 2020 Monday	16:00	HOMEWORK
LAW OF LABOR AND SOCIAL SECURITY	Lecturer Müşerref ÇOKSAK	9 December 2020 Wednesday	15:00	HOMEWORK
EXECUTIVE ASSISTANTSHIP	Lecturer Dr. Meral BEKTAŞ	11 December 2020 Friday	15:00	HOMEWORK
PACKAGED PROGRAMS	Lecturer Dr. Muzaffer TEKİN	12 December 2020 Saturday	17:00	HOMEWORK
INTRODUCTION INTO BUSINESS MATHEMATICS	Lecturer Mehmet VARKAL	13 December 2020 Friday	15:00	ONLINE QUIZ
WORKPLACE EDUCATION	Lecturer Umut ÖKTEM	13 December 2020 Sunday	21:00	HOMEWORK