

MUNZUR UNIVERSITY
TUNCELİ VOCATIONAL SCHOOL
HOZAT OFFICE MANAGEMENT AND EXECUTIVE ASSISTANT PROGRAM
COURSE CONTENTS

1. TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TRD101 / 2	Turkish Language	Winter	Language, languages and Turkish language, grammar, word, sentence, word types, elements of expression and types of expression, basic principles of smooth and effective speech.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

1. TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
At1T101 / 2	Atatürk's Principles and Revolution History I	Winter	Basic Concepts, Reforms Made by the Ottoman Empire Before the Turkish Revolution, Turkish Revolution Period, Turkish War of Independence.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant



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1. TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
YDI101 / 2	English I	Winter	Speaking, Listening-Comprehension, Writing, Reading-Comprehension. Business Information, Asking For Information, Requirements, Suggesting Notification, Past Events, Asking For Information.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

1. TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
MAT101/3	Maths	Winter	Cluster, numbers, operations related to numbers, modular arithmetic, algebra, applications with polynomials, ratio and proportion, ratio and proportion applications, probability of occurrence, possibly related applications.	Lect. Kürşat ARSLAN e-mail: kursatarslan@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant



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1. TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
ENF101/2	Computer I	Winter	Windows Operating System, Microsoft Office, Internet Explorer	Lect. Kürşat ARSLAN e-mail: kursatarslan@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

1. TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBM101/3	Secretariat Information	Winter	The meaning and scope of the Secretarial profession, the types and functions of the Secretariat, the personal characteristics of the Secretary, Court of Court and etiquette	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant



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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM103/4	General Business	Winter	Concept of Business and Historical Development of Business, Objectives of Business and Criteria of Success, Establishment and Functions of Business, Contemporary Business Management and Contemporary Management of Business.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM105/2	Commercial Mathematics	Winter	Ratio and proportion; Average; Percentage and per thousand accounts; Cost and sales accounts; Calculate the mixture; Interest calculations; Discount; Applications	Lect. Kürşat ARSLAN e-mail: kursatarslan@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant



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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer Department
TBM107/4	Keyboard Techniques	Winter	Word processing program operations; Formatting text in a word-processing document; Functions of keyboard keys; Adjusting sitting and posture; Use letter keys; Punctuation and number keys; Writing text; Speed applications; Writing in foreign languages; Handwritten and corrected articles; Using different computer software.	Lect. Künsat ARSLAN e-mail: kursatarслан@munzur.edu.tr Tel: +904282131794 Office Management and Executive Assistant

1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer Department
TBM109/3	The Basic Concepts of Law	Winter	The basic concepts of law; Legal system; Definition and types of rights; Right management; Concept of personality; Legal entity; Family law; Property law; Law of Obligations; Contracts; Various provisions; Rights search process, Protection of Human Rights and Individual Application Right.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794 Office Management and Executive Assistant

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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM111/3	Protocol Informa tion	Winter	The place and importance of the protocol in social life and work environment, The types and characteristics of the protocol applied in institutions and organizations, The rules of the protocol to be applied in corporate activities.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY301/4	Office Manage ment	Winter	Management and office management in general; Office types and forms; Office workers concept; Time management; Time and motion study; Ergonomic design in offices; Business management in offices; Business simplification techniques; Basic concepts; The stages of the crisis process; Managing stress.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY303/3	General Accounting	Winter	Balance sheet and accounts; Accounting system; Current assets; Fixed assets; Foreign resource accounts; Equity accounts; Income statement accounts; Commercial documents; Order-Waybill-Invoice Cash transactions.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY305/3	Effective and Beautiful Speaking	Winter	Definition of language, development, sounds of Turkish (phonetic), Narration, Breath; Sound organs; Emphasis, Intonation; Protocol speech; Information speech; Impromptu talk.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
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3.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY307/3	Use of Technology in Offices	Winter	Establish office technology; Using office technology; Maintenance and repair; Communication technology; Computer technology; Automation technology; Using Internet; Web services; Various technological services.	Lect. Kürşat ARSLAN e-mail: kursatarslan@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

3.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY309/3	Total Quality Management	Winter	Concept of quality, Standard and standardization, Importance of standard in production and service sector, Quality and standards of management, Environmental standards, Quality management system models, Strategic management, Participation in management, Process management system, Resource management system.	Lect. Assoc. Prof. Sabit MENTEŞE e-mail: smntese@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

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3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer Department
TBY311/4	Computer III	Winter	Internet and Internet Browser; Electronic Mail Management; Newsgroups / Forums; Web Based Learning; Preparing Personal Web Site; Electronic trade; Resume in Word Processor Program; Internet and Career; Job Interview Preparation; Operation Table; Formulas and Functions; Graphics; Preparing Presentation; Introductory Material Preparation.	Lect. Kırışat ARSLAN e-mail: kursatarıslan@munzur.edu.tr Tel: +904282131794 Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer Department
TBY313/4	Professional English I	Winter	Telephone conversation; taking notes; read text; do not write; correction of writing; commercial correspondence; standard differences; idioms; face to face interview.	Lect. Tarkan GÜLMİEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794 Office Management and Executive Assistant

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3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY319/3	Management Law	Winter	History of Management Law, Constitution, Civil Law, Administrative Law, Law of Civil Servants.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY321/3	Research Methods I	Winter	Choosing Research Topics, Making Resource Research, Evaluating the Results of Research, Transforming the Results of the Research to Report, Making Preparation for Presentation, Making Presentation.	Lect. Assoc. Prof. Sabit MENTEŞE e-mail: simentese@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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2.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TRD102/2	Turkish Language II	Spring	Types of Written and Oral Expression, Rules of Punctuation and Writing, Expression Disorders.	Lect. Kürşat ARSLAN e-mail: kursatarslan@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

2.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
AIT102/2	Atatürk's Principles and Revolutionary History II	Spring	Reforms Atatürk Era, the era of Atatürk's Foreign Policy of the Republic of Turkey, Atatürk's principles.	Lect. Kürşat ARSLAN e-mail: kursatarслан@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

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2.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
YDI102/2	English II Filing And Archiving Techniques	Spring	Speaking, Listening-Comprehension, Writing, Reading-Comprehension.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

2.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBM201/3	Filing And Archiving Techniques	Spring	Filing-Basic Concepts, Filing Systems, Filing Process, Archiving, Filing and Archiving Equipment	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM203/3	Organizational Behavior	Spring	The concept of behavior, method, plane of behavior, social status and role behaviors, culture concept, organizational culture, beliefs and attitudes, personality factor in personality and person organization integration, perception and learning theories, motivation concept.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM205/4	General Communication	Spring	Definition and Meaning of Communication Concept, Communication Paths, Obstacles and Problems, Types and Models of Communication, Meaning and Function of Organizational Communication.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant



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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM207/4	Management and Organization	Spring	Basic Concepts of Management and Organization, Management Theories and Functions, Contemporary Approaches in Management and Organization.	Lect. Assoc. Prof. Sabit MENTEŞE e-mail: simentese@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM209/4	General Economy	Spring	Economics and Basic Concepts, Micro Economics, Macroeconomics.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer Department
TBM211/4	Professional Correspondence	Spring	General Communication, Written Communication and Organizational Communication Concepts, Correspondence Techniques, Correspondence Types Factors Increasing Efficiency in Correspondence, Reports, Report Writing Techniques Figure and Content Aspects of Reports.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794 Office Management and Executive Assistant

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer Department
TBM213/2	Computer II	Spring	What is a Spreadsheet. Ms Excel as a spreadsheet, Creating, Opening and Saving Files, Working with Worksheets and Worksheets, Entering Data and Selecting Cells Data Filling, Selecting and Navigating Worksheets in a Workbook, Editing Worksheet Data, Editing Sheet Data, Adding Cells and Data.	Lect. Kürsat ARSLAN e-mail: kursatarслан@munzur.edu.tr Tel: +904282131794 Office Management and Executive Assistant

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4.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY401/4	Executive Secretary	Spring	The Meaning and Types of The Historical Development of The Secretarial Profession, The Role of The Secretary In The Organization, The Personal And Professional Qualities Of The Executive Secretary, The Executive Secretary's Contribution to Managerial Functions, The Role of The Executive Secretary In Effective Management and Communication, Organization and Management of Office Services and Office Equipment.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

4.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY403/4	Public Relations	Spring	Public relations in the modern sense, close relations with public relations, public relations activities, public relations process, public relations profession and job descriptions, relations to the communication tools used in public relations activities	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant



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4.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY405/3	Public-Private Sector Structure and Relations	Spring	Recognition of the Nature and Organization of Public and Private Sector Administrations, Structure and Differences of Public and Private Sector Administrations, Recognition and Relationships of Bureaucracy.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

4.TERM					
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY407/2	Crisis and Stress Management	Spring	Management in Crisis Period, Stages of Crisis Process and Management of Crisis, Stress Management in Crisis Environment.	Lect. Kürşat ARSLAN e-mail: kursatarslan@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant



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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY409/3	Work Psychology	Spring	Working and business concepts, reasons and aims of work, psychological aspect of working life, employee motivation, job satisfaction, results of job dissatisfaction, monotony in business life.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY411/4	Computer IV	Spring	Fundamentals of electronic presentation design, recognition of electronic presentation programs, recognition of electronic presentation tools, preparation of electronic presentations. Making an electronic presentation.	Lect. Kürşat ARSLAN e-mail: kursatarslan@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY413/4	Professional English II	Spring	Speaking, Listening - Comprehension, Writing, Reading – Comprehension in English.	Lect. Kürsat ARSLAN e-mail: kursatarслан@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY415/3	Financing and Financial Instruments	Spring	National income; Money; Inflation and its effects; Balance of payments; Foreign trade; Currency; Supply demand applications; Applications.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant



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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY417/3	Research Methods II	Spring	Choosing Research Topics, Making Resource Research, Evaluating the Results of Research, Transforming the Results of the Research to Report, Making Preparation for Presentation, Making Presentation.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
GİR222/3	Entrepreneurship	Spring	Entrepreneurship Conceptual Framework, approaches, functions, processes, entrepreneurship culture, entrepreneurship, local and international context, female entrepreneurship, entrepreneurship in Turkey, small businesses.	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY419/3	Work Ethics	Spring	Conceptual Ethics and Ethics, Types of Ethics, Ethical Theories Business Ethics-Applied Ethics Types, Ethics of Industrial Relations, Principles of Human Resources Management from the Perspective of Syndical Ethics, Human Resource Management Functions of Ethics, Employee Training and Development, Career Management, Use of Technology in Working Life and Ethics	Lect. Tarkan GÜLMEZ e-mail: tarkangulmez@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant



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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TRD101 / 2	Turkish Language I	Winter	Language, languages and Turkish language, grammar, word, sentence, word types, elements of expression and types of expression, basic principles of smooth and effective speech.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
AİT101 / 2	Atatürk's Principles and Revolution History I	Winter	Basic Concepts, Reforms Made by the Ottoman Empire Before the Turkish Revolution, Turkish Revolution Period, Turkish War of Independence.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
YDİ101 / 2	English I	Winter	Speaking, Listening- Comprehension, Writing, Reading- Comprehension. Business Information, Asking For Information, Requirements, Suggesting Notification, Past Events, Asking For Information.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
MAT101 / 3	Maths	Winter	Cluster, numbers, operations related to numbers, modular arithmetic, algebra, applications with polynomials, ratio and proportion, ratio and proportion applications, probability, possible situations, probability of occurrence, possibly related applications.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
ENF101 / 2	Computer I	Winter	Windows Operating System, Microsoft Office, Internet Explorer	Lect. Enver YAZGILI e-mail: enver Yazgili@munzur.edu.tr u.tr Tel: +904282131794
				Office Management and Executive Assistant

1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM101 / 3	Secretariat Information	Winter	The meaning and scope of the Secretarial profession, the types and functions of the Secretariat, the personal characteristics of the Secretary, Court of Court and etiquette	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr edu.tr Tel: +904282131794
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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM103 / 4	General Business	Winter	Concept of Business and Historical Development of Business, Objectives of Business and Criteria of Success, Establishment and Functions of Business, Contemporary Business Management and Contemporary Management of Business.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM105 / 2	Commercial Mathematics	Winter	Ratio and proportion; Average; Percentage and per thousand accounts; Cost and sales accounts; Calculate the mixture; Interest calculations; Discount; Applications	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM107 / 4	Keyboard Techniques	Winter	Word processing program operations; Formatting text in a word-processing document; Functions of keyboard keys; Adjusting sitting and posture; Use letter keys; Punctuation and number keys; Writing text; Speed applications; Writing in foreign languages; Handwritten and corrected articles; Using different computer software.	Lect. Enver YAZGILI e-mail: enveryazgili@munzur.edu.tr u.tr Tel: +904282131794
				Office Management and Executive Assistant

1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM109 / 3	The Basic Concepts of Law	Winter	The basic concepts of law; Legal system; Definition and types of rights; Right management; Concept of personality; Legal entity; Family law; Property law; Law of Obligations; Contracts; Various provisions; Rights search process, Protection of Human Rights and Individual Application Right.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
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1. TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM111 / 3	Protocol Information	Winter	The place and importance of the protocol in social life and work environment, The types and characteristics of the protocol applied in institutions and organizations, The rules of the protocol to be applied in corporate activities.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
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3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY301 / 4	Office Management	Winter	Management and office management in general; Office types and forms; Office workers concept; Time management; Time and motion study; Ergonomic design in offices; Business management in offices; Business simplification techniques; Basic concepts; The stages of the crisis process; Managing stress.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY303 / 3	General Accounting	Winter	Balance sheet and accounts; Accounting system; Current assets; Fixed assets; Foreign resource accounts; Equity accounts; Income statement accounts; Commercial documents; Order-Waybill-Invoice Cash transactions.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY305 / 3	Effective and Beautiful Speaking	Winter	Definition of language, development, sounds of Turkish (phonetic), Narration, Breath; Sound organs; Emphasis, Intonation; Protocol speech; Information speech; Impromptu talk.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY307 / 3	Use of Technology in Offices	Winter	Establish office technology; Using office technology; Maintenance and repair; Communication technology; Computer technology; Automation technology; Using Internet; Web services; Various technological services.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY309 / 3	Total Quality Management	Winter	Concept of quality, Standard and standardization, Importance of standard in production and service sector, Quality and standards of management, Environmental standards, Quality management system models, Strategic management, Participation in management, Process management system, Resource management system.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY311 / 4	Computer III	Winter	Internet and Internet Browser; Electronic Mail Management; Newsgroups / Forums; Web Based Learning; Preparing Personal Web Site; Electronic trade; Resume in Word Processor Program; Internet and Career; Job Interview Preparation; Operation Table; Formulas and Functions; Graphics; Preparing Presentation; Introductory Material Preparation.	Lect. Enver YAZGILI e-mail: enveryazgili@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

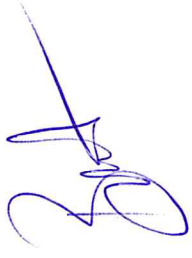
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3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY313 / 4	Professional English I	Winter	Telephone conversation; taking notes; read text; do not write; correction of writing; commercial correspondence; standard correspondence; language differences; idioms; face to face interview.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

3.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY319 / 3	Management Law	Winter	History of Management Law, Constitution, Civil Law, Administrative Law, Law of Civil Servants.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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3.TERM				
Code/Credits	Course	Semester / Winter / Spring	Contents	Contact Details of Lecturer
TBY321 / 3	Research Methods I	Winter	Choosing Research Topics, Making Resource Research, Evaluating the Results of Research, Transforming the Results of the Research to Report, Making Preparation for Presentation, Making Presentation.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant



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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TRD102 / 2	Turkish Language II	Spring	Types of Written and Oral Expression, Rules of Punctuation and Writing, Expression Disorders.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
AİT102 / 2	Atatürk's Principles and Revolution History II	Spring	Reforms Atatürk Era, the era of Atatürk's Foreign Policy of the Republic of Turkey, Atatürk's principles.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant



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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
YDİ102 / 2	English II	Spring	Speaking, Listening-Comprehension, Writing, Reading-Comprehension.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM201 / 3	Filing And Archiving Techniques	Spring	Filing-Basic Concepts, Filing Systems, Filing Process, Archiving, Filing and Archiving Equipment	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM203 / 3	Organizational Behaviour	Spring	The concept of behavior, method, plane of behavior, social status and role behaviors, culture concept, organizational culture, beliefs and attitudes, personality factor in personality and person organization integration, perception and learning theories, motivation concept.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM205 / 4	General Communication	Spring	Definition and Meaning of Communication Concept, Communication Paths, Obstacles and Problems, Types and Models of Communication, Meaning and Function of Organizational Communication.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM207 / 4	Management and Organization	Spring	Basic Concepts of Management and Organization, Management Theories and Functions, Contemporary Approaches in Management and Organization.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM209 / 4	General Economy	Spring	Economics and Basic Concepts, Micro Economics, Macroeconomics.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM211 / 4	Professional Correspondence	Spring	General Communication, Written Communication and Organizational Communication Concepts, Correspondence Techniques, Correspondence Types Factors Increasing Efficiency in Correspondence, Reports, Report Writing Techniques Figure and Content Aspects of Reports.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794

2.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBM213 / 2	Computer II	Spring	What is a Spreadsheet. Ms Excel as a spreadsheet, Creating, Opening and Saving Files, Working with Worksheets and Worksheets, Entering Data and Selecting Cells Data Filling, Selecting and Navigating Worksheets in a Workbook, Editing Worksheet Data, Editing Sheet Data, Adding Cells and Data.	Lect. Enver YAZGILI e-mail: enveryazgili@munzur.edu.tr Tel: +904282131794

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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY401 / 4	Executive Secretary	Spring	The Meaning and Types of The Historical Development of The Secretarial Profession, The Role of The Secretary In The Organization, The Personal And Professional Qualities Of The Executive Secretary, The Executive Secretary's Contribution to Managerial Functions, The Role of The Executive Secretary In Effective Management and Communication, Organization and Management of Office Services and Office Equipment.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY403 / 4	Public Relations	Spring	Public relations in the modern sense, close relations with public relations, public relations activities, public relations process, public relations profession and job descriptions, relations to the communication tools used in public relations activities	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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4.TERM

Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY405 / 3	Public-Private Sector Structure and Relations	Spring	Recognition of the Nature and Organization of Public and Private Sector Administrations, Structure and Differences of Public and Private Sector Administrations, Recognition and Relationships of Bureaucracy.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

4.TERM

Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer	Department
TBY407 / 2	Crisis and Stress Management	Spring	Management in Crisis Period, Stages of Crisis Process and Management of Crisis, Stress Management in Crisis Environment.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794	Office Management and Executive Assistant

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4.TERM				
Code/Credits	Courses	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY409 / 3	Work Psychology	Spring	Working and business concepts, reasons and aims of work, psychological aspect of working life, employee motivation, job satisfaction, results of job dissatisfaction, monotony in business life.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

4.TERM				
Code/Credits	Courses	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY411 / 4	Computer IV	Spring	Fundamentals of electronic presentation design, recognition of electronic presentation programs, recognition of electronic presentation tools, preparation of electronic presentations. Making an electronic presentation.	Lect. Enver YAZGILI e-mail: enver Yazgili@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY413 / 4	Professional English II	Spring	Speaking, Listening - Comprehension, Writing, Reading – Comprehension in English.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY415 / 3	Financing and Financial Investment Instruments	Spring	National income; Money; Inflation and its effects; Balance of payments; Foreign trade; Currency; Supply demand applications; Applications.	Lect. Ph.D. Mehmet Bora SANYÜREK e-mail: borasanyurek@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY417 / 3	Research Methods II	Spring	Choosing Research Topics, Making Resource Research, Evaluating the Results of Research, Transforming the Results of the Research to Report, Making Preparation for Presentation, Making Presentation.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
GİR222 / 3	Entrepreneurship	Spring	Entrepreneurship Conceptual Framework, approaches, functions, processes, entrepreneurship culture, entrepreneurship, local and international context, female entrepreneurship, entrepreneurship in Turkey, small businesses.	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant

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4.TERM				
Code/Credits	Course	Semester Winter / Spring	Contents	Contact Details of Lecturer
TBY419 / 3	Work Ethics	Spring	Conceptual Ethics and Ethics, Types of Ethics, Ethical Theories Business Ethics-Applied Ethics Types, Ethics of Industrial Relations, Principles of Human Resources Management from the Perspective of Syndical Ethics, Human Resource Management Functions of Ethics, Employee Training and Development, Career Management, Use of Technology in Working Life and Ethics	Lect. Baran AKKUŞ e-mail: bakkus@munzur.edu.tr Tel: +904282131794
				Office Management and Executive Assistant