

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**COURSE SYLLABUS FORM
2022-2023 SPRING**

ARAB 102 Introduction to Arabic II							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Introduction to Arabic II	ARAB 102	2	3	0	0	3	4

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Problem Solving, Teamwork.

Course Objective
This course aims to develop Arabic literacy skills, increase daily Arabic speaking idioms and use these learned idioms in practice. It also aims to bring the Arabic level to the beginner 3 and to raise the students to the level where they can improve their Arabic with their own studies in later times.

Learning Outcomes
Candidates who successfully complete this course should be able to:
1. To be able to read Arabic texts, Increasing the ability to distinguish sounds in Arabic and using them correctly.
2. To know and use the terms of greeting, meeting and farewell.
3. To be able to recognize masculine and feminine words in Arabic.
4. To be able to recognize the nominal sentences in Arabic and to construct simple nominal sentence
5. To be able to recognize the verb sentences in Arabic and to construct simple verb sentence with past tense verbs.
6. To be able to use frequently used expressions and sentences in many environments.

Course Outline
Improving Arabic writing and reading skills. To know the Arabic practical conversational expressions and applying them in daily conversation. To be able to ask simple questions in Arabic and to answer the questions correctly. To construct simple verb sentence with past tense verbs.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	<ul style="list-style-type: none"> - Presentation of the course. - Repetition of the topics learned in the previous semester. - Arabic reading exercises. 	<ul style="list-style-type: none"> - Silsiletü'l lisan, Book 1, p. 18,19 - Arapça Seçme Fıkralar, p.1-5

2	- Simple Arabic expressions. - The expressions of greeting, meeting and leave taking.	- Silsiletü'l lisan Book 1, p. 18,19 - Silsiletü'l lisan Book 1, p. 22, 23
3	- Nominal sentence. - Verb sentence. - Differences between nominal and verb sentence.	- Series for teaching Arabic to non-native speakers, Unit 1 - Arapçayı Öğreten Kitap, p.143 - Arapçayı Öğreten Kitap, p.153
4	- Simple nominal sentences. (Masculine form)	- Series for teaching Arabic to non-native speakers, Unit 1 - Arapçayı Öğreten Kitap, p.143
5	- Simple nominal sentences. (Feminine form)	- Series for teaching Arabic to non-native speakers, Unit 2 - Arapçayı Öğreten Kitap, p.143
6	- Adverbs of time.	- Silsiletü'l lisan Book 1, p. 22,29 - Arapçayı Öğreten Kitap, p. 89 - Series for teaching Arabic to non-native speakers, Unit 9
7	- Adverbs of place.	- Silsiletü'l lisan Book 1, p. 38,43 - Arapçayı Öğreten Kitap, p.77 - Series for teaching Arabic to non-native speakers, Unit 10
8	– MIDTERM EXAM	
9	- Vocabulary and writing practice. - Repetition of practical Arabic phrases and working with students. - Greetings, farewells, self-expression in Arabic	- Write the words that we studied in previous term in your notebook - Arapça Seçme Fıkralar - Arapça Günlük Konuşmalar
10	- Verb Sentence. (subject and verb)	- Series for teaching Arabic to non-native speakers, Unit 8 - Arapçayı Öğreten Kitap, p. 153-160
11	- Subject and verb in a verb sentence	- Series for teaching Arabic to non-native speakers, Unit 8 - Arapçayı Öğreten Kitap, p. 153-160
12	- Past Tense Verb Conjugations in Arabic	- Series for teaching Arabic to non-native speakers, Unit 16,15 - Arapçayı Öğreten Kitap, p.161-170 - Arapça Günlük Konuşmalar
13	- Arabic Past Tense Verbs (Singular / Male)	- Series for teaching Arabic to non-native speakers, Unit 14 - Arapçayı Öğreten Kitap, p.161-170 - Arapça Günlük Konuşmalar
14	- Arabic Past Tense Verbs (Singular / Female)	- Series for teaching Arabic to non-native

		speakers, Unit 14 - Arapçayı Öğreten Kitap, p.161-170 - Arapça Günlük Konuşmalar
15	- Arabic Past Tense Verbs (Plural)	- Series for teaching Arabic to non-native speakers, Unit 15 - Arapçayı Öğreten Kitap, p.161-170 - Arapça Günlük Konuşmalar
16	FINAL EXAM	

Textbook (s)/References/Materials:		
Textbook: No specific course book will be followed. Course materials are to be provided by the course instructor.		
Supplementary References:		
<ul style="list-style-type: none"> - Silsiletü'l lisan (Mother Tongue Center, Abu Dhabi, U.A.E.) - Series for teaching Arabic to non-native speakers (Al al-Bayt University, Jordan) - Arapçayı Öğreten Kitap (Prof.Dr. Mehmet Maksutoğlu) - Arapça Seçme Fıkralar (Musa Yıldız, Hayrullah Çetinkaya) - Arapça Günlük Konuşmalar 		
Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Classroom and application performance grade		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	40
General Exam / Final Jury	1	60
	Total	100
Success Grade Contribution of Semester Studies		40
Success Grade Contribution of End of Term		60
	Total	100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week: 16 x total course hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	3	48
Presentation / Seminar Preparation			
Projects			
Reports			
Homework	4	4	16
Quizzes / Studio Review			
Preparation Time for Midterm Exam / Midterm Jury	1	4	4
Preparation Period for the Final Exam / General Jury	1	4	4
Total Workload/25 hours	(120/25 = 4.8)		
ECTS	4		

Relationship Between Course Learning Outcomes and Program Competencies

No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	To be able to read Arabic texts, Increasing the ability to distinguish sounds in Arabic and using them correctly.					X
LO2	To know and use the terms of greeting, meeting and farewell.					X
LO3	To be able to recognize masculine and feminine words in Arabic.					X
LO4	To be able to recognize the nominal sentences in Arabic and to construct simple nominal sentence					X
LO5	To be able to recognize the verb sentences in Arabic and to construct simple verb sentence with past tense verbs.					X
LO6	To be able to use frequently used expressions and sentences in many environments					X

Relationship Between Course Learning Outcomes and Program Competencies

Nu	Program Competencies	Learning Outcomes							Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	LO7	
1	Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting.		X		X	X		X	4



2	Evaluate, follow, absorb and transfer new information in the field of international trade.	x		x		x			3
3	Conduct market research, carry out projects and develop strategies for a business to open up to international markets.	x	x				x		3
4	Use knowledge of national and international trade law and legislation in the management of international commercial operation processes.	x				x			2
5	Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning.	x		x	x	x			4
6	Have the ability to apply her theoretical knowledge in real life, with the experience she will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics.	x	x						2
7	Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations.	x		x		x	x		4
8	Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge	x	x						2
9	Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the enterprise in the field of foreign trade and finance.	x						x	2
10	Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field.	x	x		x				3
11	Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English.	x				x			2
12	Gain professional competencies to take charge in national and international businesses, public and private sector organizations	x	x				x		3
13	Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions.	x							1

Total Effect	35
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Policies and Procedures
<p>Web page: https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209 https://www.ostimteknik.edu.tr/international-trade-and-finance-232</p>
<p>Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.</p>
<p>Assignments: Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.</p>
<p>Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.</p>
<p>Projects: Not applicable.</p>
<p>Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.</p>
<p>Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.</p>