



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Knowledge Of Secretaryship							
Course Code		BYA153		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course students; comprehend and acquire the purpose, importance, duties and responsibilities of the secretarial profession.							
Course Content		Understanding the occupational and personal characteristics a secretary should possess.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)		Ins. Mustafa ALP							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Tutar, Hasan (2009). Sekreterlik Bilgisi. Ankara: Seçkin Yayıncılık
2	Göral, Ramazan (2014). Sekreterlik Bilgisi. Ankara: Gazi Kitabevi
3	Tutar, Hasan; Altınöz, Mehmet (2002). Sekreterlik Bilgisi. Ankara: Nobel Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	The concept of profession, the reasons for acquiring a profession, the elements necessary for a profession to become a profession
2	Theoretical	Secretarial concept, historical development of secretarial profession in Turkey and in the world
3	Theoretical	Classical and contemporary secretarial concepts, secretarial types: office services secretary, law secretary, medical secretary and so on.
4	Theoretical	Duties and responsibilities in secretarial profession
5	Theoretical	Sekreterlik mesleğinde görev ve sorumluluklar
6	Theoretical	Basic characteristics of the secretary: personal characteristics, occupational characteristics
7	Theoretical	Basic characteristics of the secretary: personal characteristics, occupational characteristics
8	Theoretical	Effective ways of communication in the secretariat
9	Intermediate Exam	Midterm
10	Theoretical	The duty of the secretary to communicate with the businesses in relation to their environment
11	Theoretical	İşletmelerin çevreleriyle ilişkilerinde sekreterin iletişim sağlama görevi
12	Theoretical	Secretary duties in meeting and travel arrangements
13	Theoretical	Secretary duties in meeting and travel arrangements
14	Theoretical	Protocol rules and secretary
15	Theoretical	Secretary's image, physical appearance, clothing, make-up, cleaning, maintenance
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	10
Individual Work	25	0	1	25
Midterm Examination	1	5	1	6



Final Examination	1	5	1	6
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	It generally explains the purpose and importance of a profession and secretarial profession.
2	The Secretariat carries out its duties and responsibilities.
3	It adapts itself to the basic features the secretary must possess.
4	Design effective communication environments.
5	They reveal the elements of creating an effective image.

Programme Outcomes (Office Management and Executive Assistantship)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	4	4	4	4	4
P2	5	4	4	4	4
P3	4	4	4	4	4
P4	4	4	4	4	4
P5	4	4	4	4	4
P6	4	4	4	4	4
P7	4	4	4	4	4
P8	4	4	4	4	4
P9	4	4	4	4	4
P10	4	4	5	5	5
P11	4	4	4	4	5
P12	4	5	5	5	4
P13	4	4	4	4	4
P14	4	4	5	5	4
P15	4	4	4	4	4

