Course Syllabus

Code - Course Title	**SEK234 - Executive Secretarial Training**
Course Type	II. SEMESTER
Laboratory + Practice	2+1
ECTS	**4.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	PROF. DR. NURAN ÖZTÜRK BAŞPINAR

Mode of Delivery	face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Recommended Resources	Başpınar, N.Ö. (2022). Yönetici Sekreterliğinden Yönetici Asistanlığına. Ankara: Nobel.
Work Placement	Not Applicable

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Historical development of secretarial	
Week - 2		Secretary and executive assistant's roles in an organization	
Week - 3		Responsibilities of Executive assistant	
Week - 4		Personal characteristics of an Executive assistant	
Week - 5		Professional characteristics of an Executive assistant	
Week - 6		Professional characteristics of an Executive assistant	
Week - 7		Expectations of the executive from his/her assistant	
Week - 8		Contribution of the Executive assistant to the Managerial Function	
Week - 9		Executive assistant's representation duty for the organization and the executive	
Week - 10		The role of executive assistant in efficient Management	
Week - 11		The role of executive assistant in efficient communication	
Week - 12		The role of executive assistant in efficient communication	
Week - 13		The Organization and Management of Office Services	
Week - 14		The Organization and Management of Office Equipment	

Learning Outcomes

#	Learning Outcome
1	explains executive assistant's aims and importance basically
2	realizes duties and responsibilities of an executive assistants
3	constitutes a productive team with his/her executive
4	explain contribution of the executive assistant the managerial functions
5	apply secretarial ethics

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.