



## 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 (Dialysis)

1	To be able to comprehend the duties and responsibility of dialysis technicians. To be able to work in a team with members of other health professions.
2	To be able to acquire a general knowledge of human anatomy, physiology and biochemistry
3	To be able to gain knowledge of blood-borne infectious diseases, especially infectious diseases such as hepatitis and universal prevention methods
4	To be able to have knowledge of blood-borne infectious diseases, especially infectious diseases such as hepatitis and universal prevention methods
5	To be able to recognize hemodialysis machine, and have knowledge and skills will be used it during operation of dialysis
6	To be able to have the knowledge of application on peritoneal dialysis and skills be able to train patient on this.
7	To be able to acquire dialysate characteristics, have necessary skills on preparation and application
8	To be able to gain the knowledge and skills on the basic principles of water treatment, application methods, and control of purified water as a level of practitioner
9	To be able to comprehend the principles of patient care, complications during dialysis operation what patients may be encounter and perform necessary knowledge and skills to take necessary measures to protect patient from these complications.
10	To be able to gain knowledge and equipment related to educating on problems that the long-term dialysis patients may have.
11	To be able to understand periodic examinations during the follow up dialysis patients and recognize pathologies in the early period, and have the knowledge and skills to take necessary precautions in time
12	To be able to have the knowledge of the dialysis patients, physiological, social and psychological problems, and perform necessary support skills on these issues for the patient
13	In general to be able to comprehend the knowledge of, drugs, dosage, side effects, and toxic effects, routes of administration of drugs and drug use in patients with chronic renal failure
14	To be able to acquire a high level knowledge of fluid and electrolyte problems with general issues nephrology, acid-base balance disorder, nephrology and urology kidney disease, chronic and acute renal failure.
15	To be able to comprehend the methods of diagnosis and treatment of diseases of the system, and have knowledge of fighting and protecting from especially problems that can be seen in dialysis patients as level of practitioner and getting patient compliance.
16	To be able to have knowledge of statistics and research methods as a level of following the developments, monitoring and interpreting scientific publications.
17	To be able to gain the knowledge of foreign language as a level of communicating and following developments.
18	To be able to be willing to self-improvement as an individual committed to the principles and reforms of Atatürk and keeping on the some of the rules of social life, customs and traditions, depending on the interests of the country on their own interests as a member of society,

#### 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
P16	5	5	5	5	5	5

