



T.C.

ADYAMAN UNIVERSITY
GÖLBAŞI VOCATIONAL SCHOOL

Office Services and Secretarial Department
Office Management and Executive Assistant Program

INTRODUCTORY BOOKLET

2022- 2023

2006

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2006

Department of Office Services and Secretarial

Adiyaman University Office Services and Secretarial Department started accepting students in the 2009-2010 academic year.



Head of Department

Lec. Sefa Salih BİLDİRİCİ

Vice Chair

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Lec. Ali SÜNBÜL

Department Secretary

Semra ERDOĞAN

Mission & Vision

Mission

It is to train professional staff who are equipped with professional knowledge to fulfill all the requirements of the executive assistant job required by managers in public and private sector organizations, and who can use all kinds of office tools and equipment.

Vision

Büro Hizmetleri ve Sekreterlik alanında; ulusal ve uluslararası düzeyde tanınan ve tercih edilen bir bölüm olmaktır.

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Why Department of Office Services and Secretarial?

Department of Office Services and Secretarial; It is a four-semester higher education program that aims to train qualified intermediate manpower to contribute to the office work of managers in public institutions and organizations and private sector enterprises and to take part in office activities. Professional staff in the field of office management and secretarial; He is an office worker who has experience in office management, can show the ability to take responsibility without taking direct orders, can make decisions within the limits of the authority given to him, as well as implement the decisions and responsibilities taken.

Department of Office Services and Secretarial; aims to train executive assistants in the management field of all public institutions and organizations and private sector enterprises. In an environment where industrial and commercial developments are experienced, both public and private enterprises are increasing, it plans to train people who have the knowledge and skills to assist the office work of the managers, and who can adapt to the changing and developing business world conditions. In line with this goal; It aims to provide the necessary training and education for the expert workforce that can fulfill the office service according to their management functions and make an effective contribution to the manager's work and internal functioning.

Job Opportunities of Our Graduates

Our graduates from our program, which has a wide range of job opportunities, have the opportunity to work in both private sector organizations and public institutions. Many institutions that recruit through the public personnel selection exam employ graduates of office management and executive assistant programs. Our graduates who know how to use computers, have office management skills, strong communication skills, and are equipped with professional correspondence can also work in private sector organizations. In this program, students are trained to use computers and other office tools necessary for modern office management. The program includes not only theoretical information, but also practical activities.

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Our Highest and Lowest Placement Scores by Central Placement

According to the ÖSYS placement results announced by the Presidency of the Assessment, Selection and Placement Center in 2022, the students placed with the highest score of 175.56273, while the students with the lowest score of 248,00257 were placed in our department.



Course Catalogue

1.Semester Course Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
AIİT 101	Atatürk's Principles and History of Turkish Revolution - I	2+0+0	Compulsory	2
BRY 101	Office Management	2+1+0	Compulsory	4
BRY 103	micro economy	2+1+0	Compulsory	4
BRY 105	Mathematics	2+1+0	Compulsory	4
BRY 107	Basic Law	2+1+0	Compulsory	4
BRY 111	COMMERCIAL LAW	2+0+0	Compulsory	2
ENF 101	Office Softwares	2+0+0	Compulsory	3
TD 101	Turkish Language I	2+0+0	Compulsory	2
YD 101	Foreign Language I	2+0+0	Compulsory	3
BRY 113	Desktop Publishing	2+0+0	Elective	2
Total ECTS				30

2.Semester Course Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
AIİT 102	Atatürk's Principles and History of Turkish Revolution II	2+0+0	Compulsory	2
BRY 102	Accounting	2+1+0	Compulsory	5
BRY 106	Keyboard Techniques 1	1+1+0	Compulsory	3
BRY 122	GENERAL BUSINESS	2+1+0	Compulsory	4
BRY 126	statistics	2+1+0	Compulsory	4
TD 102	Turkish Language II	2+0+0	Compulsory	2
YD 102	Foreign Language II	2+0+0	Compulsory	3
BRY 118	Meeting Management	2+0+0	Elective	3
BRY 124	MACRO ECONOMY	2+1+0	Elective	4
Total ECTS				30

3.Semester Course Plan

Course Code	Course Name	T+A+L	Compulsory/Elective	ECTS
BRY 203	Protocol and Social Behavior Rules	2+1+0	Compulsory	3
BRY 205	Advanced Office Applications	2+1+0	Compulsory	4
BRY 207	Total Quality Management	2+0+0	Compulsory	2
BRY 209	Foreign Language for Specific Purpose	2+0+0	Compulsory	2
BRY 215	KEYBOARD TECHNIQUES II	1+1+0	Compulsory	3
BRY 221	PUBLIC RELATIONS	2+1+0	Compulsory	3
ST 201	Internship I	0+4+0	Compulsory	4
BRY 211	Enterprise	3+1+0	Elective	4
BRY 213	Computer Accounting Software	3+0+0	Elective	3
Total ECTS				28

4.Semester Course Plan

BRY 202	Correspondence for Specific Purpose***	2+1+0	Compulsory	4
BRY 206	Electronic Trade	1+1+0	Compulsory	2
BRY 208	Web Design	2+1+0	Compulsory	3
BRY 214	Conflict And stress Management	2+0+0	Compulsory	2
BRY 218	HUMAN RESOURCES MANAGEMENT	2+0+0	Compulsory	3
BRY 220	MANAGEMENT AND ORGANIZATION	2+1+0	Compulsory	3
BRY 222	Customer Relations and Management	2+1+0	Compulsory	3
ST 202	Internship II	0+0+0	Compulsory	4
AHL 222	ETHICS AND PROFESSIONAL ETHICS	2+0+0	Elective	3
BRY 212	Negotiable instrument law	2+0+0	Elective	3
Total ECTS				30

WCH: Weekly Course Hours

T+U/K: Theoretical + Application/Credit

ECTS: European Credit Transfer System

C/E: Compulsory/Elective

GOLBAŞI VOCATIONAL SCHOOL

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