



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Business Writing Techniques							
Course Code		DIT109		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, the student will be able to apply the terms and correspondence methods used in foreign trade.							
Course Content		Application of terms and correspondence methods used in foreign trade							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study					
Name of Lecturer(s)		Ins. Mehmet Serdar GÜR							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Mesleki Yazışma Teknikleri Kitabı
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Week	Weekly Detailed Course Contents	
1	Theoretical	.
2	Theoretical	.
3	Theoretical	.
4	Theoretical	.
5	Theoretical	.
6	Theoretical	.
7	Theoretical	.
8	Theoretical	.
9	Theoretical	.
10	Theoretical	.
11	Theoretical	.
12	Theoretical	.
13	Theoretical	.
14	Theoretical	.

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	12	2	2	48
Assignment	3	3	2	15
Individual Work	2	4	2	12
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	
2	
3	
4	



5	
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**Programme Outcomes** (*Occupational Safety and Health*)

1	.
2	.
3	.
4	.
5	.
6	.
7	.
8	.
9	.
10	.

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

	L1	L2	L3	L4	L5
P9	2	2	2	2	2

