

CODE	COURSE NAME	COURSE CATEGORY	NATIONAL CREDIT	ECTS
First Semester				
1282379	The Principles of Ataturk and Turkish Revolution History-I	Required	2	2
1282378	Turkish Language-I	Required	2	2
1507600	English Language-I	Required	11	12
1282383	Mathematics-I	Required	3	3
1282384	Physics-I	Required	2	2
1282385	Office Applications	Required	3	4
1282386	Human Factors	Required	2	2
1282382	Introduction to Aeronautics	Required	1	1
1282380	Basic Law	Required	2	2
Second Semester				
1306310	The Principles of Ataturk and Turkish Revolution History-II	Required	2	2
1306309	Turkish Language-II	Required	2	2
1507602	English Language-II	Required	11	12
1394645	Introduction to Law	Required	2	2
1307859	Public and Private Sector	Required	2	3
1307940	Information Management	Required	2	2
1307757	Economics	Required	2	2
1407512	Effective Speaking	Required	2	2
1307862	Human Resources Management	Required	2	3
Third Semester				
1507604	English Language-III	Required	7	8
1507787	English Language Skills- III	Required	4	4
1307940	General Business	Required	3	3
1407511	Keyboarding	Required	3	6
1282997	Business and Social Security Law	Required	2	2
1407512	Effective Speaking	Elective	2	2
1282999	Public Relations	Elective	2	2
1656300	Office Administration and Management	Required	2	3
1282993	Budgeting Processes	Elective	3	3
1507599	Public Finance	Elective	1	1
Fourth Semester				
1507606	English Language-IV	Required	7	8
1507789	English Language Skills IV	Required	4	4
1307937	Professional Correspondence	Required	3	4
1307938	Filing and Records Management	Required	2	3
1307939	Executive Assistance	Elective	2	3
1576701	Management and Organization	Required	2	3
1307941	Etiquette and Modern Business Manners	Elective	2	2
1307942	Quality Management Systems	Required	2	2
1307907	Procurement and Purchasing Management	Elective	4	5
Total National Credits			: 112	
Total ECTS Credits				: 120