

**Communication:** To enable the students to comprehend communication and its importance, the ways to establish communication, complications and problems, types and models of communication, the meaning and functions of organizational communication and the features of effective communication.

**Keyboard Techniques:** Students will be gained ability of keyboard usage in computer environment, fast writing and ten-finger fast writing in different languages.

**Introduction To Law:** To provide basic understanding and knowledge about definition of law, knowledge about major law systems throughout the world, statute rules and customary rules of law, essence of law, branches of law, concept of right and related topics.

**General Business:** This course is intended to participate in management activities with the student's business by making installation procedures.

**General Accounting:** To give general information about accounting by making general description about accounting.

**Introduction to Economics:** Making the students acquire basic concepts about Economics, analyze the problems and solutions in economic events and understand the macro-economic structure and theoretical basis of Macro Economics and the formation of price in production factors market and in aggregate market.

**Office Management:** Students will be gained the ability of office management operations with this course.

**Effective and Good Speaking:** With this course, students will gain competencies in effective speech.

**Rules of Protocol and Social Conduct:** The aim of the course to be successful in business and society and to develop good relations and protocol information needed to provide students with the rules of social behavior.

**Professional Corresponding:** Students will be taught what professional correspondences, official writings, business writings, special writings are, and writings related to management fast and efficiently.

**Total Quality Management:** To describe the main managerial and technical components of total quality management model and to bring application skills of this management model to the students

**Information Management :** Regulation of the daily activities that make up the information, make transactions on the information, transform information, transmit information, and realize the basic operations such as store.

**Human Resource Management:** To provide students with the knowledge and skills about human resources, which is the most important factor to increase the competitiveness of enterprises and to adapt to changing technology and changing market conditions.

**Public And Private Sector Structures:** To give knowledge about structures of public and private sector, tasks and methods of working.

**Filing And Archiving Techniques:** Students will be gained the ability of filling and archiving with this course.