



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

| | | | | | | | | | |
|--|---|---|------------|--|---|----------------------------------|---|------------|---|
| Course Title | | Debating Techniques | | | | | | | |
| Course Code | | TS073 | | Course Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 3 | Workload | 76 (Hours) | Theory | 2 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | execution logic of different opinions on any subject, theses, events and statistical information to the defense, the development of antithesis to opposing views. | | | | | | | |
| Course Content | | Reasoning, gain defense skills, effective communication | | | | | | | |
| Work Placement | | N/A | | | | | | | |
| Planned Learning Activities and Teaching Methods | | | | Explanation (Presentation), Demonstration, Discussion, Case Study, Problem Solving | | | | | |
| Name of Lecturer(s) | | | | | | | | | |

Assessment Methods and Criteria

| Method | Quantity | Percentage (%) |
|---------------------|----------|----------------|
| Midterm Examination | 1 | 40 |
| Final Examination | 1 | 70 |

Recommended or Required Reading

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| 1 | Lecture notes |
|---|---------------|

| Week | Weekly Detailed Course Contents | |
|------|---------------------------------|---|
| 1 | Theoretical | Selecting the language and style |
| 2 | Theoretical | The choice of examples to refute ideas and against the thesis |
| 3 | Theoretical | The best way to convince and effectively arguing |
| 4 | Theoretical | Open Thread, expansion, sampling and recovery |
| 5 | Theoretical | appropriate content intonation, choosing to emphasize |
| 6 | Theoretical | provide technical content without looking at the text |
| 7 | Theoretical | use appropriate vocabulary and concepts correctly |
| 8 | Intermediate Exam | Midterm |
| 9 | Theoretical | The selection of appropriate wording and sentence |
| 10 | Theoretical | Using body language correctly and properly |
| 11 | Theoretical | Use time efficiently and in accordance with the time |
| 12 | Theoretical | Debate competition |
| 13 | Theoretical | Debate competition |
| 14 | Theoretical | Debate competition |
| 15 | Theoretical | Debate competition |

Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|---------------------------------------|----------|-------------|----------|----------------|
| Lecture - Theory | 14 | 0 | 2 | 28 |
| Assignment | 10 | 3 | 1 | 40 |
| Midterm Examination | 1 | 2 | 2 | 4 |
| Final Examination | 1 | 2 | 2 | 4 |
| Total Workload (Hours) | | | | 76 |
| [Total Workload (Hours) / 25*] = ECTS | | | | 3 |

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

| | |
|---|--------------------------------|
| 1 | effective use of body language |
| 2 | Leadership feature win |
| 3 | express themselves |



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|---|--|
| 4 | Use time effectively |
| 5 | It contributes to one's self-confidence. |

Programme Outcomes (Medical Documentation and Secretarial Practices)

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|----|---|
| 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 |
|-----|----|----|----|----|
| P5 | 4 | 4 | 4 | 4 |
| P7 | 4 | 4 | 4 | 4 |
| P9 | 4 | 4 | 4 | 4 |
| P12 | 2 | 2 | 2 | 2 |
| P17 | 3 | 3 | 3 | 3 |

