

**OSTİM TECHNICAL UNIVERSITY  
DEPARTMENT OF COMMON COURSES**

**COURSE SYLLABUS FORM  
2022-2023 SPRING**

<b>ITF102 Introduction to Business</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Applicati on</b>	<b>Laborato ry</b>	<b>Credi t</b>	<b>ECTS</b>
Turkish Language for Foreign Students II	TLF 102	2	4	0	0	4	4

<b>Language of Instruction</b>	Turkish
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Direct Instruction, Question & Answer, Implementation, Assingment, Role-Play, Extracurricular Activities

<b>Course Objective</b>	
<p>To make the life of international students easier in the country they live in by teaching them the basic structures of Turkish language; to provide them the opportunity to express themselves in Türkiye by emphasizing speaking skills. To contribute to their academic skills in Turkish by improving their writing and listening skills. In addition, to enable students from different countries to get to know each other more closely and have fun learning in harmony by bringing them together in this course with a focus on Turkish language and its culture.</p>	

<b>Learning Outcomes</b>	
<p>On successful completion of this course, candidates should be able to:</p> <ol style="list-style-type: none"> <li>1. Meslekler hakkında bilgi sahibi olur.</li> <li>2. Hobilerinden bahsedebilir. İlgi alanları hakkında sorular sorup, cevaplar verebilir ve kısa yazılar yazabilir</li> <li>3. Vücudun bölümlerini bilir, temel sağlık problemlerini ifade edebilir.</li> <li>4. Ulaşımında kullanılan temel kalıplarla ilgili sorular sorabilir ve bunlara cevap verebilir.</li> <li>5. Genel alanlardaki (hastane, havaalanı vd.) görsel ve işitsel yönlendirmeleri anlayabilir.</li> <li>6. Basit ifadelerle günlük hayat hakkında kısa metinler yazabilir ve günlük deneyimlerini temel düzeyde anlatabilir.</li> <li>7. Alışverişe ilişkin temel soru ve kalıp ifadeleri anlayabilir ve kullanabilir.</li> <li>8. Teknolojik araçlardaki temel komutları anlayabilir.</li> <li>9. Özel günler ve bu günlerle ilgili temel kavramları anlayabilir ve bununla ilgili basit metinler yazabilir.</li> <li>10. Kısa ve basit ifadelerle posta ve e-postalar yazabilir.</li> </ol>	

11. İstek, rica, yardım, dilek ifadelerini kullanabilir.

### Course Outline

In combination with Turkish for Beginners , this course introduces students to the basics of Turkish language and Turkish culture. The aim of the course is to develop communication skills in everyday life and simple situations. The course proposes a full competence in communication strategies

and not only a linear assimilation of grammatical knowledge.

Weeks	Topics	Preparation Studies
1	Daily Life and Plans	<ul style="list-style-type: none"> <li>– What do we do in a day?</li> <li>– Noun Compounds (Definite Noun Compounds, Indefinite Noun Compounds, and their differences), possessive suffix</li> </ul>
2	Jobs	<ul style="list-style-type: none"> <li>– Professions their duties</li> <li>– Multiple Compounds</li> </ul>
3	Body Parts	<ul style="list-style-type: none"> <li>– Body Parts</li> <li>– Illnesses, Patient-Doctor Dialogues</li> </ul>
4	Hobbies	<ul style="list-style-type: none"> <li>– Talking about hobbies</li> <li>– Create a text about interests</li> </ul>
5	Transportation	<ul style="list-style-type: none"> <li>– Means of transportation</li> <li>– Suffix +ki and its functions (relative pronoun; derivational morpheme)</li> </ul>
6	Social Life	<ul style="list-style-type: none"> <li>– Social norms</li> <li>– Rules for School and Daily Life</li> </ul>
7	Weather Forecast	<ul style="list-style-type: none"> <li>– Weather conditions and seasons</li> <li>– What happens in each season?</li> <li>– Form questions with (5Ws1H) and how to answer them</li> </ul>
<b>8</b>	<b>MIDTERM EXAM</b>	
9	Communication	<ul style="list-style-type: none"> <li>– Communication tools</li> <li>– Comparative Adjectives (+den daha)</li> </ul>
10	Technology	<ul style="list-style-type: none"> <li>– Technological Devices</li> <li>– Superlative Adjectives (+en)</li> </ul>
11	Idioms	<ul style="list-style-type: none"> <li>– Time expressions (+den beri, +dır)</li> </ul>
12	Nasıl Giderim?	<ul style="list-style-type: none"> <li>– Giving Directions</li> <li>– Preposition of place and direction</li> </ul>
13	Vacation and Holiday	<ul style="list-style-type: none"> <li>– How to make a vacation or holiday plan and a reservation</li> </ul>

		(applied studies)
14	Special Days ve Celebrations	– Festivals and Celebrations – Celebration Messages
15	General Revision	General Revision
<b>16</b>	<b>FINAL EXAM</b>	

<b>Textbook (s)/References/Materials:</b>		
1.Yunus Emre Enstitüsü (2019) Yedi İklim Türkçe A1		
2.Yunus Emre Enstitüsü (2018).Resimlerle Kelime Öğreniyorum		
<b>Supplementary References:</b> İstanbul Uluslararası Öğrenciler İçin Türkçe Ders Kitabı A1 <a href="https://www.yee.org.tr/tr/yayinlar?k=161&amp;yk=192">https://www.yee.org.tr/tr/yayinlar?k=161&amp;yk=192</a>		
<b>Assessment</b>		
<b>Studies</b>	<b>Number</b>	<b>Contribution margin (%)</b>
Attendance		
Lab		
Classroom and application performance grade		
Field Study		
Course-Specificg Internship (if any)		
Quizzes / Studio / Critical		
Homework		10
Presentation		10
Projects		
Report		
Seminar		
<b>Midterm Exam/Midterm Jury</b>	<b>1</b>	<b>20</b>
<b>General Exam / Final Jury</b>	<b>1</b>	<b>60</b>
	<b>Total</b>	<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		<b>40</b>
<b>Success Grade Contribution of End of Term</b>		<b>60</b>
	<b>Total</b>	<b>100</b>

<b>ECTS / Workload Table</b>						
<b>Activities</b>		<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>		
Course hours (Including the exam week: 16 x total course hours)		16	4	64		
Laboratory						
Application						
Course-Specific Internship						
Field Study						
Study Time Out of Class		16	1	16		
Presentation / Seminar Preparation		1	2	2		
Projects						
Reports						
Homework		4	2	8		
Quizzes / Studio Review		1	2	2		
Preparation Time for Midterm Exam / Midterm Jury		1	4	4		
Preparation Period for the Final Exam / General Jury		1	4	4		
<b>Total Workload/25 hours</b>		<b>(120/25 = 4.8)</b>				
<b>ECTS</b>		<b>5</b>				
<b>Course' Contribution Level to Learning Outcomes</b>						
<b>No</b>	<b>Learning Outcomes</b>	<b>Contribution Level</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>LO1</b>	Acknowledge the basic rules of Turkish language and culture and use them in their daily lives.					X
<b>LO2</b>	Express feelings and thoughts and daily routine at basic level (written/verbal) in Turkish. Understand simple expressions. Do daily tasks (shopping, transportation etc.) using simple and basic expressions.					X
<b>LO3</b>	Know basic concepts related to education and business life and use them when necessary. Distinguish between formal and informal language.					X
<b>LO4</b>	Create texts using past, future and present tense expressions with simple words and sentences, understand these (written/verbal) texts.					X
<b>LO5</b>	Create and understand simple forms, emails and messages.					X

<b>Relationship Between Course Learning Outcomes and Program Competencies</b>							
<b>No</b>	<b>Program Competencies</b>	<b>Learning Outcomes</b>					<b>Total Effect (1-5)</b>
		<b>LO1</b>	<b>LO2</b>	<b>LO3</b>	<b>LO4</b>	<b>LO5</b>	
<b>1</b>	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.						0
<b>2</b>	Evaluate, follow, absorb and transfer new information in the field of international trade.						0
<b>3</b>	Conduct market research, carry out projects and develop strategies for a business to open up to international markets.						0
<b>4</b>	Use knowledge of national and international trade law and legislation in the management of international commercial operation processes.						0
<b>5</b>	Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning.						0
<b>6</b>	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.						0
<b>7</b>	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.						0
<b>8</b>	Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge.						0
<b>9</b>	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.						0
<b>10</b>	Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry	X					1

	out in its field.						
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 and a second foreign language of her choice.	X	X	X	X	X	5
12	Gain professional competencies to take charge in national and international businesses, public and private sector organizations						0
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
<b>Total Effect</b>							7

<b>Policies and Procedures</b>
<b>Web page:</b> <a href="https://www.ostimteknik.edu.tr/ortak-dersler-bolum-baskanligi-2671/3708">https://www.ostimteknik.edu.tr/ortak-dersler-bolum-baskanligi-2671/3708</a>
<b>Exams:</b> 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, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.
<b>Assignments:</b> Quizzes and 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.
<b>Missed exams:</b> 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.
<b>Projects:</b> Not applicable
<b>Attendance:</b> 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.
<b>Objections:</b> 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.