



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Writing Techniques							
Course Code		BYA181		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course students; types of correspondence, the items to be considered in correspondence and teaching the rules and practices.							
Course Content		The concept of correspondence, the points to note in correspondence, types of correspondence.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Individual Study					
Name of Lecturer(s)		Ins. Mustafa ALP							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Koç, Hakan (2007). Yazışma Teknikleri. Ankara: Seçkin Yayıncılık
2	Tutar, Hasan; Ayyıldız, Ferit(2006). Örnekleriyle Mesleki Yazışma ve Rapor Hazırlama Teknikleri. Ankara: Seçkin Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Concept of communication and correspondence
2	Theoretical	Written communication
3	Theoretical	The Importance of Written Communication in Organizational Communication
4	Theoretical	Correspondence Techniques
5	Theoretical	Correspondence Techniques
6	Theoretical	Rules to be followed in correspondence
7	Theoretical	Correspondence types
8	Theoretical	Official writing standards and types
9	Intermediate Exam	Midterm
10	Theoretical	Report preparation
11	Theoretical	Report writing techniques
12	Theoretical	Purpose and types of reports
13	Theoretical	Purpose and types of reports
14	Theoretical	The shape and content of the report
15	Theoretical	Footnotes
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	10
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	Explain the concept of communication, its types and importance of communication in organizational communication. Define the concept of communication. Sort communication types. Define the concept of organizational communication; explain the importance of written communication in organizational communication.
2	They prepare official writings using official writing standards. Sort official font types.
3	Illustrates the official writings. Sort report types. Show source and footnote.
4	Teaches the creation, sending and receiving of the official writings both physically and electronically.
5	Teaches the curriculum vitae, report, technical note-making methods in detail.

**Programme Outcomes (Machinery)**

1	To be able to know general properties and usage areas of industrial materials and make selection.
2	Design of machine elements.
3	To be able to make production using machining and welding machines without machining.
4	To be able to make measurement and quality control processes with machine tools for measuring and control equipment.
5	To be able to make necessary corrections in order to determine the mistakes by using the necessary non-destructive test methods in welded parts and to eliminate these mistakes.
6	Preventive measures to prevent the occurrence of these faults by preliminarily determining the faults that will occur in the machines as statistical data and to make necessary interventions in case of breakdown.
7	They can make drawings of work pieces on CAD station and apply them on CNC looms. Ability to operate and use CAD / CAM and AUTOCAD package programs.
8	To be able to transfer engineering science and technology to practice by making calculations in the direction of scientific principles.
9	It can repair the elements in pneumatic and hydraulic systems which are indispensable elements of automatic control systems and can regulate their work.
10	The student who is trained as a machine technician during the whole program knows that industrial task definition in the field of work is error finding, problem solving, decision making, planning of functions and activities and they can be achieved by aiming to acquire these characteristics.

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

	L1	L2	L3	L4	L5
P10	1	1	1	1	1

