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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Executive Assistantship** | |  | one | 4+0 | 4 | 4 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | With this course, the student will gain the competencies of being an Executive Assistant. | | | | | | | Course Learning Outcomes | At the end of this course, the student;   1. To analyze the basic concepts related to the secretarial profession 2. Examine the characteristics of the secretary 3. Analyzing key concepts related to executive assistantship 4. Examine the characteristics of the executive assistant 5. Assessing the skills of the executive assistant | | | | | | | Course Content | Definitions of Secretary and Executive Assistant, Secretarial Profession in the World and in Turkey, Concepts Related to Secretarial, Types of Secretariat, Personality Characteristics of the Secretary, Professional Characteristics, Success Factors in Secretarial, Professional Practices, Telephone Calls and Appointment, Meeting Types, Invitation, Travel, Ergonomics . | | | | | | | **Weeks** | **Topics** | | | | | | | one | Definitions of Secretary and Executive Assistantship, Secretarial Profession in the World and in Turkey, Concepts Related to Secretarial | | | | | | | 2 | Historical Development of Executive Assistantship, Place and Importance of Executive Assistant | | | | | | | 3 | Types of Secretariat, Personality Traits of a Secretary | | | | | | | 4 | Professional Characteristics of a Secretary, Success Factors in Secretarial | | | | | | | 5 | Professional Characteristics of a Secretary, Success Factors in Secretarial | | | | | | | 6 | Professional Characteristics of the Secretary, Professional Practices of the Secretary | | | | | | | 7 | Professional Characteristics of the Secretary, Phone Calls and Making Appointments | | | | | | | 8 | Types of Meetings and What the Executive Assistant Should Do at the Meeting | | | | | | | 9 | Types of Meetings and What the Executive Assistant Should Do at the Meeting | | | | | | | 10 | What an Executive Assistant Should Do in Invitations and Invitations | | | | | | | 11th | What an Executive Assistant Should Do in Travel and Organizations | | | | | | | 12 | Ergonomics, Office Design and Office Services | | | | | | | 13 | Ergonomics, Office Design and Office Services | | | | | | | 14 | An overview | | | | | |  |  | | --- | | **General Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **resources** | | Hasan Tutar, Executive Secretary, Nobel Publishing House.  Nihat Aytürk, Office Management and Executive Secretary, Nobel Publishing House. | | **Evaluation System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **WITH PROGRAM LEARNING OUTCOMES**  **COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** | | | | | | | | | | | | | | | | | | |  | **PO1** | **PO2** | | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | **PO12** | | **LO1** | 5 | - | | 4 | 3 | | - | 5 | | 4 | 4 | | 5 | - | | 4 | - | | **LO2** | 5 | - | | 4 | 3 | | - | 5 | | 4 | 4 | | 5 | - | | 4 | - | | **LO3** | 5 | - | | 4 | 3 | | - | 5 | | 4 | 4 | | 5 | - | | 4 | - | | **LO4** | 5 | - | | 4 | 3 | | - | 5 | | 4 | 4 | | 5 | - | | 4 | - | | **LO5** | 5 | - | | 4 | 3 | | - | 5 | | 4 | 4 | | 5 | - | | 4 | - | | **REVENGE: Learning Outputs OP: Program Outputs** | | | | | | | | | | | | | | | | | | | **Contribution**  **level** | | | **1 Very Low** | | | **2 Low** | | | **3 Medium** | | | **4 High** | | | **5 Very High** | | |   Relation of Program Outcomes and Related Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | **Executive Assistantship** | 5 | - | 4 | 3 | - | 5 | 4 | 4 | 5 | - | 4 | - | |