



## 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)		Ins. Perihan ÖĞDÜM							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

### 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	Regulations about the rules of official correspondence of Prime Ministry
8	Theoretical	Business letters in public and private enterprises
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)
13	Theoretical	Report, types of reports and its institutional importance
14	Theoretical	Report, types of reports and its institutional importance

### 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 (First and Emergency Aid)**

1	To be able to be aware of their professional authorities and responsibilities.
2	To be able to use the principles of individual and organizational communication skills.
3	To be able to define the emergency medical services and the pre-hospital emergency medical system devices used in Turkey and the world .
4	To be able to perform physical assessment of the patient and primary and secondary inspection.
5	To be able to apply the methods of handling and transportation of the patient
6	To be able to recognize the rules of the general approach to trauma patients and to be able to be capable of handling and maintenance of trauma equipment.
7	To be able to recognize emergency vehicles' mechanical and technical equipment and to be able to drive emergency vehicles.
8	To be able to identify the principles of pre-hospital emergency care in cases of environmental emergencies.
9	To be able to identify the principles of pre-hospital emergency care in medical emergencies.
10	To be able to analyze the ECG rhythm and apply the principles of pre-hospital emergency care for rhythm Disorders.
11	To be able to recognize and apply the pre-hospital emergency care drugs and fluids.
12	To be able to identify basic life support applications, Advanced Life Support applications and Advanced air way applications.
13	To be able to recognize the principles of pre-hospital emergency during disasters.
14	To be able to protect and maintain the highest level of physical and mental health.
15	To be able to recognize human anatomy and physiology.
16	To be able to develop good communication and human relations skills with colleagues and patients.
17	To be able to apply Infection Control Methods and check infectional situations of emergency vehicles and equipment, ensure the conditions of asepsis-antisepsis and pre-hospital emergency care with Infectious Diseases.
18	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
P1	3	3	3	3	3	3
P2	3	3	3	3	3	3

