Course Syllabus

Code - Course Title	**TÜR228 - Writing and Speak. Skills 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)	PROF. DR. GÜZİN KARASU SİVAS

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	None. Course notes are produced by the instructor on a semester basis, according to the students' language levels and needs.
Work Placement	N/A
Aims of the Course	Development of daily and professional language and communication skills

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Describing a process through spoken language/sign language and/or writing: “What did I do during the holiday?” Whole-class collaborative writing Text structure features: characteristics of the title, introduction, body, and conclusion paragraphs Introduction to Career Planning and Job Application Processes: What are a portfolio and job application documents?	
Week - 2		Gap-filling activity based on a process description text Asking and answering oral and written questions about the text Providing information about the content of a job application portfolio Examining sample CVs: identifying the common features of CVs CVs related to Computer Operation; study of occupational terminology	
Week - 3		Text Type: Job Advertisements Examining job advertisements related to Computer Operation Study of general concepts in advertisements and occupational terminology related to Computer Operation Activities related to sections, sentences, and sentence structure in advertisements Activities related to Computer Operation and newly learned vocabulary: recognition, term matching, defining, gap-filling, true-false, and question-answer activities	

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 4		Review of general concepts in advertisements and occupational terminology related to Computer Operation Comparing job advertisements and CVs; identifying the main headings in CVs Examining a blank and a completed vocational education CV sample: rules to consider when completing a CV and ways of presenting information Information/terminology related to Computer Operation in the CV; expressions related to hearing impairment Examining CV design samples	
Week - 5		Students prepare, review, and finalize vocational education CV samples Adding the CV to the student portfolio Informative text describing, in sequence, an event related to the CV preparation process	
Week - 6		Students prepare, review, and finalize vocational education CV samples Adding the CV to the student portfolio Informative text describing, in sequence, an event related to the CV preparation process	
Week - 7		Examining sample job application forms: identifying the common features of forms Job application forms; study of occupational terminology Writing, as a whole class, an informative comparison text identifying the similarities and differences between CVs and job application forms; individual writing and editing Students write the text individually Individual writing correction: sentence structure and vocabulary activities	
Week - 8		Students complete, review, and finalize a sample job application form Adding the form to the student portfolio Whole-class collaborative writing, individual writing, and editing of an informative text related to the content of a job application form	
Week - 9		Biography Reading Comprehension	
Week - 10			
Week - 11			
Week - 12			
Week - 13		Publishing, Sharing his/her own text in class or on school board . Shares written-spoken discourse in different target groups (with friends, family, teachers etc.). Shares written-spoken discourse different environments (Internet)	
Week - 14			

Learning Outcomes

#	Learning Outcome
1	The student can define words used in professional and everyday language both in writing and orally.
2	The student can identify the sections and the genre of the text they have read.
3	The student can identify the main and supporting ideas of the text they read.

Learning Outcomes

#	Learning Outcome
4	The student can plan the text they will write by considering the characteristics of the different sections of the writing.
5	The student can write a text by determining the appropriate writing genre based on the purpose of writing.
6	The student can correctly apply syntax and spelling rules in their written texts.
7	The student can ask and answer questions using various interrogative words and question particles.

Sustainable Development Goals

✓ Quality Education

Course Theme

✓ Educational Sciences and Educational Technologies

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	3.00	14	42
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0.30	14	0
Ödevler	0.30	10	0
Proje - Rapor - Sunum Hazırlama	0.00	0	0
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

✓ Open-Ended Test ✓ Homework