Course Syllabus

Code - Course Title	**BOP216 - Professional Language for Computer Operator Training IV**
Course Type	IV. SEMESTER
Laboratory + Practice	3+0
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	DOÇ. DR. ZEHRANUR KAYA

Mode of Delivery	The mode of delivery of this course is Face to face
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	none
Recommended Resources	kariyerplanlama.gov.tr and the presentation prepared by the instructor.
Work Placement	none
Aims of the Course	The course, designed in accordance with the language skills and communication methods of students with hearing loss, aims to enable senior students to familiarize themselves with professional environments during their career journeys and to reinforce their understanding of effective job application techniques through interactive activities.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1**	What is the Career Planning	Lecture, Question & Answer, Problem Solving, Brain Storming, Role Playing/Dramatization, Research and Inquiry
Week - 2	**LO-1** **LO-2**	What is conveniant job?	Lecture, Question & Answer, Problem Solving, Brain Storming, Role Playing/Dramatization, Research and Inquiry
Week - 3	**LO-1** **LO-2** **LO-3**	Development of improvement of job finding skills	Lecture, Question & Answer, Problem Solving, Brain Storming, Role Playing/Dramatization, Gamification

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 4	LO-1 LO-2 LO-3	Development of improvement of job finding skills	Lecture, Question & Answer, Problem Solving, Brain Storming, Role Playing/Dramatization, Gamification, Research and Inquiry
Week - 5	LO-1 LO-2 LO-3	Development of improvement of job finding skills	Lecture, Question & Answer, Problem Solving, Brain Storming, Role Playing/Dramatization, Gamification, Document/Text/Data Analysis
Week - 6	LO-1 LO-2 LO-3 LO-4	Femiliarising with job finding institutions and application of their web sites.	Lecture, Question & Answer, Problem Solving, Brain Storming, Role Playing/Dramatization, Simulation, Research and Inquiry
Week - 7	LO-1 LO-2 LO-3 LO-4 LO-5	Visiting İŞKUR and making disability registration.	Lecture, Question & Answer, Field Trip, Problem Solving, Brain Storming, Research and Inquiry
Week - 8	LO-1 LO-2 LO-3 LO-6	Preparation of job finding portfolio; Class Study about Terms Used in the Field of Computer Operating	Lecture, Question & Answer, Problem Solving, Brain Storming, Role Playing/Dramatization, Gamification
Week - 9	LO-1 LO-2 LO-3 LO-6	Preparation of job finding portfolio; Class Study about Terms Used in the Field of Computer Operating	Lecture, Question & Answer, Problem Solving, Brain Storming, Document/Text/Data Analysis
Week - 10	LO-1 LO-2 LO-3 LO-6	Preparation of job finding portfolio.	Lecture, Question & Answer, Problem Solving, Brain Storming, Practice/Practical Work/Workshop, Research and Inquiry

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 11	LO-1 LO-2 LO-3 LO-6 LO-7	Job Interview Technics and Job Interview Simulations.	Lecture, Question & Answer, Problem Solving, Brain Storming, Simulation, Document/Text/Data Analysis
Week - 12	LO-1 LO-2 LO-5	Workplace visit, employment fair visit, and review of the activities performed	Lecture, Question & Answer, Field Trip, Problem Solving, Brain Storming, Interview, Research and Inquiry
Week - 13	LO-1 LO-2 LO-8	Determination of poster study groups and the preparation of the term study posters.	Lecture, Question & Answer, Team/Group Work, Problem Solving, Brain Storming, Practice/Practical Work/Workshop, Research and Inquiry, Document/Text/Data Analysis
Week - 14	LO-1 LO-2 LO-8	Organization, Review and Presentation of poster/film about semester studies	Lecture, Question & Answer, Team/Group Work, Problem Solving, Brain Storming, Practice/Practical Work/Workshop

Learning Outcomes

#	Learning Outcome
1	The student can explain the concept of career and career planning, the importance of career development, and the fundamental stages of the career planning process.
2	The student can explain the job and career options suitable for them in accordance with their individual interests, talents, and professional competencies.
3	The student can explain the methods, resources, and job-seeking skills used during the job search process.
4	The student will be able to utilize institutions and online job search platforms oriented toward business and employment opportunities.
5	Using the information acquired from visits to workplace and employment fairs and the course process, the student can explain the differences between the job application processes of state and private institutions, as well as the services and employment processes provided by İŞKUR for individuals with disabilities.
6	They can prepare a job application portfolio that reflects their professional competencies and includes the documents required for a job application.
7	The student will be able to utilize effective communication skills in job interview simulations by applying job interview techniques.

Learning Outcomes

#	Learning Outcome
8	Students may prepare a poster or film based on the knowledge and observations acquired during the course and present it at an exhibition.

Sustainable Development Goals

✓ End Poverty ✓ Quality Education ✓ Reducing Inequalities

Course Theme

✓ Educational Sciences and Educational Technologies ✓ Law, Ethics and Regulations ✓ Society, Law and Communication

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	1.00	10	10
Ödevler	1.00	10	10
Proje - Rapor - Sunum Hazırlama	2.00	3	6
Ara Sınav Hazırlığı (sınav süresi dahil)	1.00	1	1
Final Sınavı Hazırlığı (sınav süresi dahil)	1.00	1	1
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0.00	0	0
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**2.0**

Assessment Method and Passing Requirements

✓ Performance Assessment (Individual/Panel-Based) ✓ Portfolio (Student Work Portfolio)/e-portfolyo ✓ Peer Assessment ✓ Project ✓ Homework ✓ Presentation