

VOCATIONAL WRITING APPLICATIONS I

1	Course Title:	VOCATIONAL WRITING APPLICATIONS I
2	Course Code:	TDSZ205
3	Type of Course:	Compulsory
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	3
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. Fikret Ceylan
15	Course Lecturers:	
16	Contact information of the Course Coordinator:	fceylan@uludag.edu.tr (0 224) 2942491
17	Website:	
18	Objective of the Course:	Upon successful completion of this course, each student learns the keyboard without looking at the ten-finger typing methods. Learn to write petition to the Prime Minister according to the principles and with TSE standards. Learns writing Manüskri. The report recognizes the typing and their ability to write all kinds of official reports.
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	
	1	Students develop a keyboard without looking at the ten-finger typing method.
	2	Students organize petitions according to TSE standards and principles of the Prime Minister.
	3	Students petition to the desired error-free and according to the rule writer on any subject.
	4	Learns Manüskri types Simple manüskri, depending on the top and side depending on the types of manüskri writer.
	5	Types of amorphous and irregular shape or letter of the manüskri.
	6	Students learn to Medical Reports and understand the importance of medical reports.
	7	Medical reports in accordance with the rule writer.
	8	
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21	Course Content:	
	Course Content:	
Week	Theoretical	Practice

1	1 - KEYBOARD REPEAT a) Repetition of the keyboard b) Numbers, repetition of signs and symbols c) Simple text studies, and clear writing activities to increase the speed	Keyboard repeat Fast and accurate written work		
2	2-PETITION a) Information about the Information Act and Right to Petition. According to TSE rules for writing a petition.	According to TSE standards writing petitions (Block)		
3	b) According to the principles of the Prime Minister (the official standards of writing) a petition rules and practices	Official petition letter writing standards (Average petition)		
4	The work of petition written for different compositions and shapes.	The petition to create the text and write operations		
5	3- MANUSKRI a) Simple manuskri concept and writing (Simple manuskri)	Simple Manuskri		
6	(Depending on the side manuskri)	Writing activities to the side manuskri		
7	(Top Manuskri attached) - Midterm	Writing activities to top manuskri		
8	4- MEDICAL REPORTS a) Epicrisis Epicrisis concept and writing applications epicrisis	Writing applications Epicrisis		
Activites		Number	Duration (hour)	Total Work Load (hour)
11	d) Report of Board of Health information on hunting and writing exercises	Report writing	1.00	14.00
Practicals/Labs		14	2.00	28.00
Self study and preparation		0	0.00	0.00
Homeworks		1	10.00	10.00
Projects		0	0.00	0.00
Field Studies		0	0.00	0.00
13	j) Autopsy Report	Autopsy, Biopsy, and Radiological reports writing on	5.00	5.00
Others		0	0.00	0.00
14	m) Forensic Reports	Forensic report writing	5.00	5.00
Total Work Load				62.00
22	Textbooks, References and/or Other Materials	Main Source:--- Assistant Source:---		2.07
ECTS Credit of the Course				2.00
		books -Keyboarding, Öznur Koc M.,Tarhan Öztoprak -Inst.Fikret CEYLAN, Vocational Writing Applications Course Lecture Notes		
23	Assesment			
TERM LEARNING ACTIVITIES		NUMBE R	WEIGHT	
Midterm Exam		1	30.00	
Quiz		0	0.00	
Home work-project		1	10.00	
Final Exam		1	60.00	
Total		3	100.00	

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	
24	ECTS / WORK LOAD TABLE

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	0	3	0	0	0	5	0	5	0	0	0	0	0	0
ÖK6	3	5	5	0	0	0	0	5	5	5	0	0	0	0	0	0
ÖK7	3	5	5	0	0	0	0	5	5	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							