



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Correspondence Techniques							
Course Code		TS001		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	70 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To give knowledge and skills about efficient correspondence in the institutions.							
Course Content		Communication, official correspondence rules and the importance of official correspondence in institutional communication, document types used in enterprises and business letters, the importance of correspondence, features of an efficient official letter, regulations about the rules of official correspondence of Prime Ministry, petition, right to information, sign and electronic sign, report and its importance.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Project Based Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Mesleki Yazışma ve Rapor Hazırlama Teknikleri Yazar: Ferit Ayyıldız , Hasan Tutar Yayınevi : Seçkin Yayıncılık
2	Ders Notları

Week	Weekly Detailed Course Contents	
1	Theoretical	Communication and elements of communication, written communication
2	Theoretical	The importance of correspondence in institutional communication
3	Theoretical	Legal basis of official writings and basic rules for correspondence
4	Theoretical	Features of correspondences in terms of content and form, and features of efficient official letter
5	Theoretical	Regulations about the rules of official correspondence of Prime Ministry
6	Theoretical	Regulations about the rules of official correspondence of Prime Ministry
7	Theoretical	Business letters in public and private enterprises
8	Theoretical	Midterm
9	Theoretical	Document types and correspondence used in public and private enterprises
10	Theoretical	Document types and correspondence used in public and private enterprises
11	Theoretical	Petition, right to information and applications
12	Theoretical	Signature, its legal sides, electronic signature, resume(CV)
14	Theoretical	Report, types of reports and its institutional importance
15	Theoretical	Report, types of reports and its institutional importance
16	Theoretical	exam preparation

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Assignment	1	5	5	10
Midterm Examination	1	1	1	2
Final Examination	1	1	1	2
Total Workload (Hours)				70
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Recognizes types of documents used in public and private establishments.
2	Explains the features of an efficient official letter.
3	Explains the institutional importance of written communication.
4	Applies official correspondence rules.
5	Makes different official correspondences and business letters efficiently.
6	Explains the institutional importance of report.

Programme Outcomes (Environmental Health)

1	They have the appropriate level of knowledge about the basic sciences which has an interaction with the environment and the environment itself.
2	They have gained the basic concepts, skills and qualifications in the Environmental health theoretical and practical lessons. And then they can establish the connections that are necessary to protect the environment and people's health in the light of these competencies.
3	They can use the approaches and the information of basic and applied research in different disciplines. They can follow the innovations and developments in their field, and have self-development competency with the terms of the day.
4	They know and apply the analysis methods used in the evaluation of environmental factors (drinking water, waste water treatment, air pollution, meteorological data, land values, food control, radiation measurement, etc.).
5	They have a professional and ethical consciousness, and have the ability to recognize the environmental problems and also can formulate a solution to these problems. They apply the gained knowledges and skills faced in real life situations, transfers the knowledge to individuals around, and wins the life-long learning behavior.
6	They are able to use their professional knowledge in their lives and behave sensitively toward the local and global environmental problems and effectively uses to the legislation and management tools the necessary for the solution.
7	Gained the ability to adapt the changing in a positive way themselves, to understand the core values and cultures of the society which are living. Sensitive to the universal and the social values, interests of the country, have adopted the concept of sustainable development, environmentally conscious, productive, behaves aware of the ethical and professional responsibility.
8	Provides a healthy interact of individual, society and the environment and take responsibility in the necessary situations for the continuity.
9	They gain the ecologically-based solving skills the problems and the delays that may arise in interaction with each other of living and nonliving environment. Interests of local and national, and Ecological and historical values of our country, and contribute to the protection and the development of them.
10	Exhibits the appropriate behaviours for the protection and the development of plants, animals, and inanimate environment, and the especially human health.
11	Knows the value of energy for life, recognizes the types of energy, and have conscious of the importance, using and dissemination of renewable energy sources.
12	Knows the properties of information and communication technologies, and uses them in the process efficiently and professionally.
13	They aware of the democracy, rule of law, human rights, the national and universal cultural characteristics, and sensitive towards to the nature, society and people.
14	Knows the importance of Atatürk's principles and reforms, make them a way of life.
15	Uses effectively the Turkish in speaking and writing.
16	Has at least one foreign language ability to be able to follow the knowledge in their profession and to communicate with colleagues.
17	To have the appropriate knowledge of medical sciences at the level of interest, to use specific medical terms and terminology of field

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6
P3	4	4	4	4	4	4
P12	4	4	4	4	4	4

