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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Internship** | |  | 4 | 0+2 | 2 | 6 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | With this course, it is aimed to give the student the ability to make practices. | | | | | | | Course Learning Outcomes | At the end of this course, the student;  1. Comprehends professional ethical values,  2. Assists in secretarial and administrative assistant jobs,  3. Uses technological devices,  4. Uses computer office programs,  5. Computer helps to make accounting records,  6. It helps the sector in its relations with the public and private sectors. | | | | | | | Course Content | Professional ethics preliminary information, Professional ethics applications, Secretarial and administrative assistant applications, Preliminary information about technological devices, Applications related to technological devices, Preliminary information about public and private sector relations, Applications related to public and private sector relations, Computer accounting software applications, Preliminary preparations for meetings and organizations, Meeting and organization applications. | | | | | | | **Weeks** | **Topics** | | | | | | | 1 | Professional ethics preliminary information, applications related to professional ethics. | | | | | | | 2 | Secretarial and administrative assistant preliminary information, Secretarial and administrative assistant practice. | | | | | | | 3 | Secretarial and administrative assistant applications. | | | | | | | 4 | Secretarial and administrative assistant applications. | | | | | | | 5 | Preliminary information about technological devices, Applications related to technological devices. | | | | | | | 6 | Preliminary information about technological devices, Applications related to technological devices. | | | | | | | 7 | Preliminary information about office computer programs, applications of office computer programs. | | | | | | | 8 | Preliminary information about office computer programs, applications of office computer programs. | | | | | | | 9 | Computer accounting software applications | | | | | | | 10 | Preliminary information on public and private sector relations, Practices on public and private sector relations | | | | | | | 11 | Preliminary information on public and private sector relations, Practices on public and private sector relations | | | | | | | 12 | Preliminary preparations for meetings and organizations, Meeting and organization practices | | | | | | | 13 | Preliminary preparations for meetings and organizations, Meeting and organization practices | | | | | | | 14 | Preliminary preparations for meetings and organizations, Meeting and organization practices | | | | | |  |  | | --- | | **General Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **References** | | Since it is an application course, a guide course resource will not be used. | | **Evaluation System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM LEARNING OUTCOMES**  **AND COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** | | | | | | | | | | | | | | | | |  | **PO1** | | **PO2** | **PO3** | | **PO4** | **PO5** | | **PO6** | **PO7** | | **PO8** | **PO9** | | **PO10** | | **LO1** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO2** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO3** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO4** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO5** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO6** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO: Learning Outputs PO: 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** | | **Internship** | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | |