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**T.C.**

**ADIYAMAN UNIVERSITY**

**GOLBASI VOCATIONAL SCHOOL**

**Office Services and Secretarial Department**

**Office Management and Executive Assistant Program**

**INTRODUCTORY BOOKLET**

**2024– 2025**

**CONTENTS**

* *Office Services and Secretarial Department*
* *Mission & Vision*
* *Importance of Departments of Office Management and Executive Assistant*
* *Why Department Office Management and Executive Assistant ?*
* *Job Opportunities for Graduates*
* *Highest and Lowest Placement Scores According to Central Placement*
* *Course Catalogue*
* *Activities*

**Department of Office Services and Secretarial**

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

**Head of Department**

Lec.Sefa Salih BİLDİRİCİ

**Vice Chair**

Lec. Kemal ŞAŞA

**Academic Staff**

Lec. Sefa Salih BİLDİRİCİ

Lec. Kemal ŞAŞA

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.

**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.

**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 | | | |
|  | AİİT 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 | | | | |
|  | AİİT 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: Theorical + Application/Credit**

**ECTS: European Credit Transfer System**

**C/E: Compulsory/Elective**

**GOLBASI VOCATIONAL SCHOOL**

**Department Of Office Services and Secretarial**

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