

## SECRETERY AND BUSINESS RELATIONS

1	Course Title:	SECRETERY AND BUSINESS RELATIONS	
2	Course Code:	BYAS022	
3	Type of Course:	Optional	
4	Level of Course:	Short Cycle	
5	Year of Study:	2	
6	Semester:	3	
7	ECTS Credits Allocated:	3.00	
8	Theoretical (hour/week):	1.00	
9	Practice (hour/week):	2.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	None	
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr. Gör. EMEL SELİMOĞLU	
15	Course Lecturers:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği Öğretim Elemanları	
16	Contact information of the Course Coordinator:	emels@uludag.edu.tr U.Ü.Sosyal Bilimler Meslek Yüksekokulu 224 2615540 -60533	
17	Website:		
18	Objective of the Course:	Understanding the relationship between organizational culture and the secretarial profession, determine the factors that increase the efficiency	
19	Contribution of the Course to Professional Development:	Understanding the relationship between secretariat and office productivity  To be able to comprehend professional ethical values	
20	Learning Outcomes:		
		1	Determine the factors that increase the productivity of the secretary
		2	Understanding the role of the secretary in office productivity
		3	Boosting the office efficiency
		4	Understanding the role of organizational culture in productivity
		5	Understanding the relationship between the secretarial profession and the organizational efficiency
		6	Providing effective time management
		7	Detecting resources problems in the study area
		8	Proposing solutions to problems in the study area
		9	Understanding the relationship between professional ethics and the secretarial profession
		10	
21	Course Content:		
		<b>Course Content:</b>	
Week	Theoretical	Practice	

1	The relationship between productivity and the secretarial profession	
2	Professional secretary's job description	
3	Relationship of the secretary with managers and other employees	
4	Factors that increase the efficiency of the secretary and analysis of them	Factors that increase the efficiency of the secretary and analysis of them
5	The role and importance of the secretary in office efficiency	The role and importance of the secretary in office efficiency
6	Contributions of secretary to increase the office effectiveness	Contributions of secretary to increase the office effectiveness
7	Organizational culture and productivity	
8	Secretarial profession and its place in organizational structure	
9	Secretarial profession and organizational productivity	Secretarial profession and organizational productivity
10	Effective time management and importance of it for professional aspect	
11	What are the sources of the problem in the study area?	What are the sources of the problem in the study area?
12	Solutions to problems in the study area	Solutions to problems in the study area
13	Understanding the relationship between professional ethics and the secretarial profession	

Activites			Number	Duration (hour)	Total Work Load (hour)
Theoretical Activities					
Textbooks, References and/or Other Materials			Lecture notes , visual and auditory course materials ,		
Practicals/Labs			14	2.00	28.00
Self study and preparation			6	5.00	30.00
TERM LEARNING ACTIVITIES			NUMBER	WEIGHT	
Homeworks			0	0.00	0.00
Midterm Exam		1	40.00	0.00	0.00
Field Studies			0	0.00	0.00
Mini-work project		0	0.00	8.00	8.00
Others			0	0.00	0.00
Total Exams		2	100.00	10.00	10.00
Total Work Load					90.00
Success Grade					3.00
Total work load/ 30 hr					
ECTS Credit of the Course					3.00
Total			100.00		
Measurement and Evaluation Techniques Used in the Course			Measurement and evaluation is carried out according to the principles of Bursa uludag University Associate and Undergraduate Education Regulation.		

24	<b>ECTS / WORK LOAD TABLE</b>
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25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	3	3	3	4	5	4	3	3	4	4	5	5	0	0	0	0
ÖK2	4	4	3	3	4	4	5	4	3	3	4	5	0	0	0	0

ÖK3	4	4	5	4	4	3	4	0	4	4	4	4	0	0	0	0
ÖK4	4	4	4	4	4	4	2	3	3	4	5	4	0	0	0	0
ÖK5	4	4	3	3	3	4	3	4	3	5	4	3	0	0	0	0
ÖK6	3	4	5	3	3	4	3	4	3	4	5	4	0	0	0	0
ÖK7	4	5	5	5	4	4	5	4	5	5	4	5	0	0	0	0
ÖK8	4	1	3	2	5	0	3	0	4	4	3	4	0	0	0	0
ÖK9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LO: Learning Objectives    PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			