

BALIKESİR UNIVERSITY
BALIKESİR VOCATIONAL SCHOOL
OFFICE AND SECRETARIAT SERVICES DEPARTMENT
OFFICE MANAGEMENT AND ASSISTANTSHIPS EXECUTIVE PROGRAM
2024-2025 ACADEMIC YEAR COURSE PLAN

1.CLASS 1.SEMESTER								1.CLASS 2.SEMESTER							
COURSE CODE	COURSE NAME	Category	T	A	L	C	ECTS	COURSE CODE	COURSE NAME	Category	T	A	L	C	ECTS
BHY1101	Business-I	C	3	0	0	3,0	3	BHY1201	Business-II	C	3	0	0	3,0	3
BHY1102	Business Mathematics	C	3	0	0	3,0	3	BHY1202	Economy	C	3	0	0	3,0	3
BHY1103	Basic Law	C	3	0	0	3,0	3	BHY1203	Accounting	C	4	0	0	4,0	4
BHY1104	Keyboard Techniques	C	2	2	0	3,0	4	BHY1204	Professional Correspondence	C	3	1	0	3,5	4
BHY1105	Computer Office Programs	C	2	2	0	3,0	4	BHY1208	Filing and Archiving	C	2	0	0	2,0	3
BHY1107	Protocol and Social Conduct	C	2	0	0	2,0	3	BHY1206	Structure of the Public and Private Sector	C	2	0	0	2,0	3
								KRY1201	Career Planning		1	0	0	1,0	2
									ELECTİVE-1	E	0	0	0	0	8
TOTAL			16	4	0	18,0	20	TOTAL			18	1	0	18,5	30
AIT1101	Atatürk Principles and Revolution History-I	C	2	0	0	2,0	2	AIT1201	Atatürk Principles and Revolution History-II	C	2	0	0	2,0	2
TDI1101	Turkish Language-I	C	2	0	0	2,0	2	TDI1201	Turkish Language-II	C	2	0	0	2,0	2
YDI1101	Foreign Languag(English)-I	C	2	0	0	2,0	2	YDI1201	Foreign Languag(English)-II	C	2	0	0	2,0	2
GRAND TOTAL			22	4	0	24,0	26	GRAND TOTAL			24	1	0	24,5	36
								1.nd YEAR 2.OPTIONAL COURSES							
								STJ1201	Internship	E	0	0	0	0	8
								STJ1202	Field Applications	E	0	0	0	0	8

2.CLASS 1.SEMESTER								2.CLASS 2.SEMESTER							
COURSE CODE	COURSE NAME	Categ	T	A	L	C	ECTS	COURSE CODE	COURSE NAME	Categ	T	A	L	C	ECTS
BHY2101	Office Management	C	3	0	0	3,0	4	BHY2201	Executive Assistant	C	3	1	0	3,5	5
BHY2102	Organizational Behavior	C	3	0	0	3,0	4	BHY2202	Public Relations	C	3	0	0	3,0	3
BHY2103	Meeting Management	C	2	0	0	2	3	BHY2203	Quality Management Systems	C	2	0	0	2,0	3
BHY2120	Effective Speaking and Presentation Techniques	C	1	1	0	1,5	4	BHY2204	Communication	C	3	0	0	3,0	4
	ELECTIVE-1	E	1	2	0	2,0	4		ELECTIVE-1	E	1	2	0	2,0	4
	ELECTIVE-2	E	2	0	0	2,0	3		ELECTIVE-2	E	1	1	0	1,5	3
	ELECTIVE-3	E	2	1	0	2,5	4		ELECTIVE-3	E	2	1	0	2,5	4
	ELECTIVE-4	E	2	1	0	2,5	4		ELECTIVE-4	E	2	1	0	2,5	4
TOTAL			17	5	0	19,5	30	TOTAL			17	6	0	20,0	30
ELECTIVES								ELECTIVES							

BHY2110	Professional Ethics	E	2	1	0	2,5	4	BHY2210	Computer Accounting Software	E	2	1	0	2,5	4
BHY2111	Human Resources Management	E	2	1	0	2,5	4	BHY2211	Research Methods and Techniques	E	1	1	0	1,5	3
BHY2112	Sectoral Applications-I	E	1	2	0	2,0	4	BHY2212	Sectoral Applications-II	E	1	2	0	2,0	4
BHY2113	Knowledge Management	E	2	0	0	2,0	3	BHY2213	Use of Technology	E	1	1	0	1,5	3
BHY2114	Customer Relationship Management	E	2	0	0	2,0	3	BHY2214	E-Commerce	E	2	1	0	2,5	4
BHY2115	Statistics	E	2	0	0	2,0	3	BHY2215	Entrepreneurship and Small Business Management	E	2	1	0	2,5	4
BHY2116	Consumer Behavior	E	2	1	0	2,5	4	BHY2216	Information and Communications Technology	E	2	1	0	2,5	4
BHY2117	Labour and Social Security Law	E	2	0	0	2,0	3	BHY2217	Quality Assurance and Standards	E	2	1	0	2,5	4
BHY2118	Professional Foreign Language I	E	2	1	0	2,5	4	BHY2218	Professional Foreign Language II	E	2	1	0	2,5	4
								BHY2219	Reputation Management	E	2	1	0	2,5	4

CATEGORY

C : Compulsory

E : Elective