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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Yönetici Asistanlığı** | |  | 1 | 4+0 | 4 | 4 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrenciye, Yönetici Asistanlığı yapma yeterlikleri kazandırılacaktır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;   1. Sekreterlik mesleği ile ilgili temel kavramları analiz etmek 2. Sekreterin özelliklerini incelemek 3. Yönetici asistanlığı ile ilgili temel kavramları analiz etmek 4. Yönetici asistanının özelliklerini incelemek 5. Yönetici asistanının becerilerini değerlendirmek | | | | | | | Dersin İçeriği | Sekreter ve yönetici asistanlığı tanımları, dünyada ve türkiye’de sekreterlik mesleği, sekreterlik ile ilgili kavramlar, sekreterlik türleri, sekreterin kişilik özellikleri, mesleki özellikleri, sekreterlikte başarı faktörleri, mesleki uygulamaları, telefon konuşmaları ve randevu alma, toplantı türleri, davet, seyahat, ergonomi. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Sekreter ve Yönetici Asistanlığı Tanımları, Dünyada ve Türkiye’de Sekreterlik Mesleği, Sekreterlik İle İlgili Kavramlar | | | | | | | 2 | Yönetici Asistanlığının Tarihsel Gelişimi, Yönetici Asistanının Yeri ve Önemi | | | | | | | 3 | Sekreterlik Türleri, Sekreterin Kişilik Özellikleri | | | | | | | 4 | Sekreterin Mesleki Özellikleri, Sekreterlikte Başarı Faktörleri | | | | | | | 5 | Sekreterin Mesleki Özellikleri, Sekreterlikte Başarı Faktörleri | | | | | | | 6 | Sekreterin Mesleki Özellikleri, Sekreterin Mesleki Uygulamaları | | | | | | | 7 | Sekreterin Mesleki Özellikleri, Telefon Konuşmaları ve Randevu Alma | | | | | | | 8 | Toplantı Türleri ve Yönetici Asistanının Toplantıda Yapması Gerekenler | | | | | | | 9 | Toplantı Türleri ve Yönetici Asistanının Toplantıda Yapması Gerekenler | | | | | | | 10 | Davet ve Davetiyelerde Yönetici Asistanın Yapması Gerekenler | | | | | | | 11 | Seyahat ve Organizasyonlarda Yönetici Asistanının Yapması Gerekenler | | | | | | | 12 | Ergonomi, Büro Dizaynı ve Büro Hizmetleri | | | | | | | 13 | Ergonomi, Büro Dizaynı ve Büro Hizmetleri | | | | | | | 14 | Genel Tekrar | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Hasan Tutar, Yönetici Sekreterliği, Nobel Yayınevi.  Nihat Aytürk, Büro Yönetimi ve Yönetici Sekreterliği, Nobel Yayınevi. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | **PÇ11** | | **ÖÇ1** | 5 | | - | 4 | | 3 | - | | 5 | 4 | | 4 | 5 | | - | 4 | | **ÖÇ2** | 5 | | - | 4 | | 3 | - | | 5 | 4 | | 4 | 5 | | - | 4 | | **ÖÇ3** | 5 | | - | 4 | | 3 | - | | 5 | 4 | | 4 | 5 | | - | 4 | | **ÖÇ4** | 5 | | - | 4 | | 3 | - | | 5 | 4 | | 4 | 5 | | - | 4 | | **ÖÇ5** | 5 | | - | 4 | | 3 | - | | 5 | 4 | | 4 | 5 | | - | 4 | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | | **Yönetici Asistanlığı** | 5 | - | 4 | 3 | - | 5 | 4 | 4 | 5 | - | 4 | |