



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Admistrative Assisting							
Course Code		BYA202		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	5	Workload	125 (<i>Hours</i>)	Theory	3	Practice	1	Laboratory	0
Objectives of the Course		With this course, Proficiency in executive assistant proficiency will be earned.							
Course Content		Information and repertoire of the assistant assistant, assistant services, arrangement of travel programs.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, 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	Aytürk, Nihat(2007).Office Management and Executive Secretary. Ankara: Nobel Publishing House
2	Tutar, Hasan(2007).Executive Secretary for Information Age Organizations. Ankara: Seçkin Publishing House

Week	Weekly Detailed Course Contents	
1	Theoretical	Secretary profession in the world and in Turkey Concepts about secretary
2	Theoretical	Secretarial types Personality traits of the secretary
3	Theoretical	Personality traits of the secretary
4	Theoretical	Professional features of the secretary
5	Theoretical	Professional features of the secretary Professional practices of the secretary
6	Theoretical	Professional practices of the secretary
7	Theoretical	Historical development of administrative assistant Location and importance of the administrative assistant
8	Theoretical	Location and importance of the administrative assistant Executive assistant properties
9	Intermediate Exam	Midterm
10	Theoretical	Executive assistant properties
11	Theoretical	The difference between the administrative assistant and the other employees
12	Theoretical	The difference between the administrative assistant and the other employees The difference of the administrative assistant in communication
13	Theoretical	Protocol rules
14	Theoretical	Collaborating with the administrator
15	Theoretical	Collaborating with the administrator
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Assignment	32	0	1	32
Reading	25	0	1	25
Midterm Examination	1	5	1	6



Final Examination	1	5	1	6
Total Workload (Hours)				125
[Total Workload (Hours) / 25*] = ECTS				5
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Analyzing Basic Concepts about Secretarial Profession
2	Examining the Attributes of the Executive Assistant
3	To prepare and negotiate the top manager's programs.
4	To make researches that will enable the top manager to travel outside and outside.
5	To transfer the decisions and directives of the top manager to the relevant units.

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			
P2	4	4			
P3	4	4			
P4	4	4			
P5	4	5			
P6	4	4	4		
P7	4	4		5	
P8	4	4			
P9	4	4			
P10	4	4			
P11	4	4			
P12	4	4			
P13	4	4			
P14	4	4			
P15	4	4			4

