Course Syllabus

Code - Course Title	**BYA205U -**
Course Type	III. SEMESTER
Laboratory + Practice	0+0
ECTS	**7.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	LECTURER TAHİR ŞAHİN

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Recommended Resources	Textbook, interactive e-book, e-course materials
Work Placement	There is no internship or practice for this course.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Secretarial and Executive Assistantship	
Week - 2		Personal and Professional Characteristics of a Successful Secretary	
Week - 3		Personal and Professional Characteristics of a Successful Secretary	
Week - 4		Duties and Responsibilities of Executive Assistants	
Week - 5		Duties and Responsibilities of Executive Assistants	
Week - 6		Yönetici İle Ortak Çalışma, Takım Çalışması	
Week - 7		Midterm	
Week - 8		Effective Communication on the Phone	
Week - 9		Personal Image Management, Success Factors in Clothing	
Week - 10		Personal Image Management, Success Factors in Clothing	
Week - 11		Professionalism and Ethics	
Week - 12		Professionalism and Ethics	
Week - 13		Business Life and Personal Development Strategies	
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	Will be able to define the concepts of secretarial and administrative assistantship.
2	Will be able to explain the personal and professional characteristics that a successful secretary should have.
3	Will be able to create joint teamwork with his manager and colleagues.
4	Will be able to explain the place and importance of the telephone in office communication and use the telephone more effectively.
5	Will be able to explain the relationship between professionalism and ethics.
6	Will be able to list the components of an effective image.
7	Will be able to explain the importance of personal development and self-knowledge.
8	Will be able to list the duties and responsibilities of an executive assistant.

Sustainable Development Goals

No content has been provided.

Course Theme

✓ Economics, Finance and Management

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.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	70
	Sum (%)	**100**