Course Syllabus

Code - Course Title	**BOP222 - Individual Computer Operator Language Support Courses IV**
Course Type	IV. SEMESTER
Laboratory + Practice	2+0
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	Merve İpek KAYA

Mode of Delivery	Face to face learning.
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
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	Course notes are produced by the instructor on a termly basis, according to the students' language levels and needs.
Work Placement	N/A
Aims of the Course	Development of language and communication skills for daily and professional use.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-2** **LO-3**	Recognizing text types: Reading examples of informative texts. Determining the purpose of the text.	Lecture, Question & Answer
Week - 2	**LO-2** **LO-3**	Reading and comprehension of informative texts. Reading texts regarding the areas of computer use. Answering 5W1H questions. Determining the main topic.	Lecture, Question & Answer
Week - 3	**LO-3** **LO-4** **LO-6**	Reading and comprehending informative texts. Free writing exercises based on texts regarding the areas of computer application. Writing and reviewing texts consisting of introduction, body, and conclusion sections.	Lecture, Question & Answer, Discussion
Week - 4	**LO-3** **LO-4**	Narrative texts: Reading and comprehending a text about the internship experience of a youth studying Computer Operation. Identifying the characters, setting, time, and plot. Sequencing and retelling the events.	Lecture, Question & Answer, Discussion, Case Study
Week - 5	**LO-3** **LO-4** **LO-5** **LO-6**	Narrative texts: Writing a free-form narrative about the internship experience of a youth studying Computer Operation. Reviewing the text and evaluating it in terms of spelling and grammar rules.	Lecture, Question & Answer, Discussion, Demonstration and Practice
Week - 6	**LO-5** **LO-6**	Creating text from visuals. Examining visuals of a sequential event. Constructing sentences appropriate to the visuals and organizing these sentences into a meaningful paragraph. Correcting spelling and expression errors in the created text.	Lecture, Question & Answer, Discussion, Demonstration and Practice

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Week - 7	LO-5 LO-6	Written expression and text editing: Constructing paragraphs from jumbled sentences, determining cause-effect and semantic relationships between sentences, correcting spelling errors, and identifying expression defects.	Lecture, Question & Answer, Discussion, Demonstration and Practice
Week - 8	LO-3 LO-4 LO-6	Reading and comprehension of professional texts: Reading and comprehending informative texts regarding computer hardware. Identifying professional terminology, answering questions related to the text, and constructing sentences containing professional terms.	Lecture, Question & Answer, Discussion
Week - 9	LO-5 LO-6	Writing informative texts on professional subjects: Drafting a free-writing piece on computer hardware. Correcting linguistic and narrative errors in the text. Using professional terminology appropriately, and evaluating the text in terms of content and orthographic rules.	Lecture, Question & Answer, Discussion, Demonstration and Practice
Week - 10	LO-6 LO-7	Professional text reading and comprehension: Reading and comprehending informative texts regarding computer hardware. Identifying professional terminology, answering questions related to the text, and constructing sentences containing professional terms.	Lecture, Question & Answer, Discussion, Document/Text/Data Analysis
Week - 11	LO-2 LO-3 LO-4 LO-5	Creating a story and determining story criteria to prepare a news report for the school newspaper. Planning the introduction, body, and conclusion of the news report by utilizing the 5W1H questions. Writing the headline.	Lecture, Question & Answer, Brain Storming
Week - 12	LO-2 LO-3 LO-4 LO-5	Creating a story and determining story criteria to prepare a news report for the school newspaper. Planning the introduction, body, and conclusion sections of the news report by utilizing the 5W1H questions. Writing the headline.	Lecture, Question & Answer, Discussion, Brain Storming, Demonstration and Practice, Document/Text/Data Analysis
Week - 13	LO-2 LO-3 LO-4 LO-5 LO-6	Final editing of the written submissions from those selected for the school newspaper.	Lecture, Question & Answer, Discussion, Brain Storming, Demonstration and Practice, Document/Text/Data Analysis
Week - 14	LO-2 LO-3 LO-4 LO-5 LO-6	Final editing of the written submissions selected for the school newspaper.	Lecture, Question & Answer, Discussion, Demonstration and Practice, Document/Text/Data Analysis

Learning Outcomes

#	Learning Outcome
1	The student can determine the appropriate text type by evaluating text types in terms of purpose, content, structure, and target audience.
2	Evaluates the text in terms of purpose, content, and structure; makes inferences from the text and expresses their evaluation through oral, written, and/or sign language.
3	The student can express the core content of the text through oral, written, and/or sign language by restructuring it in accordance with its purpose and target audience.
4	The student can select the appropriate text type according to the purpose of communication and the target audience, plan its content, and create and write original texts in accordance with the characteristics of the genre.
5	The student evaluates their written text in terms of content, structure, semantic connections, and communicative purpose, and reorganizes it by making the necessary corrections.
6	The student can evaluate professional terms in terms of definition, function, and context of use, and select the appropriate term according to the purpose of communication.
7	Selects professional terminology appropriate to the purpose of communication, subject, person, and environment, and expresses it through speaking, writing, and/or sign language.

Sustainable Development Goals

✓ Quality Education

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)	1.00	14	14
Ödevler	2.00	4	8
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	3.00	1	3
Final Sınavı Hazırlığı (sınav süresi dahil)	3.00	1	3
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

✓ Open-Ended Test ✓ Multiple Choice Test ✓ True-False Test ✓ Fill-in-the-Blank Test ✓ Oral Examination ✓ Homework ✓ Take Home Exam