

OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP PROGRAM
1ST GRADE DAYTIME AND EVENING EDUCATION
MAKE UP EXAMINATION PROGRAM

PROGRAM	TITLE OF THE COURSE	LECTURER	DATE	HOUR	TYPE OF EXAMINATION
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	GENERAL ACCOUNTING I	Lecturer Dr. Muzaffer TEKİN	06 February 2021 Saturday	19:30	HOMEWORK
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	GENERAL MANAGEMENT	Lecturer Dr. Rana İÇMEN	07 February 2021 Sunday	19:30	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	PROTOCOL AND SOCIAL BEHAVIOUR RULES	Lecturer Müşerref ÇOKSAK	08 February 2021 Monday	19:30	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	FOREIGN LANGUAGE I (ENGLISH)	Lecturer Nuri Suderin GÜVEN	08 February 2021 Monday	15:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	KEYBOARD TECHNIQUES	Lecturer Dr. Meral BEKTAŞ	09 February 2021 Tuesday	18:30	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	INFORMATION TECHNOLOGIES	Lecturer Ekrem Eşref KILINÇ	09 February 2021 Tuesday	15:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	BASIC FUNDAMENTALS OF LAW	Lecturer Müşerref ÇOKSAK	10 February 2021 Wednesday	18:30	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	COMMUNICATION SKILLS	Lecturer Umut ÖKTEM	11 February 2021 Thursday	19:30	ONLINE QUIZ

OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP PROGRAM
2ND GRADE DAYTIME AND EVENING EDUCATION
MAKE UP EXAMINATION PROGRAM

PROGRAM	TITLE OF THE COURSE	LECTURER	DATE	HOUR	TYPE OF EXAMINATION
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	PRINCIPLES OF ATATURK AND HISTORY OF REVOLUTION	Lecturer Lütfi YILMAZ	06 February 2021 Saturday	15:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	WORKING PSYCHOLOGY	Lecturer Umut ÖKTEM	06 February 2021 Saturday	16:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	EXECUTIVE ASSISTANTSHIP	Lecturer Dr. Meral BEKTAŞ	07 February 2021 Sunday	16:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	TURKISH LANGUAGE	Lecturer Kemal ERDEM	07 February 2021 Sunday	15:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	INTRODUCTION INTO BUSINESS MATHEMATICS	Lecturer Mehmet VARKAL	07 February 2021 Sunday	20:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	PUBLIC RELATIONS	Lecturer Umut ÖKTEM	08 February 2021 Monday	16:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	MANAGEMENT OF HUMAN RESOURCES	Lecturer Dr. Rana İÇMEN	09 February 2021 Tuesday	16:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	PACKAGED PROGRAMS	Lecturer Dr. Muzaffer TEKİN	10 February 2021 Wednesday	16:00	HOMEWORK
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	BEHAVIOURAL SCIENCES	Lecturer Dr. Rana İÇMEN	11 February 2021 Thursday	16:00	HOMEWORK
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	WORKPLACE EDUCATION	Lecturer Umut ÖKTEM	11 February 2021 Thursday	21:00	HOMEWORK
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	LAW OF LABOR AND SOCIAL SECURITY	Lecturer Müşerref ÇOKSAK	12 February 2021 Friday	17:00	ONLINE QUIZ
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANTSHIP	ELOCUTION	Lecturer Umut ÖKTEM	12 February 2021 Friday	16:00	HOMEWORK