



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

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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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Assist. Prof. Mustafa Ismail ERTURK

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Department Secretary

Yusuf DOGAN

- **Mission & Vision**

Mission

To train qualified intermediate manpower in the field of office services and secretariat, who have professional awareness and entrepreneurial spirit, who put the benefit of society above their own interests, and who are equipped with the knowledge, skills and practical experience to perform their profession in the best way.

Vision

In the rapidly changing and developing business world; To be an internationally recognized and preferred department that trains office managers, executive assistants and secretary within the framework of innovative, digital literacy, life and career skills with 21st century skills.

Importance of Office Services and Secretariat Department

In today's modern business life, this department is of great importance as it meets the need for qualified intermediate staff that managers need in business and office management.

Why Department of Office Services and Secretarial ?

In today's business world, the importance of executive assistants who can successfully manage office operations is steadily increasing. This field is preferred because it meets the demand for competent office managers who excel in office automation, protocol rules, interpersonal and communication skills, oversee documentation, are proficient in foreign languages, adept in public relations, and effectively utilize office tools and equipment, enabling them to successfully serve in both public and private sectors.

Job Opportunities for Our Graduate Students

Our graduates from the Department of Office Services and Secretariat can find employment opportunities as intermediate staff in all office and office activities such as office managers, executive assistants, and secretaries in the private or public sector.

Highest and Lowest Placement Scores According to Central Placement

Candidate students must have a high school or equivalent school diploma and fulfill the conditions determined by Student Selection and Placement Center (OSYM) in line with the relevant legislation of Council of Higher Education (YOK). Placement in the program is made according to the results of the exam made by OSYM. According to the OSYS placement

results in 2023, the students with the highest TYT score of **283,35356** were placed, while the lowest with **238,03584** points were placed in our department. The Office Services and Secretarial Department has a quota of 35 students.

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,
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		36			
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

As Department of Office Services and Secretariat, we participate in career days, training, seminar, conferences and presentations which is carried out by professional experts in Adiyaman University campuses and neighboring provinces of Adiyaman city. In particular, in the field of career guidance, experts are given information and experience to department of office services and secretariat students.

**ADIYAMAN UNIVERSITY
BESNI ALI ERDEMOGLU VOCATIONAL SCHOOL**

DEPARTMENT OF OFFICE SERVICES AND SECRETARIAL

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