



ADIYAMAN UNIVERSITY
BESNİ ALİ ERDEMOĞLU VOCATIONAL
SCHOOL
OFFICE SERVICES AND SECRETARIAT DEPARTMENT
DESCRIPTION BOOKLET

2006

2026 - 2027

CONTENTS

- Department of Office Services and Secretariat
- Mission & Vision
- Importance of Office Services and Secretariat Department
- Why Department of Office Services and Secretariat?
- Job Opportunities for Graduates
- Highest and Lowest Placement Scores According to Central Placement
- Course Catalogue
- Activities

Department of Office Services and Secretariat

Department of Office Services and Secretariat has started to provide education within the structure of Adiyaman University Besni Ali Erdemoglu Vocational School since 2008-2009 academic year.

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- **Mission & Vision**

Mission

To train qualified intermediate personnel in the field of office services and secretariat, who possess professional awareness and an entrepreneurial spirit, prioritize societal benefit over personal interest, and are equipped with the knowledge, skills, and practical experience necessary to perform their duties effectively and ethically.

Vision

To become an internationally recognized and preferred department that trains office managers, executive assistants, and secretaries in alignment with 21st-century competencies—particularly innovative thinking, digital literacy, and life and career skills—within the context of a rapidly changing and evolving business environment.

Importance of Office Services and Secretariat Department

In today's modern business environment, this department holds significant importance as it addresses the demand for qualified intermediate personnel required by managers in business and office administration.

Why Department of Office Services and Secretarial ?

In today's business world, the role of executive assistants capable of efficiently managing office operations is becoming increasingly important. The field is preferred as it responds to the growing need for competent office managers who possess proficiency in office automation systems, knowledge of protocol rules, strong interpersonal and communication skills, foreign language competence, and expertise in public relations. Additionally, their ability to oversee documentation processes and effectively operate office tools and technologies enables them to perform successfully in both public and private sector institutions.

Job Opportunities for Our Graduate Students

Graduates of the Department of Office Services and Secretariat are qualified to work as intermediate personnel in various office-related roles, including office managers, executive assistants, and secretaries, across both the public and private sectors.

Highest and Lowest Placement Scores According to Central Placement

Prospective students must hold a high school diploma or an equivalent qualification and meet the requirements set by the Student Selection and Placement Center (ÖSYM), in accordance with the relevant regulations of the Council of Higher Education (YÖK). Admission to the program is based on the results of the national university entrance examination administered by ÖSYM According to the

2025 ÖSYM placement results, students were admitted to the Office Management and Executive Assistantship Program of Adıyaman University Besni Ali Erdemoğlu Vocational School with a highest TYT score of 337.70 and a lowest TYT score of 263.89. The annual student quota of the program is 35+1, and all available quotas were filled.

Course Catalogue

1. Class					
Code	Course Name	T+A+L	Compulsory/ Elective	ETCS	Group Code
First Semester					
AlİT 101	Atatürk's Principle and Reforms I	2+0+0	Compulsory	2	
BHS 101	General Business	2+1+0	Compulsory	3	
BHS 105	Keyboard Techniques	2+1+0	Compulsory	4	
BHS 107	Office Management	3+0+0	Compulsory	4	
BHS 111	Introduction to Scientific Research	2+0+0	Compulsory	2	
BHS 115	General Economy	3+0+0	Compulsory	3	
BHS 117	Mathematics	2+1+0	Compulsory	4	
BHS 119	General Law Information	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	
Total ECTS		30			
Second Semester					
AlİT 102	Principles of Atatürk and History of Revolution II	2+0+0	Compulsory	2	
BHS 102	Meeting and Presentation techniques	3+0+0	Compulsory	4	
BHS 104	Computer and Office Programs	3+1+0	Compulsory	4	
BHS 106	Multimedia Applications	2+1+0	Compulsory	4	
BHS 108	Business Skills Group work	2+0+0	Compulsory	3	

BHS 110	Keyboard Techniques II	2+1+0	Compulsory	4	
BHS 112	Professional Ethics	2+0+0	Compulsory	4	
TD 102	Turkish Language II	2+0+0	Compulsory	2	
YD 102	Foreign Language II	2+0+0	Compulsory	3	
Total ECTS		30			
YEAR TOTAL :		60			

2. Class

Code	Course Name	T+A+L	Compulsory /Elective	ETCS	Group Code
Third Semester					
BHS 201	Public and Private Sector Structure	3+0+0	Compulsory	3	
BHS 203	Protocols and Rules of Social Behavior in the Business Environment	3+0+0	Compulsory	5	
BHS 205	Using of Technology	2+1+0	Compulsory	3	
BHS 207	Business Correspondence	2+1+0	Compulsory	5	
BHS 209	Management And Organization	2+0+0	Compulsory	4	
BHS 211	Public Relations	2+0+0	Compulsory	2	
ST 201	Internship I	0+0+0	Compulsory	4	
SEC-1	Elective	2+2+0	Elective	2	
SKS	Electives	1+1+0	Elective	2	
Total ECTS		30			
Elective Subjects					
BHS 215	Diction	1+1+0	Elective	2	SEC-1
BHS 217	Professional Foreign Language I	1+1+0	Elective	2	SEC-1
BHS 218	Professional Foreign Language II	1+1+0	Elective	2	SEC-1,
BHS 220	Entrepreneurship	3+1+0	Elective	4	SEC-1,
BHS 222	Organizational Behavior	3+0+0	Elective	4	SEC-1,
SKS 249	Career Planning	1+0+0	Elective	2	SEC-1,
BHS 224	Information Literacy	2+0+0	Elective	4	SEC-1,
Fourth Semester					
BHS 202	Executive Assistance	3+0+0	Compulsory	4	
BHS 204	Filing and archiving	2+1+0	Compulsory	4	
BHS 206	Business and Social Security Law	2+0+0	Compulsory	2	
BHS 208	Information Management	2+0+0	Compulsory	2	
BHS 210	Elective	2+0+0	Compulsory	2	
BHS 212	Database Management Systems	2+1+0	Compulsory	3	
BHS 216	Human Resources Management	3+0+0	Compulsory	3	
ST 202	Internship II	0+0+0	Compulsory	4	
[G]SEC-1,	Elective	4+2+0	Elective	12	
Total ECTS		30			
YEAR TOTAL :		60			
Elective Subjects					
BHS 218	Professional Foreign Language II	1+1+0	Elective	2	SEC-1,
BHS 220	Entrepreneurship	3+1+0	Elective	4	SEC-1,
BHS 222	Organizational Behavior	3+0+0	Elective	4	SEC-1,
BHS 224	Information Literacy	2+0+0	Elective	4	SEC-1,

T+A/L: Theoretical + Application/ Laboratory

ECTS: European Credit Transfer System

C/E: Compulsory/Elective

Activities

The Department of Office Services and Secretariat actively participates in career days, training sessions, seminars, conferences, and presentations organized by professional experts at Adiyaman University campuses and in neighboring provinces. Specifically, in the area of career guidance, experts share valuable information and insights with students of the Department of Office Services and Secretariat, enhancing their professional development.

**ADIYAMAN UNIVERSITY
BESNI ALI ERDEMOGLU VOCATIONAL SCHOOL**

DEPARTMENT OF OFFICE SERVICES AND SECRETARIAL

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