

VOCATIONAL WRITING APPLICATIONS II

1	Course Title:	VOCATIONAL WRITING APPLICATIONS II	
2	Course Code:	TDSZ206	
3	Type of Course:	Compulsory	
4	Level of Course:	Short Cycle	
5	Year of Study:	2	
6	Semester:	4	
7	ECTS Credits Allocated:	2.00	
8	Theoretical (hour/week):	1.00	
9	Practice (hour/week):	2.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	None	
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr. Gör. FİKRET CEYLAN	
15	Course Lecturers:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları	
16	Contact information of the Course Coordinator:	Öğr. Gör. Fikret CEYLAN e-posta: fceylan@uludag.edu.tr Tel: (0224) 294 24 91	
17	Website:	https://bilgipaketi.uludag.edu.tr/Ders/IndexENG/1381872	
18	Objective of the Course:	To provide the student with the ability to write fast and error-free writing on the computer and to write types of correspondence, resumes and scientific theses	
19	Contribution of the Course to Professional Development:	Provides an important advantage by successfully writing professional correspondence, resume and scientific theses	
20	Learning Outcomes:		
		1	Students develop a keyboard without looking at the ten-finger typing method
		2	Learn the rules of the official correspondence and official correspondence in accordance with the rule writer
		3	Business letters learns.The average, block letters and writes letters according to TSE standards
		4	Learns and writes special writing types
		5	Learn and writes Amerikan Block Letter types
		6	Learn to write their own CV statement prepare CVs, and computer
		7	Learns the rules of thesis writing and shaping them with all the details of a thesis writer
		8	
		9	
		10	
21	Course Content:		
		Course Content:	
Week	Theoretical	Practice	

1	1 - KEYBOARD a) Rework keyboard keys b) Correct and fast typing exercises on the keyboard	Correct and fast typing exercises on the keyboard
2	2- CORRESPONDENCE TYPES A) Official correspondence General introduction, rules and types	Official correspondence
3	-Official correspondence	Writing exercises for official correspondence
4	-Petition	Writing exercises for official correspondence
5	-Record, report, etc. types of official correspondence	Official correspondence, applications,
6	B) BUSINESS LETTER Types of Turkish Letter -Turkish Block Letter	Turkis Letters Turkish Block Letter
7	-Turkish Average Letter	Turkish Average Letter
8	American Block Letter	American Block Letters writing exercises
9	C) SPECIAL CORRESPONDENCE -Special Letters	Special Letters writing exercises
10	-Curriculum Vitae (CV)	CV writing exercises
11	Curriculum Vitae (CV)	CV writing exercises
12	3- THESIS WRITING WORKS a) Examination of the rules of thesis writing b) Write on the computer - Outer cover page - Inner cover page - Preface -Summary - Abstract - Table of Contents	Writing of the thesis parts
13	Tables - Figures - Abbreviations - Introduction	Writing of the thesis parts
14	- Text-to-body part - Bibliography - Acknowledgements writing pages	Writing of the thesis parts
22	Textbooks, References and/or Other Materials:	Main Source: --- Assistant Source: -Inst.Fikret CEYLAN, Vocational Writing Applications-II Course Lecture Notes -Official Correspondence Rules -Directive on Health Reports
23	Assesment	
TERM LEARNING ACTIVITIES		NUMBE R
		WEIGHT
Midterm Exam		1
Quiz		0
Home work-project		0
Final Exam		1
Total		2
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00
Measurement and Evaluation Techniques Used in the Course		Measurement and evaluation is carried out according to the principles of Bursa Uludağ University Associate and Undergraduate Education Regulation
24	ECTS / WORK LOAD TABLE	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	1.00	14.00
Practicals/Labs	14	2.00	28.00
Self study and preperation	12	1.00	12.00
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	5.00	5.00
Others	0	0.00	0.00
Final Exams	1	5.00	5.00
Total Work Load			64.00
Total work load/ 30 hr			2.13
ECTS Credit of the Course			2.00

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	3	5	0	0	0	0	0	5	0	5	0	5	0	0	0	0
ÖK2	3	5	0	0	0	0	0	5	0	5	0	0	0	0	0	0
ÖK3	3	5	0	3	0	0	0	5	0	5	0	0	0	0	0	0
ÖK4	3	5	0	0	0	0	0	5	0	5	0	0	0	0	0	0
ÖK5	3	5	5	3	0	0	0	5	0	5	0	0	0	0	0	0
ÖK6	3	5	5	3	0	0	0	4	0	5	0	0	0	0	0	0
ÖK7	3	5	5	0	0	0	0	5	0	5	0	0	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			