

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
TECHNIQUES of PROFESSIONAL CORRESPONDENCE	TDS2274900	Spring Semester	2+0	2	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Aslıhan DEMİRCAN				
Name of Lecturer(s)	Lect. Halil YORULMAZ				
Assistant(s)					
Aim	To learn the professional correspondence rules and techniques.				
Course Content	This course contains; 1. The document types of professional correspondence.,2. The document types of professional correspondence.,3. The characteristics of a good correspondence.,4. The role and importance of correspondence on institution and organization.,5. The parts, facts and administration techniques of professional correspondence.,6. The parts, facts and administration techniques of professional correspondence.,7. The parts, facts and administration techniques of professional correspondence.,8. The parts, facts and administration techniques of professional correspondence.,9. The correspondence methods.,10. The correspondence methods.,11. Report.,12. Instruction and forms.,13. The reasons for not achieving to documentation.,14. Document instances in health institutions..				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Can distinguish the document types of professional correspondence.			1, 10, 2, 3	A	
2. will know the parts and facts of professional correspondence.			1, 10, 3	A	
3. Will know and experience the correspondence methods.			1, 10, 3	A	
Teaching Methods	1: Lecture, 10: Brainstorming, 2: Question - Answer, 3: Discussion				
Assessment Methods	A: Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	1. The document types of professional correspondence.				
2	2. The document types of professional correspondence.				
3	3. The characteristics of a good correspondence.				
4	4. The role and importance of correspondence on institution and organization.				
5	5. The parts, facts and administration techniques of professional correspondence.				
6	6. The parts, facts and administration techniques of professional correspondence.				
7	7. The parts, facts and administration techniques of professional correspondence.				
8	8. The parts, facts and administration techniques of professional correspondence.				
9	9. The correspondence methods.				
10	10. The correspondence methods.				
11	11. Report.				
12	12. Instruction and forms.				
13	13. The reasons for not achieving to documentation.				
14	14. Document instances in health institutions.				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			
Resources					
Instructor's lecture notes					