



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 (Physiotherapy)

1	To be able to recall the information of research methods and statistics so as to follow the developments, monitor and interpret scientific literature
2	To have the appropriate knowledge of basic sciences at the level of interest, to use specific medical terms and terminology of physical therapy
3	To be able to recall knowledge of the general structure and properties of musculoskeletal system and the joints and to evaluate the story of musculoskeletal diseases.
4	To be able to comprehend the methods of measurement of the range of motion of joints and to measure it.
5	To be able to implement a general evaluation of posture analysis and gait analysis.
6	To be able to recall the knowledge about general characteristics of musculoskeletal diseases, osteoporosis, osteoarthritis, rheumatoid arthritis, ankylosing spondylitis, especially rheumatic diseases, mechanical low back and neck pain, disc herniation, soft tissue disorders and to apply appropriate physiotherapy.
7	To be able to recall the knowledge and gain skills about the devices and the agents of heater used in physical therapy, indications and contraindications of using, and the necessary information about how to apply on patients.
8	To be able to recall the knowledge of the electromagnetic field.
9	To be able to recall what Elektroakapunktur, Laser, Biofeedback, cervical and lumbar traction systems, pneumatic compression therapy are, and how to apply them, which one is applicable to patients.
10	To be able to recall what manipulation-mobilization is and which patients are suitable for this application.
11	To be able to recall what massage and hydrotherapy treatments are and which patients are suitable for these applications.
12	To be able to gain the professional and ethical awareness, apply gained knowledge and skills in real life situations and transfer gained knowledge to individuals around her/his environment, and improve behavior of life-long learning.
13	To gain knowledge about methods of diagnosis, protection and treatment of diseases
14	To be able to recall the knowledge and gain skills about physical therapy and rehabilitation methods to be applied to neurological disorders.
15	To be able to recall the knowledge and gain skills about physical therapy and rehabilitation methods to be applied to cardiopulmonary disorders.
16	To be able to recall the knowledge and gain skills about physical therapy and rehabilitation methods to be applied to pediatric patients.
17	To be able to gain knowledge about the effects of fitness and exercise on metabolism and responses of body systems to them.
18	To have knowledge about rehabilitation services
19	To become individuals who can do interdisciplinary team work, with a sense of social responsibility and entrepreneur.
20	To be able to recall the knowledge about Atatürk's Principles and the History of Turkish Revolution.
21	To be able to gain the knowledge and ability to become contemporary individuals who can use Turkish language grammar well and know a foreign language knowledge necessary to follow the developments in the profession.

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
P12	3	3	3	3	3	3
P19	5	5	5	5	5	5

