



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional Correspondence							
Course Code		İKY210		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To get students comprehend practically present days' indispensables that business writings, letters, formal letters, informal letters, internal writings and other types of written communication							
Course Content		To compass principles and rules of correspondence ,to write special writings, to know rules of formal writing and to able to practice them.							
Work Placement		Students have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Lecturers Lesson Notes
2	KOÇ, Ö., Mesleki Yazışmalar, Nobel Yayın ve Dağıtım
3	TUTAR, H., AYYILDIZ, F., Örnekleriyle Mesleki Yazışma ve Rapor Hazırlama Teknikleri, Seçkin Yayıncılık
4	BAHAR, E., Mesleki Yazışmalar, Detay Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Rules of writing
2	Theoretical	Writing Process
	Preparation Work	Examination of course materials
3	Theoretical	Official Letters
	Preparation Work	Examination of course materials
4	Theoretical	Petition
	Preparation Work	Examination of course materials
5	Theoretical	Report, Record
	Preparation Work	Examination of course materials
6	Theoretical	Circular, Form writing
	Preparation Work	Examination of course materials
7	Theoretical	Specifications, Contract
	Preparation Work	Examination of course materials
8	Preparation Work	Preparation for midterm exam
	Intermediate Exam	Midterm
9	Theoretical	Business (Commercial) writings
	Preparation Work	Examination of course materials
10	Theoretical	Promotion advertising letters, sales letters
	Preparation Work	Ders materyallerinin incelenmesi
11	Theoretical	Request letters of orders, letters of acknowledgment to thank
	Preparation Work	Examination of course materials
12	Theoretical	Collection and payment letters, persistence letters
	Preparation Work	Examination of course materials
13	Theoretical	Custom fonts and letter types, Celebration, acknowledgments and letters of condolence
	Preparation Work	Examination of course materials



14	Theoretical	Reference, business letters, resume General review
	Preparation Work	Examination of course materials
15	Theoretical	An overview of the course
	Preparation Work	Semester term preparation
16	Preparation Work	Semester term preparation
	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	7	1	8
Final Examination	1	13	1	14
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To compass principles and rules of correspondence
2	To write Professional writings
3	To write special writings
4	To know and write other writings
5	To be able to perform internal and external correspondence

Programme Outcomes (Human Resources and Management)

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	5	5	5	5	4
P2	5	4	3	4	5
P3	5	4	4	4	5
P4	5	5	5	4	4
P5	5	5	5	4	4
P6	4	3	3	4	4
P7	4	5	5	4	5
P8	5	5	3	3	4
P9	5	4	4	3	5
P10	5	3	3	5	4
P11	5	4	4	5	3

