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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Professional Correspondence** |  | 2 | 1+2 | 3 | 3 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Compulsory |
| Course Coordinator |   |
| Instructor |   |
| Course Assistants |   |
| The aim of lesson | This course gives the student; will teach you how to make professional correspondence, official writings, business writings and private writings on the computer quickly and effectively. |
| Course Learning Outcomes | At the end of this course, the student;1.Learns the types of correspondence,2.Learns the official correspondence rules,3. Prepares fast and effective business and special articles,4. Performs sending and receiving of correspondence. |
| Course Content | Types of Correspondence : - Rules - Page structure - Types - Shaping - Block Letter Writing Studies, Block Letter Writing Studies, Average Letter Writing Studies, Official Writings, Private Writings, Alphabetical Indexing, Bibliography Writing, Writing Footnotes and Quotations, Thesis Writing Studies, General Paperwork. |
| **Weeks** | **Topics** |
| one | Types of Correspondence : - Rules - Page structure - Types - Shaping - Block Letter Writing Practices |
| 2 | Block Letter Writing Practices |
| 3 | Average Letter Writing Practices |
| 4 | Official Articles |
| 5 | Sections of Official Writings |
| 6 | Formal Writing |
| 7 | Official Writing Apps |
| 8 | Special Articles |
| 9 | Alphabetical Indexing, Writing a Bibliography |
| 10 | Writing Footnotes and Quotations |
| 11th | Thesis Writing Studies |
| 12 | Thesis Writing Studies |
| 13 | General Paperwork |
| 14 | An overview |

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| **General Competencies** |
| Students are expected to understand the main topics of this course and use it in their fields and applications. |
| **resources** |
| Emel, B. (2016). Professional Correspondence, Ankara: Detay Publishing. |
| **Evaluation System** |
| It is stated in the syllabus at the beginning of the semester. |

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| **WITH PROGRAM LEARNING OUTCOMES****COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **LO1** | - | - | 5 | - | 4 | 5 | - | 5 | 4 | - | - | - |
| **LO2** | - | - | 5 | - | 4 | 5 | - | 5 | 4 | - | - | - |
| **LO3** | - | - | 5 | - | 4 | 5 | - | 5 | 4 | - | - | - |
| **LO4** | - | - | 5 | - | 4 | 5 | - | 5 | 4 | - | - | - |
| **REVENGE: Learning Outputs OP: Program Outputs** |
| **Contribution****level** | **1 Very Low** | **2 Low** | **3 Medium** | **4 High** | **5 Very High** |

Relation of Program Outcomes and Related Course

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **Professional Correspondence** | - | - | 5 | - | 4 | 5 | - | 5 | 4 | - | - | - |

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