

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

TUR 102 Turkish II							
Course Name	CourseCode	Period	Hours	Application	Laboratory	Credit	ECTS
Turkish II	TUR 102	2	2	0	0	2	2

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

Course Objective
The aim of this course is; to provide students with basic skills related to telling and expressing, to reinforce their correct and beautiful use of Turkish, to contribute to their intellectual knowledge about Turkish poetry, to provide students with an understanding of speech methods and techniques that will be useful for presenting a project or giving a prepared/unprepared speech, to give them the speaking skills that will be required in professional applications such as job application, job interview in daily life.

Learning Outcomes
<p>The students who become successful in this course will be able;</p> <ul style="list-style-type: none"> • Have information about accentuation, intonation, pronunciation disorders; correct pronunciation errors when speaking. • He/she gives prepared and unprepared speeches. Have knowledge about interview techniques. • Oral expression skills develop. • Gain the ability to speak correctly and fluently. • Develops the skills to have an effective conversation in front of the community. • Understands the effect of body language on speakers and uses body language in binary communication. • Dec that body language differs between cultures.

Course Outline

To ensure the management of voice and breath, which are the basic elements of communication. To ensure that body language is used effectively in conversations. To be successful in prepared or unprepared speeches. To have knowledge about the types of oral expression and applied studies.

Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Communication, diction, breathing.	· Basic elements and types of communication, elements that prevent communication, basic concepts and terms related to speech.
2	Voice and Breathing in Speech	Breath training and breath control; physical, mental and psychological elements that ensure the formation of sound.
3	Basic Problems of Turkish Pronunciation	– Turkish pronunciation is important for the following points: emphasis, intonation, melody, stop, frequent mistakes made in Turkish.
4	Effective Presentation Techniques	– Presentation Planning, Effective Presentation Principles
5	Body Language	– The use of body language in speech, touching, walking, interpersonal decency. Nonverbal communication and applied studies. Impression and persuasion
6	Body Language	– Body language applications in prepared speeches.

7	Current Problems of Turkish	– Language pollution, language continuity, language interaction, language views
8	MIDTERM EXAM	
9	Impromptu Conversations	– Impromptu Speech Practices (Job interview according to the content of the sections, patient-doctor, labor engineer, etc. applications will be made.)
10	Impromptu Conversations	– Impromptu Speech Practices (Telling your personal feelings and thoughts based on images, sentences)
11	Creative- Fictional Articles	– Poetry, outlines of Turkish poetry, modern Turkish poetry
12	Types of Oral Expression	– Oratory, Discourse, Public Speaking, Debate
13	Application	– Applications of Oral Expression Types (Discussion)
14	Types of Oral Expression	- Open session, forum, panel, symposium, colloquium
15	Uygulama	– Oral Expression Types Applications (Open Session)
16	FINAL EXAM	

Textbook(s)/References/Materials:
Textbook and Supplementary References: <ol style="list-style-type: none"> 1. YAKICI, 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.
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		
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 totalcourse hours)	16	2	32
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	1	5	5
Presentation / Seminar Preparation	1	6	6
Projects	1	5	5
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury			

Preparation Period for the Final Exam / General Jury	1	10	10
Total Workload	(60/30 = 2)		60

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	Have information about accentuation, intonation, pronunciation disorders;correct pronunciation errors when speaking.					X
LO2	He/she gives prepared and unprepared speeches. Have knowledge aboutinterview techniques.					X
LO3	Oral expression skills develop.					X
LO4	Gain the ability to speak correctly and fluently.					X
LO5	Develops the skills to have an effective conversation in front of thecommunity.					X
LO6	Understands the effect of body language on speakers and uses bodylanguage in binary communication.					X
LO7	Dec that body language differs between cultures.					X

Relationship Between Course Learning Outcomes and Program Competencies									
No	Program Competencies	Learning Outcomes							Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	LO7	
1	Know the basic concepts and practical information about the science of business administration and core business activities								
2	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								
3	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
4	Carry out independent studies in the field by utilizing obtained knowledge and skills			x					1
5	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
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them				x				1

7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability								
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs				x				1
9	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
Web page: https://www.ostimteknik.edu.tr/business-administration-1240/907
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.
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.
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.
Projects: Not applicable.

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.

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.