



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Turkish Language I							
Course Code		TD103		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This course aims to teach students the basic skills of understading and expression, allow reading and analysis of texts, teach the methods of preparing projects and useful methods of preparing essays and presentations and also to allow the students to acquire the ability to correctly use Turkish in terms of language- thought in written and verbal expressions.							
Course Content		Types and features of written and verbal expressions, presentations of their samples, problems with expression and sentence structure in Turkish.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Individual Study					
Name of Lecturer(s)									

Prerequisites & Co-requisites

Equivalent Course	TD101
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Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Final Examination	1	100

Recommended or Required Reading

1	Prof. Dr. Gürer Gülsevin, Doç. Dr. Erdoğan Boz, Türk Dili ve Kompozisyon I-II , Tablet Yayınları, Konya 2006.
2	Süer Eker, Çağdaş Türk Dili, Grafiker Yayınları, İstanbul, 2006
3	Prof. Dr. Muharrem Ergin, Türk Dil Bilgisi, Bayrak Yayınları, İstanbul, 2006
4	Yazım Kılavuzu TDK Yayınları, Ankara 2008.

Week	Weekly Detailed Course Contents	
1	Theoretical	Definition of language, basic characteristics of Turkish language, language-culture relation and language culture carrier characteristic. The difference of speech and writing.
2	Theoretical	The place and characteristics of Turkic people among the world languages, the historical periods and important works of Turkish language.
3	Theoretical	Punctuation marks: The use and importance of punctuation marks.
4	Theoretical	Writing rules: Writing some additions and prepositions. Custom names, numbers, spelling of quotes. Places where upper and lower case letters are used
5	Theoretical	Official correspondence: Petition, minutes. Practice on these types
6	Theoretical	Official correspondence. Report, business letter, essay. Practice on these species.
7	Theoretical	Current expression disturbances at word level.
8	Theoretical	Expression disturbances at sentence level.
9	Theoretical	Creating paragraphs I
10	Theoretical	Paragraph creation II
11	Theoretical	Paragraph analysis.
12	Theoretical	Creating text about the field
13	Theoretical	Review of criticism and evaluation writing.
14	Theoretical	Writing criticism and evaluation writing.



15	Theoretical	Final exam
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Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	6	1	7
Individual Work	2	2	2	8
Final Examination	1	6	1	7
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To be able to obtain general information about essays and skills of planning to be used in essay writing
2	To be able to use words and word groups in an effective way in written and verbal expressions
3	To be able to understand the importance of correct word order in Turkish
4	To be able to apply problem-solving methods to chosen sentences and pieces from works of literature and books
5	To be able to learn the defining characteristics of literature and distinguish the similarities and differences of these types
6	To gain the ability to use Turkish as a tool for written and verbal expressions
7	1. To learn that Turkish is one of the world's important languages and examples of important literary works in this language
8	To allow active participation in their educational period by giving responsibility

Programme Outcomes (Medical Documentation and Secretarial Practices)

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7	L8
P5	5	5	5	5	5	5	5	5
P7	4	4	4	4	4	4	4	4
P10	3	3	3	3	3	3	3	3
P13	2	2	2	2	2	2	2	2

