Course Syllabus

Code - Course Title	**BYA203U -**
Course Type	III. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	ASSOC. PROF. DR. AYLA TOPUZ SAVAŞ

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course
Recommended Resources	Textbook, interactive e-book, e-course materials
Work Placement	-

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		General Information on Professional Correspondence	
Week - 2		Official Articles	
Week - 3		Formal Letter Types	
Week - 4		The Concept of Business Letters and Its Parts	
Week - 5		Business Letter Types	
Week - 6		Special Letters	
Week - 7		ARA SINAV	
Week - 8		Forms	
Week - 9		Reports	
Week - 10		Preparation Process of Reports	
Week - 11		Document Types	
Week - 12		Document Management	
Week - 13		Electronic Correspondence	
Week - 14		FİNAL SINAVI	

Learning Outcomes

#	Learning Outcome
1	To be able to explain the concept of written communication
2	To be able to define the concept of official writing and the definitions and abbreviations used in official correspondence.
3	To be able to explain the definition, purpose and importance of business articles.
4	Purpose of use of special texts and explain the features
5	The concept of form, the purpose of forms, explain the importance and benefits
6	Definition, purpose, types, sections of reports and explain its general characteristics.
7	Document concept, types and properties able to explain
8	Electronic correspondence and its importance able to explain

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	30
Final Exam	1	70
	Sum (%)	**100**