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DÜZİÇİ VOCATIONAL HIGH SCHOOL

MANAGEMENT ADMINISTRATION AND ORGANISATION DEPARTMENT

BUSINESS ADMINISTRATION PROGRAMME

Business administration programme main targets

- Have conscious on Atatürk's Principles and knowledgeable on revolution History
- Having Turkish using ability on adult
- Using Math abilities in vocational field
- Having intermediate english using ability
- Knowing the main topics related to administration and administrators work, having knowledge about administration main functions and Daily subjects, taking care of admin assistant and mid-level administrator in small businesses,
- Using effectively sources, time and workpower with giving support to admin team during the work process,
- Knowing the main principles of the administration, targets, can explain its relation to environment, understand the administration functions and each relations,
- Using modern technology related to his field,
- Knowing Turkish law system, having the order related to his vocation, aware of his vocational rights,
- Knowing the documents used in commercial life,knowledgeable about accounting and admin ownerships, sources and movements accountarisation.
- Having enough knowledge for following the economic developments
- Knowing The human resources administration and work and social security rules,
- Knowing The main concepts of selling, marketing and production process,
- Understood the effective written and oral communication rules and able to use these in communication,
- Gaining the total quality and able to give support to related associational process,
- Able to searching and improving on the field related to his field,
- Able to work as a vocational staff in business life and state or can set up his own business and work,
- Targeting to growing up entrepreneurs having vocational ethic in business life.

Field Knowledge And Working Areas

Business Administrations Alumnis, know the main concepts related to his field, knows the features of the commercial associations, having abilities of law responsibility as an administrators,able to follow the law process related to administration,gaining the responsibility of work ordering as an administrator assistant,able to use computer programmes related to his field,able to work as a computer operators in writings, can keep the commercial documents suitable to commerce formal process, knows the main rules on human resources administration, knows the alternative invest tools,can be helpful on this topic to up- admin team

The Business Administration graduater students, able to work as an assistant in the free-accountant,free accountant and finance authorized beyond the ordered finance authorized,and able to work as an accounting personnel in banks, insurance companies, tourism and construction , industrial companies.After gainig two years' education , programme alumnis can have the free accountant finance authorized room's " starting apprenticeship evaluation" exam at least 60 points and can start to four year's apprenticeship and at the end of four years final exam if they can be success , they have the " free accountant" career.

Beyond these, business administrations graduaters are able to find work and work in every fields.

Sectoral Experiment

Business administration programme gives theoretic and applicable education suitable to business administration formation. Apprenticeship application is 30 workdays.

The Programs For Up- Education

Program students can follow the departments of faculties' bankings, bankings and finance, bankings and insurance, work economy and industrial relations, administration and administration knowledge organisation,administration enformatic,administration teaching,administration- economy and transporting administration,health association administration, capital marketing, insuarancing, insuarancing and risk administration, international finance, international administration.

Academic Staff

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