



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Administrative Assisting							
Course Code		BYY104		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	4	Practice	0	Laboratory	0
Objectives of the Course		With this course, the students will be given proficiency in executive assistantship.							
Course Content		Secretarial profession in the world and in Turkey - Secretarial concepts - Types of secretarial - Secretarial personality characteristics - Secretarial occupational characteristics - Characteristics of the administrative assistant - Differences in the administrative assistant in communication - Responsibility of the administrative assistant in organizing.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)		İns. İsmet ANIK BAYSAL							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Executive Assistant, Prof. Dr. Dilaver TENGİLİMOĞLU
2	Office Management and Executive Assistance, Nihat AYTÜRK
3	Administrative Assistant and Secretary with Examples from Business Life, Birol VURAL

Week	Weekly Detailed Course Contents	
1	Theoretical	The secretarial in World and Turkey
2	Theoretical	Types of secretary
3	Theoretical	Personality characteristics of secretary
4	Theoretical	Vocational characteristics of secretary
5	Theoretical	Vocational applications of secretary
6	Theoretical	Vocational applications of secretary
7	Theoretical	The importance of administrative assistant
8	Theoretical	The importance of administrative assistant
9	Theoretical	The importance of administrative assistant
10	Theoretical	Administrative assistant features
11	Theoretical	The difference of administrative assistant of other employees
12	Theoretical	The difference of administrative assistant at communication
13	Theoretical	The difference of administrative assistant at communication
14	Theoretical	The responsibility of the organization of administrative assistant
15	Theoretical	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Assignment	15	0	1	15
Term Project	6	0	1	6
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	Analyzing Basic Concepts about Secretarial Profession.
2	Examining the Characteristics of the Secretary.
3	Analyzing Basic Concepts About Executive Assistant.
4	Examining the Properties of the Administrator Assistant.
5	Evaluating the Abilities of the Executive Assistant.

Programme Outcomes (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	5	5	5	5
P2	5	5	5	5	5
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	5	5	5	5	5
P7	5	5	5	5	5
P8	5	5	5	5	5
P9	5	5	5	5	5
P10	4	4	4	4	4

