## Course Syllabus

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|---|---|
| **Code - Course Title** | **SEK122 - Business Correspondence** |
| **Course Type** | I. SEMESTER |
| **Laboratory + Practice** | 1+2 |
| **ECTS** | **3.0** |
| **Language of Instruction** | Türkçe |
| **Course Type** | Required Courses |
| **Course Instructor(s)** | ÖĞR. GÖR. BURCU TETİK DEMİRHAN |

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| **Mode of Delivery** | Face to face in the laboratory |
| **Prerequisites** | There is no prerequisite or co-requisite for this course. |
| **Courses Recomended** | None. |
| **Recommended Resources** | None. |
| **Work Placement** | Not Applicable |

## Course Syllabus

| Weeks | Learning Outcomes | Topics | Teaching Methods |
|---|---|---|---|
| **Week - 1** | | Communication | |
| **Week - 2** | | Types of communication | |
| **Week - 3** | | Written communication | |
| **Week - 4** | | The importance of written communication in organizational communication | |
| **Week - 5** | | Spelling and spelling errors - Language and expression disorders | |
| **Week - 6** | | Spelling and spelling errors - Language and expression disorders | |
| **Week - 7** | | Types of written communication | |
| **Week - 8** | | Formal written communication | |
| **Week - 9** | | Formal written communication types | |
| **Week - 10** | | Business written communication | |
| **Week - 11** | | Business written communication types | |
| **Week - 12** | | Private written communication | |
| **Week - 13** | | Private written communication types | |
| **Week - 14** | | Report preparing | |

## Learning Outcomes

| # | Learning Outcome |
|---|---|
| 1 | Will be able to explain the concept and types of communication. |
| 2 | Will be able to express the concept of written communication and its importance in organizational communication. |
| 3 | Will be able to express spelling and spelling errors - language and expression disorders. |
| 4 | Will be able to express the types of writing. |
| 5 | Will be able to explain formal written communication and their types. |
| 6 | Will be able to explain business written communication and their types. |
| 7 | Will be able to explain private written communication and their types. |
| 8 | Will be able to express the report preparation process. |

## Sustainable Development Goals

*No content has been provided.*

## Course Theme

*No content has been provided.*

## AKTS Workload

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

## Assessment Method and Passing Requirements

*No content has been provided.*

| Assessment Method and Passing Requirements | Quamtity | Percentage (%) |
|---|---|---|
| 1.Midterm Exam | 1 | 40 |
| Final Exam | 1 | 60 |
| | **Sum (%)** | **100** |