Course Syllabus

Code - Course Title	**BYA203U -**
Course Type	III. SEMESTER
Laboratory + Practice	0+0
ECTS	**7.0**
Language of Instruction	Türkçe
Course Type	Required 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

✓ Society, Law and Communication

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**