

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)	Assist.Prof. Halil YORULMAZ				
Assistant(s)					
Aim	To learn the professional correspondence rules and techniques.				
Course Content	This course contains; The document types of professional correspondence I,The document types of professional correspondence II,The characteristics of a good correspondence.,The role and importance of correspondence on institution and organization.,The parts, facts and administration techniques of professional correspondence I,The parts, facts and administration techniques of professional correspondence II,The parts, facts and administration techniques of professional correspondence III,The parts, facts and administration techniques of professional correspondence IV,The correspondence methods I,The correspondence methods II,Report.,Instruction and forms.,The reasons for not achieving to documentation.,Document instances in health institutions..				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Lists the document types of professional correspondence.			10, 16, 9	A	
Explains the parts and facts of professional correspondence.			10, 9	A	
Apply the correspondence methods.			10, 9	A	
Teaching Methods	10: Discussion Method, 16: Question - Answer Technique, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	The document types of professional correspondence I				
2	The document types of professional correspondence II				
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 I				
6	The parts, facts and administration techniques of professional correspondence II				
7	The parts, facts and administration techniques of professional correspondence III				
8	The parts, facts and administration techniques of professional correspondence IV				
9	The correspondence methods I				
10	The correspondence methods II				
11	Report.				
12	Instruction and forms.				
13	The reasons for not achieving to documentation.				
14	Document instances in health institutions.				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources	
Instructor's lecture notes	