



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 (Anesthesia)

1	To be able to recall basic knowledge about human anatomy
2	To be able to recall the knowledge about Atatürk's principles and the history of Turkish Revolution
3	To be able to recall the knowledge about ethical and moral values
4	To be able to recall the knowledge of Turkish grammar and be able to use it
5	To be able to communicate effectively with patient, their family, and own team
6	To be able to control, use, and maintain the anesthesia machines
7	To be able to recall the information about anesthesia application in the system diseases
8	To be able to recall the issues that needed to be considered in follow-up of patients in intensive care.
9	To be able to make the patients' care in intensive care
10	To be able to apply the cardiopulmonary resuscitation.
11	To be able to apply the drug, liquid and blood to the patient.
12	To be able to apply nasogastric tube to the patient and to aspirate.
13	To be able to assist the implementation of general anesthesia to patient.
14	To be able to recall the drugs used in general and regional anesthesia and learn to use them safely.
15	PO15. Can help during the maintenance, ending and post anaesthesia process.
16	Can help the practices of anesthesia and sedation outside the operation room.
17	Can communicate at the basic level of a foreign language and use this language in his job.
18	Be able to communicate at a basic level in a foreign language and be able to use this language in professional fields
19	To have the appropriate knowledge of basic 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	5	5	5	5	5	5

