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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of the Course** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Internship** | |  | 4 | 0+2 | 2 | 6 | | Prerequisite Courses |  | | | | | | | Language of the Courses | Turkish | | | | | | | Category of the Course | Compulsory | | | | | | | Coordinator of the Course |  | | | | | | | Lecturer |  | | | | | | | Asistants of the Course |  | | | | | | | Objective of the Course | Main objective of the course, it is aimed to give the student the ability to make sectoral applications. | | | | | | | Learning Outputs of the Course | At the end of the 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. | | | | | | | Content of the Course | This course includes 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** | **Subjects** | | | | | | | 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 | | | | | |  |  | | --- | | **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. | | **Assessment System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Learning Outcomes of the Program and Course Matrix Chart** | | | | | | | | | | | | | | | | | | |  | **PO1** | **PO2** | | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | **PO12** | | **LO1** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **LO2** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **LO3** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **LO4** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **LO5** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **LO6** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **LO: Learning Outcomes PO: Program Outcomes** | | | | | | | | | | | | | | | | | | | **Contribution**  **level** | | | **1 Very Low** | | | **2 Low** | | | **3 Intermediate** | | | **4 High** | | | **5 Very High** | | |   Relevance of Program Outcomes and Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | **Internship** | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | |