Course Syllabus

Code - Course Title	**BOP112 - General and Technical Communication**
Course Type	II. SEMESTER
Laboratory + Practice	2+1
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. PERİHAN ÖNDEŞ

Mode of Delivery	This course is conducted exclusively in a face-to-face instructional format.
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There are no prerequisites or corequisites for this course. | There are no recommended courses.
Courses Recomended	There are no prerequisite courses recommended for this course.
Recommended Resources	Recommended Resources • Regulation on the Procedures and Principles to be Applied in Official Correspondence. Official Gazette, 10.06.2020, Issue: 31151. • Presidency of the Republic of Türkiye, Administrative Affairs Directorate. Official Correspondence Guide. Ankara. • Turkish Language Association. Spelling Guide. Ankara: TDK Publications (current edition). • Visually supported lecture notes and correspondence samples prepared by the instructor.
Work Placement	There is no compulsory internship. In the one-hour weekly practical session, students write examples of petitions, business letters, official correspondence, reports, minutes, and curricula vitae in the classroom.
Aims of the Course	The aim of this course is to introduce students to the basic concepts, processes, and types of communication, and to provide them with the skills to prepare written documents used in daily and professional life—such as petitions, business letters, official correspondence, reports, minutes, and resumes—in accordance with the established rules.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1**	Definition of communication, basic concepts, and elements. The communication process.	Lecture, Question & Answer
Week - 2	**LO-1**	Types of communication (verbal, written, non-verbal, visual communication). The importance of communication for the individual and society.	Lecture, Case Study
Week - 3	**LO-2** **LO-2**	Functions of communication tools. Conveniences provided by technological communication tools. E-mail correspondence rules.	Lecture, Demonstration and Practice
Week - 4	**LO-3**	Definition of business correspondence. The concept of petitions. Layout and formatting in petition writing. Sample petition application.	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 5	**LO-4**	Business letters. Parts of business letters. Types of business letters. Sample business letter application.	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 6	**LO-5**	Official correspondence and relevant legislation. Sections of an official letter: heading, reference number, date, subject, addressee (recipient authority), and reference.	Lecture, Document/Text/Data Analysis
Week - 7	**LO-5** **LO-8**	Sections of an official letter: text, signature, approval, appendices, distribution. Degree of confidentiality and urgency. Sample official letter application.	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 8	**LO-5** **LO-8**	Sending and receiving official correspondence: registration, document flow, and the transmission of confidential documents. Electronic correspondence, electronic signatures, and registered electronic mail (REM).	Lecture, Demonstration and Practice
Week - 9	**LO-6**	The concept and types of reports. Points to consider when writing a report. Sample report application.	Lecture, Practice/Practical Work/Workshop
Week - 10	**LO-6** **LO-8**	Writing of minutes and resolutions. Announcements and notifications. Fax correspondence. Sample applications for minutes and announcements.	Lecture, Practice/Practical Work/Workshop
Week - 11	**LO-3** **LO-4** **LO-5** **LO-6**	Sample applications covering all types of correspondence.	Practice/Practical Work/Workshop
Week - 12	**LO-7**	The concept of the curriculum vitae (CV). Sections that should be included in a CV. Key points to consider when preparing a CV.	Lecture, Document/Text/Data Analysis
Week - 13	**LO-4** **LO-7**	Types of resumes. Job application cover letters and application emails.	Demonstration and Practice, Practice/Practical Work/Workshop
Week - 14	**LO-7**	Review of sample resumes. Students' preparation of their own resumes and application cover letters; written feedback.	Practice/Practical Work/Workshop

Learning Outcomes

#	Learning Outcome
1	The student can explain the basic concepts, process, and types of communication, along with their significance for the individual and society.
2	Can compare technological communication tools based on their functions and the conveniences they provide.
3	The student can compare technological communication tools based on their functions and the conveniences they provide.
4	Can write a petition in accordance with the proper layout.
5	The student can write business letters in accordance with the specific type and standard writing rules.
6	Capable of preparing official correspondence in accordance with official writing rules.

Learning Outcomes

#	Learning Outcome
7	The student can write reports, minutes, announcements, and fax letters in accordance with their intended purposes.
8	The student can prepare their own curriculum vitae (CV) in accordance with the rules of orthography and grammar.
9	The student can assume the responsibility of adhering to the principles of confidentiality and accuracy in correspondence.

Sustainable Development Goals

✓ Quality Education ✓ Decent Work and Economic Growth

Course Theme

✓ Educational Sciences and Educational Technologies

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0.00	0	0
Ödevler	1.00	5	5
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	1.00	1	1
Final Sınavı Hazırlığı (sınav süresi dahil)	2.00	1	2
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	1.00	14	14
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**2.0**

Assessment Method and Passing Requirements

✓ Multiple Choice Test ✓ Short-Answer Test ✓ True-False Test ✓ Homework