

SYLLABUS
VOCATIONAL SCHOOL
MEDICAL DOCUMENTATION AND SECRETARIAL

Course Code	Course Title		Credits	ECTS Value
TRK 104	Turkish II		(2-0-2)	3
Prerequisite Courses:	None			
Course Language:	Turkish	Course Delivery Mode:	Online	
Course Type and Level:	Compulsory / Associate Degree/ Spring Semester			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Asst. Prof. Dr. Birsel Çağlar Abiha		Fri. 09.00-10.30	Thu. 13.00-15.00	birselcaglarabiha@cag.edu.tr
Course Coordinator:	Asst. Prof. Birsel Çağlar Abiha			
Course Objectives				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	knows the simplification process of Turkish.	1,4, 5,6	4
	2	detects and corrects expression errors.	1, 4,5	4, 5
	3	analyzes and interprets literary and informative texts.	2,3,5	5
	4	identifies and distinguishes oral and written expression types.	1, 3, 5	4
	5	applies presentation techniques and diction rules.	1, 5, 10	5
	6	develops academic and professional presentation skills.	1, 5, 6	5
	7	produces original written and oral texts in various genres.	1, 5, 10	4, 5
Course Content:	This course focuses on the simplification process of Turkish and to enhance students' oral and written expression skills and enable them to use Turkish effectively and accurately. It also aims to help students recognize, analyze, and present various types of literary and informative texts.			
Course Schedule (Weekly Plan)				
Week	Topic	Preparation	Teaching Methods and Techniques	
1	Intro to language simplification and issues	None	Lecture, Brainstorming, Discussion	
2	Expression errors I	Article review	Questions and Answers, Discussion	
3	Expression errors II	Article review	Questions and Answers, Discussion	

4	Basic principles of written and oral expression	Preparation from source books and lecture notes	Lecture, Practical Work
5	Writing modes and techniques for idea development	Reference book, Presentation	Lecture, Practical Work
6	Written expression I: Literary texts	Reference book	Lecture, Questions and Answers
7	Written expression I: Types of literary texts	Reference book, Supplementary resources	Lecture, Questions and Answers
8	Midterm Exam		
9	Midterm Exam		
10	Written expression II: Didactic texts	Reference book, supplementary resources, lecture notes	Lecture, Questions and Answers
11	Written expression II: Types of didactic texts	Reference book, supplementary resources, lecture notes	Lecture, Questions and Answers
12	Types of verbal expression I	Lecture notes	Practical Work
13	Types of verbal expression I	Reference book, supplementary resources, Turkish Language Association website	Lecture, Questions and Answers, Practical Work
14	Presentation and speaking techniques	Reference book, supplementary resources, Turkish Language Association website	Lecture, Questions and Answers, Practical Work
15	Diction, emphasis, intonation	Lecture notes	Lecture ,Practical Work
16	Sample exercise	Lecture notes	Practical Work
17	Final Exam		
18	Final Exam		

Course Resources

Textbook:	Aksoy, Ömer Asım (1990). <i>Dil Yanlışları</i> . Ankara: Emel Matbaacılık. Çotuksöken, Yusuf (2001). <i>Üniversite Öğrencileri İçin Uygulamalı Türk Dili I, II</i> . İstanbul: Papatya Yayıncılık. Demir, Nurettin-Emine Yılmaz (2003). <i>Türk Dili El Kitabı</i> . Ankara: Grafiker Yayınları.
Recommended References:	Eker, Süer (2010). <i>Çağdaş Türk Dili</i> . Ankara: Grafiker Yayınları. Odacı, Serdar (Ed.) (2008). <i>Dil ve Anlatım</i> . Konya: Tablet Yayınları. Türk Dil Kurumu İnternet Sitesi. TÜBİTAK Sunum El Kitabı.

Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	40%	
Final	1	60%	

ECTS Table

Content	Number	Hours	Total
Course Duration	14	2	28
Out-of-Class Study	14	2	28

Midterm Exam	1	9	9
Final Exam	1	12	12
Total:			77
Total / 30:			77/30=2.5
ECTS Credit:			3