

KIRIKKALE UNIVERSITY FATMA ŞENSES SOCIAL SCIENCES VOCATIONAL SCHOOL
OFFICE MANAGEMENT AND EXECUTIVE ASSISTANT TRAINING
(Erasmus+ and Mawlana Program)

Course Code	Course Name	ECTS	Semester
OZD1001	Turkish Language1	1	Fall
OZD1003	Principles of Ataturk and Turkish rev. History 1	2	Fall
MYO1011	Germany 1	2	Fall
MYO1021	French 1	2	Fall
OZD1005	English 1	2	Fall
MYO0120	Office Software 1	3	Fall
MYO0005	Management and Organization	4	Fall
MYO0270	Administrative Assistant	4	Fall
MYO0011	Basic Business	4	Fall
MYO0560	Keyboard use 1	3	Fall
MYO1130	Basic law	4	Fall
MYO1200	Economy 1	3	Fall
	Total	34	
Course Code	Course Name	ECTS	Semester
OZD1002	Turkish Language 2	1	Spring
OZD1004	Principles of Ataturk and Turkish rev. History 2	2	Spring
MYO1014	Germany 2	2	Spring
MYO1022	French 2	2	Spring
OZD1006	English 2	2	Spring
MYO0100	Writing Techniques	3	Spring
MYO0140	Organizational Behavior	3	Spring
BYS1002	Filing and Archiving	4	Spring
MYO1230	Basic Accounting 1	4	Spring
MYO1004	Office Software 2	3	Spring
MYO1034	Internship	8	Spring
	Total	34	