



## 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 (Medical Imaging Techniques)

1	To be able to get information the working principles of Radiology, Nuclear Medicine and Radiotherapy devices, and distinguish their components, use these devices in accordance with operating instructions.
2	To be able to perform the procedures in accordance with the examination of Radiology and Nuclear Medicine imaging .
3	To be able to apply the radiotherapy treatment, planned by radiation physicist with instruction of radiotherapist.
4	To be able to develop and perform the film printing of the images that obtained by imaging techniques of Radiology, Nuclear Medicine
5	To be able to evaluate the images that obtained by imaging techniques of Radiology, Nuclear Medicine in terms of radiographic quality and takes the necessary measures.
6	To be able to know the medical and radiologic terminology, and pronounce and use them correctly
7	To be able to take the necessary measures in accordance with the rules of Radiation safety and protection from radiation, and apply them.
8	To be able to distinguish the anatomical structures on images, obtained by the conventional and cross-sectional imaging techniques of Radiology, Nuclear medicine.
9	To be able to communicate well with patient, their family and the hospital staff.
10	To be able to move with own professional duties, powers and responsibilities of the consciousness and apply the rules of professional ethics.
11	To be able to adapt to a multi-disciplinary team work.
12	To be able to have a basic knowledge of human physiology.
13	To be able to distinguish anatomical structures.
14	To be able to establish a cause-and-effect relationship between events.
15	To be able to have the ability of analytical thinking and problem solving.
16	To be able to apply the basic principles of first aid.
17	It has basic knowledge about human anatomy
18	Understanding the basic concepts and principles of physics while providing, in the medical field and in particular medical imaging students better understand the issues involving technical vocational courses
19	OHS 'basic concepts; work accidents, occupational diseases, occupational physicians, occupational safety specialist, İSGB, OSGB, hazard classes, risk assessment, OHS employee representatives is
20	Have basic knowledge about basic medical practices and makes applications

#### 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
P11	5	5	5	5	5	5
P14	3	3	3	3	3	3

