

OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP

1st GRADE

GENERAL ACCOUNTING I	Lecturer Dr. Muzaffer TEKİN	18 January 2021 Wednesday	19.30	HOMEWORK
GENERAL MANAGEMENT	Lecturer Dr. Rana İÇMEN	19 January 2021 Tuesday	19.30	ONLINE QUIZ
INFORMATION TECHNOLOGIES	Lecturer Ekrem Eşref KILINÇ	20 January 2021 Wednesday	18.30	ONLINE QUIZ
FOREIGN LANGUAGE I (ENGLISH)	Lecturer Nuri Suderin GÜVEN	21 January 2021 Thursday	18.30	ONLINE QUIZ
BASIC FUNDAMENTALS OF LAW	Lecturer Müşerref ÇOKSAK	22 January 2021 Friday	19.30	ONLINE QUIZ
COMMUNICATION SKILLS	Lecturer Umut ÖKTEM	23 January 2021 Saturday	19.30	ONLINE QUIZ
KEYBOARD TECHNIQUES	Lecturer Dr. Meral BEKTAŞ	24 January 2021 Sunday	19.30	ONLINE QUIZ
PROTOCOL AND SOCIAL BEHAVIOUR RULES	Lecturer Müşerref ÇOKSAK	25 January 2021 Monday	19.30	ONLINE QUIZ

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2nd GRADE

BEHAVIOURAL SCIENCES	Lecturer Dr. Rana İÇMEN	18 January 2021 Monday	16.00	HOMEWORK
ELOCUTION	Lecturer Umut ÖKTEM	19 January 2021 Tuesday	16.00	HOMEWORK
PACKAGED PROGRAMS	Lecturer Dr. Muzaffer TEKİN	20 January 2021 Wednesday	16.00	HOMEWORK
WORKING PSYCHOLOGY	Lecturer Umut ÖKTEM	21 January 2021 Thursday	16.00	ONLINE QUIZ
TURKISH LANGUAGE	Lecturer Kemal ERDEM	22 January 2021 Friday	17.00	ONLINE QUIZ
PRINCIPLES OF ATATURK AND HISTORY OF REVOLUTION	Lecturer Lütfi YILMAZ	23 January 2021 Saturday	17.00	ONLINE QUIZ
PUBLIC RELATIONS	Lecturer Umut ÖKTEM	24 January 2021 Sunday	16.00	ONLINE QUIZ
MANAGEMENT OF HUMAN RESOURCES	Lecturer Dr. Rana İÇMEN	25 January 2021 Monday	16.00	ONLINE QUIZ
LAW OF LABOR AND SOCIAL SECURITY	Lecturer Müşerref ÇOKSAK	26 January 2021 Tuesday	16.00	ONLINE QUIZ
WORKPLACE EDUCATION	Lecturer Umut ÖKTEM	27 January 2021 Wednesday	21.00	HOMEWORK
INTRODUCTION INTO BUSINESS MATHEMATICS	Lecturer Mehmet VARKAL	27 January 2021 Wednesday	16.00	ONLINE QUIZ
EXECUTIVE ASSISTANTSHIP	Lecturer Dr. Meral BEKTAŞ	28 January 2021 Friday	16.00	ONLINE QUIZ