



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 (Medical Laboratory Techniques)

1	To be able to have sufficient back ground in medical laboratory techniques and medical laboratory branches (biochemistry, microbiology, parasitology, sitogenetik etc.); the ability to use theoretical and practical knowledge in these fields.
2	To be able to have the basic theoretical and practical knowledge and other resources have been supported applications and tools based on secondary-level qualifications gained in the field of Medical Laboratory Techniques Program to-date text books containing formations
3	To be able to have basic knowledge about structure and function of systems in human, to analyse these data on tissue, cell and diseases.
4	To be able to analyse the medical samples necessary for physicians by using tools, equipment and techniques at the diagnostic and the therapeutic laboratories of health agencies and evaluate the data.
5	To be able to use the medical laboratory tools and equipments according to rules and techniques, and make controls and maintenance of them
6	To be able to perform basic tests of related different medical laboratories, prepare solutions.
7	To be able to perform proper sample collection and transport procedures for the medical laboratory tests from the patient.
8	To be able to perform preanalytical sample preparation procedure, prepare inspection preparations, perform disinfection and sterilization
9	To be able to interpret and evaluate data, define and analyze problems, develop solutions based on research and proofs by using acquired basic knowledge and skills with in the field.
10	To be able to have knowledge about work organization and carry out related practice in medical laboratories
11	To be able to carry out laboratory safety protocols, take individual safety precaution and create safe laboratory environment.
12	To be able to gain the ability to apply by viewing and evaluating the processes related to his/her fields in public and private sector.
13	To be able to gain the awareness of the necessity of life long learning, ability to follow developments in science and technology and self-renewal.
14	To be able to help laboratory experts and medical scientists for their researches
15	To be able to be aware of individual and public health, environmental protection and job security issues, understanding the basic level of the relationship.
16	To be able to grasp principles of Atatürk and their evolutions, to ensure national, ethical, spiritual and cultural values, to adopt to universal and contemporary developments
17	To be able to communicate efficiently for medical service and speak Turkish efficiently.
18	To be able to communicate in English at basic level, utilize foreign language on occupational practice
19	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
P4	3	3	3	3	3	3
P9	4	4	4	4	4	4
P13	3	3	3	3	3	3
P14	2	2	2	2	2	2
P17	5	5	5	5	5	5

