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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Staj** | |  | 4 | 0+2 | 2 | 6 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrenciye, sektörel uygulamalar yapma becerisi kazandırılması amaçlanmaktadır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1. Mesleki etik değerleri kavrar,  2. Sekreterlik ve yönetici asistanlığı işlerine yardımcı olur,  3. Teknolojik cihazları kullanır,  4.Bilgisayar büro programlarını kullanır,  5. Bilgisayar muhasebe kayıtlarının yapılmasına yardımcı olur,  6. Sektörün kamu ve özel kesim ile olan ilişkilerinde yardımcı olur. | | | | | | | Dersin İçeriği | Mesleki etik ön bilgiler, Mesleki etik ile ilgili uygulamalar, Sekreterlik ve yönetici asistanlığı uygulamalar, Teknolojik cihazlar ile ilgili ön bilgiler, Teknolojik cihazlarla ilgili uygulamalar, Kamu ve özel kesim ilişkileri ile ilgili önbilgiler, Kamu ve özel kesim ilişkileri ile ilgili uygulamalar, Bilgisayar muhasebe yazılımları uygulamaları, Toplantı ve organizasyonlarla ilgili ön hazırlıklar, Toplantı ve organizasyon uygulamaları. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Mesleki etik ön bilgiler, Mesleki etik ile ilgili uygulamalar. | | | | | | | 2 | Sekreterlik ve yönetici asistanlığı ön bilgiler, Sekreterlik ve yönetici asistanlığı uygulama. | | | | | | | 3 | Sekreterlik ve yönetici asistanlığı uygulamalar. | | | | | | | 4 | Sekreterlik ve yönetici asistanlığı uygulamalar. | | | | | | | 5 | Teknolojik cihazlar ile ilgili ön bilgiler, Teknolojik cihazlarla ilgili uygulamalar. | | | | | | | 6 | Teknolojik cihazlar ile ilgili ön bilgiler, Teknolojik cihazlarla ilgili uygulamalar. | | | | | | | 7 | Büro bilgisayar programları ile ilgili önbilgiler, Büro bilgisayar programları uygulamaları. | | | | | | | 8 | Büro bilgisayar programları ile ilgili önbilgiler, Büro bilgisayar programları uygulamaları. | | | | | | | 9 | Bilgisayar muhasebe yazılımları uygulamaları | | | | | | | 10 | Kamu ve özel kesim ilişkileri ile ilgili önbilgiler, Kamu ve özel kesim ilişkileri ile ilgili uygulamalar | | | | | | | 11 | Kamu ve özel kesim ilişkileri ile ilgili önbilgiler, Kamu ve özel kesim ilişkileri ile ilgili uygulamalar | | | | | | | 12 | Toplantı ve organizasyonlarla ilgili ön hazırlıklar, Toplantı ve organizasyon uygulamaları | | | | | | | 13 | Toplantı ve organizasyonlarla ilgili ön hazırlıklar, Toplantı ve organizasyon uygulamaları | | | | | | | 14 | Toplantı ve organizasyonlarla ilgili ön hazırlıklar, Toplantı ve organizasyon uygulamaları | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Uygulama dersi olduğu için rehber bir ders kaynağı kullanılmayacaktır. | | **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** | **PÇ12** | | **ÖÇ1** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **ÖÇ2** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **ÖÇ3** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **ÖÇ4** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **ÖÇ5** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **ÖÇ6** | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | **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** | **PÇ12** | | **Staj** | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | |