

TECHNIQUES IN SECRETARIAT

1	Course Title:	TECHNIQUES IN SECRETARIAT	
2	Course Code:	TDSZ102	
3	Type of Course:	Compulsory	
4	Level of Course:	Short Cycle	
5	Year of Study:	1	
6	Semester:	2	
7	ECTS Credits Allocated:	4.00	
8	Theoretical (hour/week):	3.00	
9	Practice (hour/week):	0.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	None	
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr.Gör. Fikret Ceylan	
15	Course Lecturers:		
16	Contact information of the Course Coordinator:	fceylan@uludag.edu.tr (0 224) 2942491	
17	Website:		
18	Objective of the Course:	Upon successful completion of this course, each student, secretarial profession and the importance of the principles, what properties should be medical and learns the duties of the secretary . Unit is responsible for carrying out secretariat services successfully gain skills and knowledge.	
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
		1	Understands the profession of the Secretariat.
		2	Learn the types of the Secretariat. Knows the properties of the Secretary.
		3	Knows the duties of the Secretary
		4	Knows the types and functions of medical secretarial.
		5	Medical secretary of the rights, duties and responsibilities of the understanding.
		6	The Secretariat recognizes the problems of occupation and knows the Fundamentals of the profession.
		7	Understands and knows the importance of communication to the Secretariat.
		8	Understands the organization of clerical and secretarial services.
		9	Gain knowledge and skills to guide the flow of paperwork.
		10	Learning how to filing and archiving of the knowledge and skills
21	Course Content:		
		Course Content:	
Week	Theoretical	Practice	

1	GENERAL INFORMATION ABOUT SECRETARY AND THE OCCUPATION OF SECRETARIAT 1 - Secretary and Secretarial 2 - Types of Secretariat			
2	CHARACTERISTICS OF THE SECRETARY, KNOWLEDGE AND SKILLS 1 - Secretary of professional features			
3	2 - Secretary attitudes and behaviors 3 - Secretary outer-physical properties 4 - Secretarial skills			
4	MEDICAL SECRETARY 1 - Medical secretary, medical secretary of Health and its place in the team that separates the properties of the other Secretaries 2 - Medical secretaries of the professional attitudes, habits and characteristics 3 - Types of medical secretaries and their duties			
5	BASIS OF ACCOUNTING PROFESSION 1 - Medical secretary of the rights and responsibilities 2 - Medical Secretaries relations with patients and their relatives			
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical 6	3 - Secretarial services, professional	14	3.00	42.00
Practicals/Labs		0	0.00	0.00
Self study and preparation 4 - Secretarial services, Occupational problems		13	1.00	13.00
Homeworks		1	20.00	20.00
Projects for the profession		0	0.00	0.00
Field Studies		0	0.00	0.00
Midterm exams PROFESSIONAL STANDARDS LEGISLATION		1	10.00	10.00
Others		1	20.00	20.00
Final Exams Medical Secretary		1	15.00	15.00
Total Work Load				130.00
Total work load standards professional standards MIDTERM				4.00
ECTS Credit of the Course				4.00
	AND ORGANIZATION 1 - Secretarial and office services			
10	2 - Secretarial and communication: -Oral Communication			
11	2 - Secretarial and communication: -Written Communication			
12	SECRETARY AND DOCUMENT MANAGEMENT 1 - Document Management			
13	2 - Filing			

14	3 - Archiving	
22	Textbooks, References and/or Other Materials:	Main source: Secretarial Skills,-Selin Aygen-Hasan Tutar-Mehmet Altınöz Supporting Resources: Administrator and Medical Secretary, Prof.Dr.D.Tengilimoğlu. N.Çıtak -Today's Business Environment Secretariat, Mehmet Altınöz -Secretary Techniques Lecture Notes-Inst.Fikret CEYLAN
23	Assesment	
TERM LEARNING ACTIVITIES		NUMBE R
Midterm Exam		40.00
Quiz		0.00
Home work-project		0.00
Final Exam		60.00
Total		100.00
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00
Measurement and Evaluation Techniques Used in the Course		
24	ECTS / WORK LOAD TABLE	

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High
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