

# **Mission**

Equipped with the knowledge and skills to meet the needs of the rapidly changing and evolving business world, proficient in at least one foreign language, expert in computer use, able to professionally apply office management principles and methods, knowledgeable in professional correspondence, able to establish good interpersonal relationships, able to type quickly and accurately using all ten fingers (F-keyboard layout) without looking, able to use all types of office technology, knowledgeable in modern protocol, who facilitate communication for the office and its managers, handle correspondence, organise meetings and manage the office, are open to innovation and development, and are highly qualified office staff, office managers, executive assistants and secretaries needed in office management, accounting and public relations.

# **Vision**

Office Services and Secretarial Studies; in our country, as well as worldwide, will become an increasingly functional programme in the future, with its need and importance steadily growing. In the future, organisations will require a workforce with knowledge and skills in many fields even more than they do today. The Office Management and Executive Assistantship Programme aims to train qualified professionals with the knowledge and skills that organisations seek in this field, while also introducing the professions of professional secretarial work and executive assistantship to new developments beyond the traditional concept of secretarial work, with the goal of making it a contemporary profession of the future.