

Portfolio

PRACTICAL ASPECTS OF THE OFFICE MANAGEMENT AND EXECUTIVE ASSISTANT PROGRAMME



ABOUT US

The Office Management and Executive Assistantship Programme aims to equip students with the knowledge and skills required for all aspects of office operations in both the public and private sectors. Students entering the programme are fully prepared for the profession by undertaking theoretical courses tailored to the sector's needs, alongside theoretical and practical training in the fundamentals of secretarial work and executive assistance.

The Vocational College building houses one laboratory and one classroom.

1. BYS Classroom (75 m²)
2. BYS Laboratory (75 m²)



VISION & MISSION

VISION

Office Management and Executive Assistantship is a field in which the need and importance are steadily increasing in our country, in all developed nations and across the globe, and it is set to become an even more functional programme in the future. In the future, organisations will require a workforce with knowledge and skills across a wide range of disciplines even more than they do today. The Office Management and Executive Assistantship Programme aims to train and equip qualified professionals with the knowledge and skills sought by organisations in this field, whilst also introducing the professions of professional secretarial work and executive assistantship to new developments that go beyond the traditional concept of secretarial work, with the aim of establishing them as modern professions of the future.



MISSION

Our aim is to train Executive Assistants who are modern, capable of thinking scientifically, and able to contribute to the development of society.

To fulfil this mission, we strive to keep the programme constantly up to date and bring it up to international standards, taking into account the needs of the rapidly changing and evolving business world, as well as communication and global integration.

4+0 EDUCATION MODEL

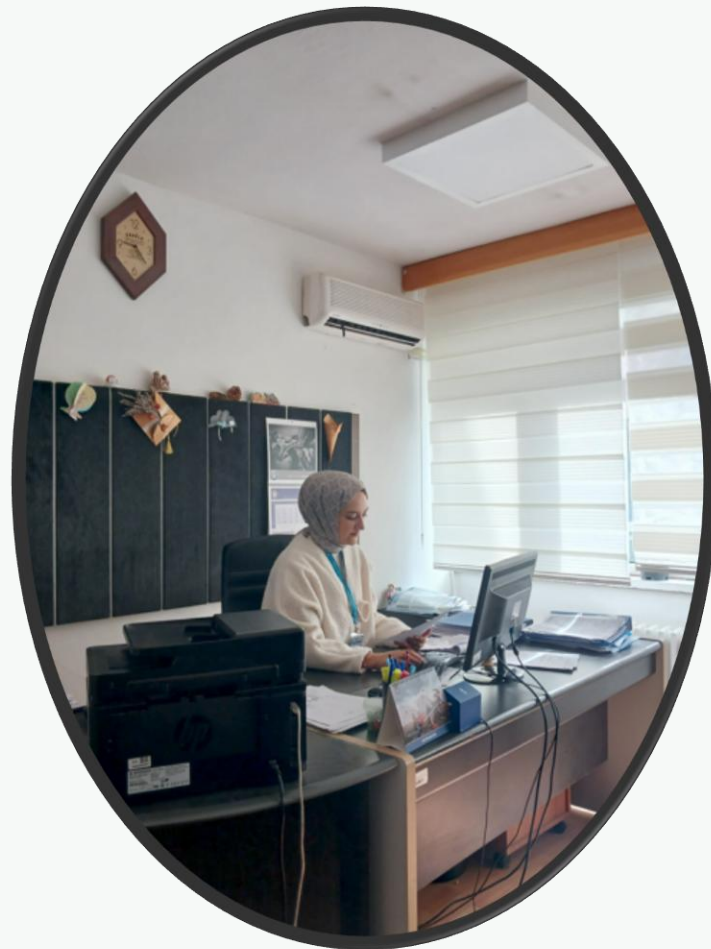


Under the 4+0 education system, students take theoretical and practical courses at the university over four semesters; furthermore, as part of the ‘Industry Placements’ modules in the autumn and spring semesters of their second year, they have the opportunity to undertake placements within our University’s academic and administrative departments.

Thanks to the ‘Industry Applications’ module, our second-year students have the opportunity to put the theoretical and practical training they receive at school into practice in the workplace; this enables them to graduate with a high level of professional competence, giving them a head start in their careers.

STUDENTS			
YEAR 1		YEAR 2	
AUTUMN TERM	SPRING TERM	AUTUMN TERM	SPRING TERM
Theoretical and Practical Training at School	Theoretical and Practical Training at School	Theoretical and Practical Training at School	Theoretical and Practical Training at School

OUR PRACTICAL CLASSES



**FACULTY OF HEALTH
SCIENCESINDUSTRY
PLACEMENT**



**DIRECTORATE OF LIBRARIES
AND
DOCUMENTATIONSECTORAL
APPLICATION**



**SECTOR
APPLICATIONS
I-II**

OUR PRACTICAL CLASSES



KEYBOARD TECHNIQUES COURSE



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OUR PRACTICAL CLASSES

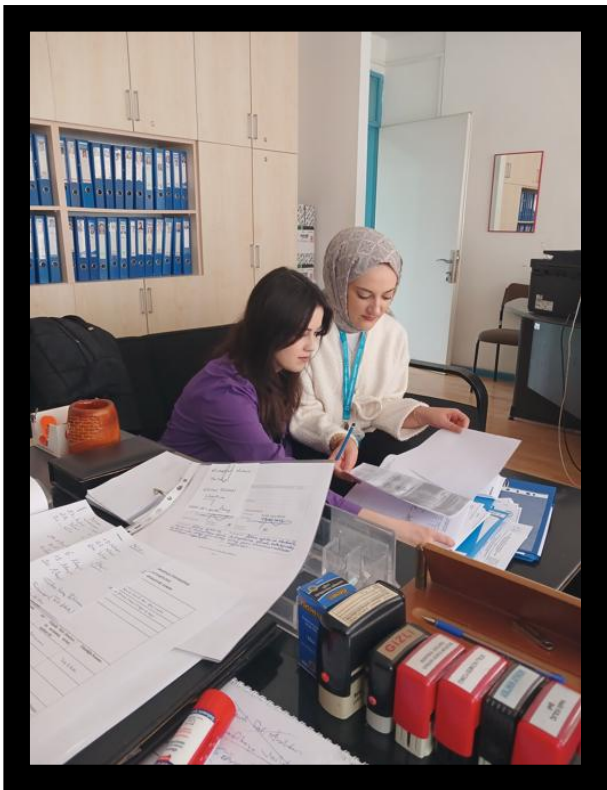
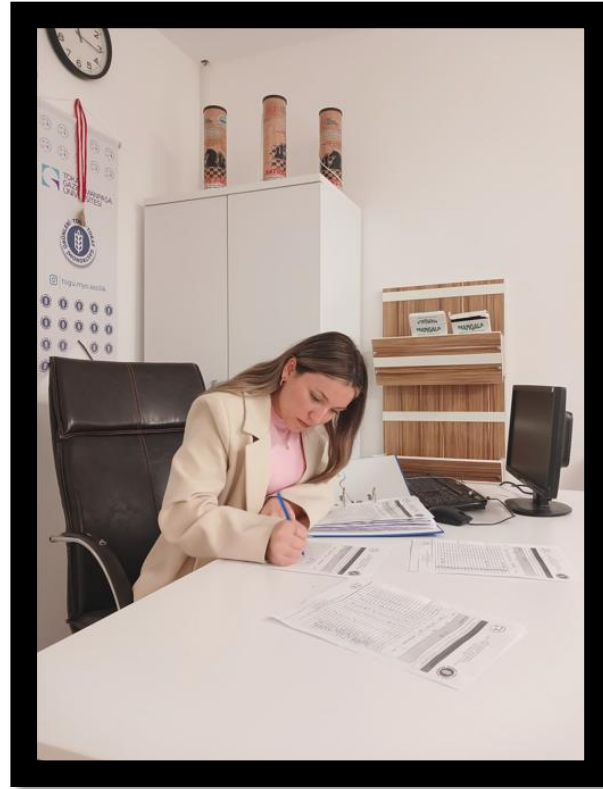


**PROFESSIONAL CORRESPONDENCE
COURSE**



**PROFESSIONAL
CORRESPONDENCE
COURSE**

SECTOR APPLICATIONS I-II



Directorate of Human Resources



Directorate of Student Affairs



Tokat Vocational School of Higher Education



Directorate of Libraries and Documentation



Faculty of Health Sciences



University Hospital