



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Knowledge Of Secretaryship							
Course Code		BYY117		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, the student will gain the ability to know the secretarial profession in general, to learn secretarial types, tasks and responsibilities, to know the secretary's necessary characteristics, to understand the secretary's professional qualifications, to know the secretary's duties in general, to understand the office stewardship, courtesy and etiquette rules.							
Course Content		The concept of profession, the reasons for acquiring a profession, the elements necessary for a profession to become a profession -Secretary concept, historical development of secretarial profession in Turkey and in the world -Classical and contemporary secretaritic concepts, secretarial types -Secretary's business life, secretary relations - Basic characteristics of the secretary: personal characteristics, professional characteristics - Office machinery and materials necessary for secretarial services - Secretary duties: effective communication, personal and organizational image formation - Protocol rules and secretary - Bureau services and secretary - Secretary duties in the meeting - secretary tasks							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Individual 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 to the Executive Secretary from the Eyes of the Executive Secretary, Nuran ÖZTÜRK BAŞPINAR, Nobel Publisher.
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Week	Weekly Detailed Course Contents	
1	Theoretical	The concept of profession
2	Theoretical	Secretarial concept
3	Theoretical	The concepts of classic and contemporary secretary
4	Theoretical	Types of secretary
5	Theoretical	The importance of secretary in business life
6	Theoretical	The main characteristics of secretary: Personal characteristics
7	Theoretical	The main characteristics of secretary: Vocational characteristics
8	Intermediate Exam	Midterm exam
9	Theoretical	Required office equipment and materials for secretarial services
10	Theoretical	Duties of the secretary
11	Theoretical	Duties of the secretary
12	Theoretical	The protocol rules and secretary
13	Theoretical	Office services and secretary
14	Theoretical	The duties of secretary at meeting organization
15	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Assignment	9	0	2	18
Term Project	15	0	2	30
Midterm Examination	1	4	1	5



Final Examination	1	4	1	5
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Understand general information about secretarial.
2	To be able to know about the types of secretarial and its place in organization.
3	Be able to understand the qualifications that should be in the secretary.
4	Knowing the office machines used in the bases.
5	Know the professional skills that the secretary should have

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	3	3	3	4	5
P4	4	3	4	4	5
P5	2	1	2	5	5
P6	2	3	3	5	5
P7	2	2	3	4	5
P8	2	1	1	3	4
P9	1	1	1	2	3
P10	1	1	1	1	1

