

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
DEPARTMENT OF BUSINESS ADMINISTRATION  
COURSE SYLLABUS FORM**

<b>TUR 101 Turkish I</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Turkish I	TUR 101	2	2	0	0	2	2

<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>	Lecture, Question-Answer, Problem Solving

**Course Objective**

Students gain the basic skills of written expression and comprehension for the students to use the language correctly and effectively consolidate Turkish Turkish and World Theatre with a novel about intellectual knowledge to contribute to the project of writing that will be useful in the methods and techniques of writing and preparing the presentation to provide an understanding of daily life in a job application, interview for a job and texts of expressions that will be required in professional applications such as the creation of technological environment on the use of Turkish to gain the necessary knowledge and skills to ensure that.

**Learning Outcomes**

The students who become successful in this course will be able;

- Have knowledge about the definition of the language, its functions, the main features of the Turkish language.
- Knows the place and characteristic features of Turkish language among world languages.
- Gain the ability to express oneself correctly and effectively in writing. It uses spelling and punctuation rules appropriately in the written texts it creates.
- Creates professional basic texts related to the field. Understands and evaluates texts related to the field.
- Knows and applies the rules of text creation. Develops writing skills and generates written text types and creates official articles (petition, minutes, resume, report).
- Have knowledge about the basic typology of Turkish and world novels and theater and know the basic works. Have knowledge about the relationship between literature and sustainability and know modern perspectives.

### Course Outline

Characteristics of the language and the Turkish language, writing methods and applied studies, punctuation marks and spelling rules, World Turkish novel, theater.

### Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Language, thought and culture	Definition of language, basic characteristics, language-thought relationship, language-culture relationship.
2	The place and features of Turkish	Turkish's place among the world's languages and its characteristic features dec.
3	Punctuation	The use and importance of punctuation marks, common punctuation mistakes, applied studies.
4	Spelling Rules	October rules: The spelling of some suffixes and prepositions. Spelling of special names, numbers, quoted words. Where uppercase and lowercase letters are used. Frequent typos
5	Official Correspondence	Official correspondence: Petition, minutes, e-mail. Application work related to these types.
6	Resmî Yazışmalar	Report, business letter, resume (chronological format, biographical resume). Application studies related to these types
7	Applied Studies	Practical work on official correspondence.
<b>8</b>	<b>MIDTERM EXAM</b>	
9	Creating a Paragraph	Paragraph creation and analysis, current expression disorders (at the lexical level).
10	Creating Text	Rules for composing and composing text from paragraphs, expressive disorders (at the sentence level).
11	Research Methods and Techniques	Research methods and techniques, bibliographic imprint.
12	Creating Field-Oriented Text	Create text related to the field. (Internship report, project application, etc.)
13	Literary Genres Based on Narration	Literary written expression types based on narration (Turkish/world novel and story)
14	Literary Genres Based on Representation	Types of written expression based on performance (Turkish and world theater)
15	Sustainability and literature	The relationship between sustainability and literature, eco-criticism.
<b>16</b>	<b>FINAL EXAM</b>	

**Textbook(s)/References/Materials:**

**Textbook and Supplementary References:**

1. Yakıcı, Ali vd. (2017). Üniversiteler İçin Türk Dili ve Kompozisyon Bilgileri (Ed: V.S.Yelok). Ankara:Gazi Kitabevi.
2. Eker, Süer (2016) Çağdaş Türk Dili. Ankara: Grafiker Yayınları.
3. Ergin, Muharrem (2002). Üniversiteler İçin Türk Dili. Bayrak Yayınları.
4. Özdemir, Emin (1999). Güzel ve Etkili Konuşma Sanatı.

**Other Materials:**

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		
<b>Midterm Exam/Midterm Jury</b>	<b>1</b>	<b>40</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>

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
<b>Course hours (Including the exam week): 16 x total course hours</b>	16	2	32
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
<b>Study Time Out of Class</b>	1	2	2
Presentation / Seminar Preparation	1	4	4
Projects	1	2	2
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury			

Preparation Period for the Final Exam / General Jury	1	10	10
<b>Total Workload</b>	<b>(50/30 = 2)</b>		<b>50</b>

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	Have knowledge about the definition of the language, its functions, the main features of the Turkish language.					X
L02	Knows the place and characteristic features of Turkish language among world languages.					X
L03	Gain the ability to express oneself correctly and effectively in writing. It uses spelling and punctuation rules appropriately in the written texts it creates.					X
L04	Creates professional basic texts related to the field. Understands and evaluates texts related to the field.					X
L05	Knows and applies the rules of text creation. Develops writing skills and generates written text types and creates official articles (petition, minutes, resume, report).					X
L06	Have knowledge about the basic typology of Turkish and world novels and theater and know the basic works. Have knowledge about the relationship between literature and sustainability and know modern perspectives.					X

<b>Relationship Between Course Learning Outcomes and Program Competencies)</b>								
<b>No</b>	<b>Program Competencies</b>	<b>Learning Outcomes</b>						<b>Effect (1-5)</b>
		<b>L01</b>	<b>L02</b>	<b>L03</b>	<b>L04</b>	<b>L05</b>	<b>L06</b>	
<b>1</b>	Know the basic concepts and practical information about the science of business administration and core business activities							
<b>2</b>	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesize the data and find solutions to business related problems							
<b>3</b>	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities			X				1
<b>4</b>	Carry out independent studies in the field by utilizing obtained knowledge and skills			X				1
<b>5</b>	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies			X	X			2
<b>6</b>	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them				X			1
<b>7</b>	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability							
<b>8</b>	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs				X			1
<b>9</b>	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in							

	writing; understand the behaviors and psychology of his/her colleagues							
10	Use the information and communication technologies and computer software required by the field							
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency							
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values							
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization							
14	Give research proposals, be able to design research studies, prepare and present research reports			x				1
15	Manage work time and personal time; fulfil the requirements of his/her duties on time							
16	Have the competence to work in non-governmental organizations, private sector and public entities				x			1
	TOTAL EFFECT							8

Policies and Procedures
<b>Web page:</b> <a href="https://www.ostimteknik.edu.tr/business-administration-1240/907">https://www.ostimteknik.edu.tr/business-administration-1240/907</a>
<p><b>Exams:</b> The exam aims at assessing two dimensions of learning: knowledge of concepts and theories , and the ability to apply this knowledge to a real context and to present effectively to the audience.</p> <p>To verify the first aspect, there is a written exam with open-ended questions and multiple choice text questions on the slides delivered by the teacher. To verify the second aspect, the exam involves the preparation and the presentation of a group work during the course.</p> <p>The overall rating is the arithmetic mean of the results of the two audits.</p>
<p><b>Assignments :</b>The assignments should be prepared in an article format. In this format the chapters will be like that: 1- Abstract 2- Introduction 3- Research Background and Literature review 4- Discussions and Implications 5- Conclusion. Scientific Research Ethic Rules are very important while you are preparing assignments. Every student should be careful about citing and references. No permission for applying "cut-copy-paste" behavior in your assignments . Read the literature which is about the topic than define it with your own sentences and cite it after you write your own sentences. You know that plagiarism is really an inexcusable scientific crime.</p>
<p><b>Missed exams:</b> If any student miss any exam the student needs to bring official report to be able to have a second chance for make-up exam. No other excuse will be admitted .</p>
<p><b>Projects:</b> The project studies should be performed with group studies. The teams/groups can be composed of three or four. The group leader should describe the works for each member. The groups will study their projects out of class hours. It will not be permitted for any project to be achieved with the support of others except from the project team.</p>
<p><b>Attendance:</b> Each student should attend 70% of the class during the active term. If any student doesn't attend more tha determined rate he/she will be insufficient and will not have pass mark from the course/class.</p>
<p><b>Objections:</b> Each student has to read the case/paper before the class will take place. In class will take place the discussion of the cases where students will present their analysis and engage in structured discussion. The goal is that students should apply principles and teachings received</p>

as well as test their analytical skills developed during the course.