




	<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b>				
	<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>				
Department / Program	Business Administration	Course Code	MAT-103		
		Course Title	Mathematics -I		
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Asst. Prof. Dr. Gökçe MANAVGAT		
	Contact Information		<a href="mailto:gokce.manavgat@toros.edu.tr">gokce.manavgat@toros.edu.tr</a>		
Information about Course	The aim of this course is to learn the fundamental mathematical concepts and applications by adapting business and economic science. Numerical systems, linear equation systems, linear and non-linear functions, exponential and logarithmic functions will be explained, and examples of economic events will be solved. The course will be held face to face in the classroom. Course materials will be shared on <a href="http://lms.toros.edu.tr">lms.toros.edu.tr</a> and via email. There is a requirement to attend the course.				
<b>WEEKLY COURSE CONTENTS</b>					
Week	Topics			Teaching Methods and Techniques	
1. Week	Introduction to Algebra, Real Numbers, Exponential Numbers, Distributive Law, Further Algebra Practice Problem			Face to Face	
2. Week	Further Algebra Equation and Equation Systems, Linear Equation			Face to Face	
3. Week	Graph of Linear Equation, Algebraic Solution of Simultaneous Linear Equations,			Face to Face	
4. Week	Algebraic Solution of Simultaneous Linear Equations, Practice Problems,			Face to Face	
5. Week	Supply and Demand Analysis, Practice Problems			Face to Face	
6. Week	Transposition of Formula			Face to Face	
7. Week	Non-linear Equations, Quadratic functions			Face to Face	
Midterm (Explanation)*	<b>Written Exam (face to face and calculated as 40%)</b>				
8. Week	Non-linear Equations, Quadratic functions			Face to Face	
9. Week	Indices and logarithms			Face to Face	
10. Week	The exponential and natural logarithm functions			Face to Face	
11. Week	The exponential and natural logarithm functions			Face to Face	
12. Week	Geometric Series and practice problems			Face to Face	
13. Week	Geometric Series and practice problems			Face to Face	
14. Week	Overview of Lecture			Face to Face	
Final (Explanation)**	The final will be held face to face in a written examination. It will be calculated as 60%.				
Make-Up (Explanation)	The make-up will be held face to face in written examination. It will be calculated as 60%.				
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>					
Synchronous	<input type="checkbox"/>				
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input checked="" type="checkbox"/>				
Face-to-Face	<input checked="" type="checkbox"/>	Face-to-face education will be accepted as much as the classroom capacity.			
Other	<input type="checkbox"/>				
<b>Other explanations for the effective and efficient conduct of the course</b>					
Attendance***	70% attendance requirement for all teaching methods and techniques.				
Course Resources	Jacques, Ian (2018). Mathematics for Economics and Business, Pearson Global 9th Edition (Course Book)				
Auxiliary Resources	Edward T. Dowling (2000). İşletme ve İktisat İçin Matematiksel Yöntemler Nobel Yayınları				
Course Counseling	Consulting Management (Face-to-Face and email)		All questions and remarks are received via email		
	Consulting Topics		Date	Time	
	No specific time for supervising				


		<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b>			
<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	BUSINESS ADMINISTRATION	Course Code	MAN-101		
		Course Title	Business Administration		
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Assoc. Prof. Dr. Metin OCAK		
	Contact Information		<a href="mailto:metin.ocak@toros.edu.tr">metin.ocak@toros.edu.tr</a>		
Information about Course	The course aims to (1) provide students knowledge about the basic concepts, techniques about business administration and business life, (2) to provide students knowledge about how concepts which are applied to work life, (3) to make students equipped for other courses about business administration. The course will be held synchronously on <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> . Course materials will be shared via <a href="https://lms.toros.edu.tr">lms.toros.edu.tr</a> . Attending the course is compulsory.				
WEEKLY COURSE CONTENTS					
Week	Topics			Teaching Methods and Techniques	
1. Week	What is Business			Face to Face	
2. Week	Forming a Business Unit			Face to Face	
3. Week	Business in Global Markets			Face to Face	
4. Week	General Management in Business			Face to Face	
5. Week	Human Resource Management in Business			Face to Face	
6. Week	Accounting and Financing in Business			Face to Face	
7. Week	Accounting and Financing in Business			Face to Face	
Midterm (Explanation)*	Written Exam (Face to Face and calculated 40%)				
8. Week	Operations Management in Business			Face to Face	
9. Week	Operations Management in Business			Face to Face	
10. Week	Marketing Management in Business			Face to Face	
11. Week	Business and Economics			Face to Face	
12. Week	Social Responsibility, Ethics and Law in Business			Face to Face	
13. Week	New Concerns of Business			Face to Face	
14. Week	Review			Face to Face	
Final (Explanation)**	The final will be held face to face in a written examination. It will be calculated as 60%.				
Make-Up (Explanation)	The make-up will be held held face to face in a written examination. It will be calculated as 60%.				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input type="checkbox"/>				
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input checked="" type="checkbox"/>				
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***	70% attendance requirement				
Course Resources	Mirze, S.K.(2002). Introduction to Business. Literatür Publishing				
Auxiliary Resources	Bovee, C.L., Thill, John, V. & Mescon, M.H. (2006). Excellence in Business, Third Edition				
Course Counseling	Consulting Management (Face-to-Face )		Face to Face		
	Consulting Topics		Date	Time	
	No specific time for supervising				


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	<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>				
Department / Program	BUSINESS ADMINISTRATION	Course Code	COM101		
		Course Title	COMPUTER SKILLS		
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Asst. Prof. Mehmet Ali AKTAŞ		
	Contact Information		<a href="mailto:mehmet.aktas@toros.edu.tr">mehmet.aktas@toros.edu.tr</a>		
Information about Course	The aim of this course is to provide students with basic computer skills. The course consists of Word, Excel and PowerPoint applications of the Microsoft Office group together with Microsoft Windows.				
WEEKLY COURSE CONTENTS					
Week	Topics		Teaching Methods and Techniques		
1. Week	Introduction		face to face		
2. Week	Windows file and folder operations, IT concepts		face to face		
3. Week	Creating, saving and editing documents, copying and moving text, spelling and grammar checking		face to face		
4. Week	Finding and replacing text, formatting text and paragraphs, document background and theme applications		face to face		
5. Week	Page layout, adding footnotes, creating and editing lists, adding headers and footers, working with columns, output options		face to face		
6. Week	Creating and formatting tables, adding and editing images, symbols and equations		face to face		
Midterm (Explanation)*	Online Homework (%40)				
8. Week	Creating and editing Power Point presentations		face to face		
9. Week	Adding transition effects, custom animations and links		face to face		
10. Week	Entering and editing data, editing and formatting and preparing worksheets		face to face		
11. Week	Simple formulas, functions and calculations		face to face		
12. Week	Formula, function and calculation applications		face to face		
13. Week	Creating and formatting graphics, page layout and output options		face to face		
14. Week	An overview		face to face		
Final (Explanation)**	Online homework (%60)				
Make-Up (Explanation)	Online Ödev (%60)				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input type="checkbox"/>				
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input checked="" type="checkbox"/>	Problems and solutions related to theoretical issues will be explained through face-to-face training.			
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***	70% attendance requirement				
Course Resources					
Auxiliary Resources					
Course Councilling	Consulting Management (Face-to-Face)		Students can ask questions via e-mail.		
	Consulting Topics		Date	Time	

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<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>							
Department / Program	Business Administration	Course Code	ECO101				
		Course Title	Introduction to Economics				
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring			
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective			
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English			
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS		
			3	0	5		
Instructor	Title, Name-Last Name		Dr. İbrahim Boz, Assistant Professor				
	Contact Information		<a href="mailto:ibrahim.boz@toros.edu.tr">ibrahim.boz@toros.edu.tr</a> Office B006				
Information about Course	There are 2 course objectives. Firstly students are expected to familiarize theoretical explanations, concepts and definitions which will be given by textbook in English. Students should put their maximum efforts to capture materials offered. Secondly students are expected to solve some problems covered by the textbook and the course, and interpret their meaning in the exams.						
<b>WEEKLY COURSE CONTENTS</b>							
Week	Topics			Teaching Methods and Techniques			
1. Week	Explanation of the course objectives and responsibilities. Introduction on what is economics.			Face to Face Meeting with students, and explaining what we do and how we do.			
2. Week	Ch.1. Introduction: What is economics? (p.1)			Face to Face Lecturing on textbook chapters.			
3. Week	Ch.2 The key principles of economics (p.28)			Face to Face Lecturing on textbook chapters.			
4. Week	Ch.4 Demand, Supply and Market equilibrium. (p.65)			Face to Face Lecturing on textbook chapters.			
5. Week	Ch.4 Demand, Supply and Market equilibrium. (p.65)			Face to Face Lecturing on textbook chapters.			
6. Week	Ch. 20 Elasticity: A measure of responsiveness (p.409)			Face to Face Lecturing on textbook chapters.			
7. Week	Ch. 20 Elasticity: A measure of responsiveness (p.409)			Face to Face Lecturing on textbook chapters.			
Midterm (Explanation)*	Midterm exam has 40% weight and is based on essay type questions (writing sentences, drawing figures and doing calculations).						
8. Week	Ch. 23 Production technology and cost (p. 493)			Face to Face Lecturing on textbook chapters.			
9. Week	Ch. 23 Production technology and cost (p. 493)			Face to Face Lecturing on textbook chapters.			
10. Week	Ch. 23 Production technology and cost (p. 493)			Face to Face Lecturing on textbook chapters.			
11. Week	Ch. 24. Perfect competition and other market structures (p.514)			Face to Face Lecturing on textbook chapters.			
12. Week	Ch. 24. Perfect competition and other market structures (p.514)			Face to Face Lecturing on textbook chapters.			
13. Week	Ch. 24. Perfect competition and other market structures (p.514)			Face to Face Lecturing on textbook chapters.			
14. Week	Answering study questions and taking independent questions.			Face to Face Lecturing on textbook chapters.			
Final (Explanation)**	Final exam (4) has 60% weight and is based on essay type questions (writing sentences, drawing figures and doing calculations).						
Make-Up (Explanation)	All exams is based on essay type questions (writing sentences, drawing figures and doing calculations).						
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>							
Synchronous	<input type="checkbox"/>						
Asynchronous	<input type="checkbox"/>						
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>						
Face-to-Face	<input checked="" type="checkbox"/>	This course will be carried out by face to face teaching method. But in some cases LMS distance learning system can be used as needed. In these cases, students have to follow the instructions and requirements such as downloading the material.					
Other	<input checked="" type="checkbox"/>	It is important that students should be encouraged to read original textbook chapters. Thus students' English level can improve significantly.					
<b>Other explanations for the effective and efficient conduct of the course</b>							
Attendance***	A report on students participations will be taken into consideration by the Lecturer while grading.						
Course Resources	Economics, Principles, Applications, And Tools, Arthur O'Sullivan, S.M. Sheffrin, S.J. Perez, Seventh Edition, International Edition, Pearson Publication, Prentice Hall, 2012.						
Auxiliary Resources							
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)						
	Consulting Topics			Date	Time		
	The best way of course counseling will be based on the face to face method which will take place in the lecture time in each week where students are encouraged to ask all their questions orally. Some other issues can be covered by email traffic.			weekly schedule	daily schedule		

		TOROS UNIVERSITY					
		FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES					
2021-2022 ACADEMIC YEAR FALL SEMESTER CURRICULUM FORM							
Department / Program	Business Administration	Course Code	FLE 101				
		Course Title	ENGLISH I				
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring			
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective			
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English			
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS		
			3	0	5		
Instructor	Title, Name-Last Name		Öğr. Gör. Sena TEKELİ				
	Contact Information		<a href="mailto:sena.tekeli@toros.edu.tr">sena.tekeli@toros.edu.tr</a>				
Information about Course	This is a theoretical course with 3 hours per week. It will be Face-to-Face. The students can study and work on the course topics through coursebook, videos, related materials. Fall term grade will be the total of midterm exam (%30), presentation and weekly homeworks (%10) and final exam (%60).						
WEEKLY COURSE CONTENTS							
Week	Topics			Teaching Methods and Techniques			
1. Week	Introductory Lesson, Explaining the Syllabus			Face-to-Face			
2. Week	Perspectives on management			Face-to-Face			
3. Week	Organization structures/ Writing handout 1			Face-to-Face			
4. Week	Innovation and creativity/ Homework 1			Face-to-Face			
5. Week	Marketing principles			Face-to-Face			
6. Week	Marketing planning/ Writing handout 2			Face-to-Face			
7. Week	Processes			Face-to-Face			
8. Week/ Midterm (Explanation)	Written Exam / Face-to-Face (%30)						
9. Week	Feedback for the exam			Face-to-Face			
10. Week	Recruitment and selection			Online/ Synchronous lms.toros.edu.tr			
11. Week	Motivation and job design/ Writing handout 3			Online/ Synchronous lms.toros.edu.tr			
12. Week	Financial accounting and management accounting/ Homework 2			Online/ Synchronous lms.toros.edu.tr			
13. Week	Business valuation and interpretation of accounts			Online/ Synchronous lms.toros.edu.tr			
14. Week	Presentations			Online/ Synchronous lms.toros.edu.tr			
15. Week	Final Exam**						
Final (Explanation)**	Final exam will be written exam. / Face-to-Face (%60)						
Make-Up (Explanation)	Make-up exam will be written exam. / Face-to-Face (%60)						
Select and explain in detail the teaching methods and techniques to be used in course.							
Synchronous	<input type="checkbox"/>						
Asynchronous	<input type="checkbox"/>						
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>						
Face-to-Face	<input checked="" type="checkbox"/>	Course topics will be dealt through coursebook, videos and materials. Detailed information related to teaching methods and techniques is stated in the weekly course contents.					
Other	<input type="checkbox"/>						
Other explanations for the effective and efficient conduct of the course							
Attendance***	Attendance will be kept during courses in the classrooms. Attendance rate in face-to-face education is 70%.						
Course Resources							
Auxiliary Resources	Professional English in Use, Management. Cambridge, Arthur Mckeown & Ros Wright						
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)						
	Consulting Topics		Date	Time			
	The students can contact the instructor of the course during their regular weekly class hours. They can visit the instructor during office hours. They can ask their questions about the course and get answers via e-mail.						
	The weekly assignments/homeworks will be given in the classroom or sent to the instructor through e-mail/LMS system.						
	Outlines and the powerpoint file (presentation) will be sent to the instructor through e-mail/LMS system on due date.						

	<b>TOROS ÜNİVERSİTESİ</b> <b>İKTİSADİ, İDARİ VE SOSYAL BİLİMLER FAKÜLTESİ</b>					
	<b>2021-2022 EĞİTİM-ÖĞRETİM YILI DERS İZLENCE FORMU</b>					
Bölüm/Programı	İşletme	Dersin Kodu	HIS 101			
		Dersin Adı	Atatürk İlkeleri ve İnkılap Tarihi I			
		Yarıyıl	<input checked="" type="checkbox"/> Güz	<input type="checkbox"/> Bahar		
		Dersin Türü	<input checked="" type="checkbox"/> Zorunlu	<input type="checkbox"/> Seçmeli		
		Dersin Anlatıldığı Dil	<input checked="" type="checkbox"/> Türkçe	<input type="checkbox"/> İngilizce		
Sınıf	Lütfen Seçim Yapınız!	Dersin Kredi Bilgileri	Teori	Uygulama	AKTS	
			2	0	2	
Dersin Sorumlusu	Unvanı, Adı-Soyadı		Öğr. Gör. Ercan BOLAT			
	İletişim Bilgileri		<a href="mailto:ercan.bolat@toros.edu.tr">ercan.bolat@toros.edu.tr</a>			
Ders Hakkında Bilgi	Atatürk İlkeleri ve İnkılap Tarihi Dersi Teorik Konuları					
<b>HAFTALIK AYRINTILI DERS İÇERİĞİ</b>						
Hafta	Konular				Öğretim Yöntem ve Teknikleri	
1. Hafta	Derse giriş ve kavram analizi, İnkılap Kavramı				Ansekron	
2. Hafta	Türk İnkılabının nedenleri ve Osmanlı Devleti'nin yıkılışının iç ve dış nedenleri				Ansekron	
3. Hafta	Osmanlı Devleti'nde yenilik hareketleri, Tanzimat Fermanı, Islahat Fermanı, I. Meşrutiyet				Ansekron	
4. Hafta	Osmanlı Devleti'nde Fikir Akımları (Osmanlıcılık, İslamcılık, Batıcılık, Türkçülük.)				Ansekron	
5. Hafta	Birinci Dünya Savaşı'nın Nedenleri ve Savaşın başlaması, Osmanlı Devleti'nin Savaş				Ansekron	
6. Hafta	Ulusal Mücadele dönemi, İşgaller karşısında Ulusun ve Ülkenin durumu Cemiyetle				Ansekron	
Ara Sınav (Açıklama)*	Ara sınav online uzaktan yapılacaktır. Ara sınavın ağırlığı %20 olarak hesaplanacaktır.					
8. Hafta	Mustafa Kemal Paşa'nın Samsun'a çıkışı, Mustafa Kemal Paşa'nın Havza'daki Fa				Ansekron	
9. Hafta	Balıkesir ve Aşşehir Kongreleri, Sivas Kongresi ve önemi, Ulusal Mücadele dön				Ansekron	
10. Hafta	Amasya Görüşmeleri, Sivas'ta komutanlarla yapılan toplantı, Temsil Heyeti'nin An				Ansekron	
11. Hafta	T.B.M.M.'nin açılması, Nitelikleri, Ulusal Mücadele'de Basın, T.B.M.M.'ye karşı aya				Ansekron	
12. Hafta	Ulusal Ordunun Kurulması (Kuva-yı Milliye, Düzenli Ordu), Güney ve Güney Doğu				Ansekron	
13. Hafta	Ermeni Sorunu, Ermenilerle yapılan Savaşlar, TBMM - Gürcistan ilişkileri, Batı Ce				Ansekron	
14. Hafta	Sakarya Savaşı, Büyük Taarruz, Mudanya Ateşkes Antlaşması, Saltanatın Kaldırıl				Ansekron	
Final (açıklama)**	Yüzyüze yapılacaktır. Arasınanın %20 ve Final sınav notunun % 80 alınarak başarı notu hesaplanacaktır*.					
Bütünleme (açıklama)	Yüzyüze yapılacaktır. Arasınanın %20 ve Bütünleme sınav notunun % 80 alınarak başarı notu hesaplanacaktır.					
<b>Dersin verilmesinde kullanılacak öğretim yöntem ve teknikleri detaylı bir şekilde açıklayınız.</b>						
Senkron (eş Zamanlı)	<input checked="" type="checkbox"/>	Teorik konular ile ilgili problemler Senkron (Eşzamanlı) video olarak yapılacaktır				
Ansekron (Eş zamanlı olmayan)	<input checked="" type="checkbox"/>	Teorik konular ile ilgili problemler ve çözümleri Ansekron (Eşzamansız) video olarak yapılacaktır				
Karma Eğitim (yüzyüze + senkron)	<input type="checkbox"/>	Yüzyüze eğitime katılamayan öğrencilere aynı zamanda Senkron (Canlı ders) olarak dersi izlemeleri sağlanacaktır				
Yüzyüze	<input type="checkbox"/>	Pandemi koşulların ortadan kalkması durumunda yüz yüze eğitim yapılacaktır				
Diğer	<input type="checkbox"/>					
<b>Dersin etkin ve verimli bir şekilde yürütülmesi için diğer açıklamalar</b>						
Derse Devam***	Yüzyüze veya Senkron veya Ansekron ders izlenmesinde % 70 devam zorunluluğu bulunmaktadır***					
Dersin Kaynakları	Türkiye Cumhuriyeti Tarihi I-II, Atatürk Araştırma Merkezi					
	İstanbul Üniversitesi Açık ve Uzaktan Eğitim Fakültesi Ortak Ders Kitabı					
Yardımcı Kaynaklar	Atatürk Üniversitesi Açık Öğretim Fakültesi-Atatürk İlke ve İnkılapları Ders Kitabı					
	Türkiyenin Yakın Tarihi Atatürk İlke ve İnkılap Tarihi Ders Kitabı, Komisyon					
Ders Danışmanlığı	Danışmanlık yönetimii (Senkron, yüzyüze ve diğer)		Yüz yüze ve Senkron eğitimlerde soru-cevap şeklinde yapılacaktır			
	Danışmanlık Konuları		Tarih	Saat		
	Dersler ve konular hakkındaki problemler					

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<b>2021-2022 EĞİTİM-ÖĞRETİM YILI DERS İZLENCE FORMU</b>					
Bölüm/Programı	İşletme	Dersin Kodu	TUR 101		
		Dersin Adı	TÜRK DİLİ I		
		Yarıyıl	<input checked="" type="checkbox"/> Güz	<input type="checkbox"/> Bahar	
		Dersin Türü	<input checked="" type="checkbox"/> Zorunlu	<input type="checkbox"/> Seçmeli	
		Dersin Anlatıldığı Dil	<input checked="" type="checkbox"/> Türkçe	<input type="checkbox"/> İngilizce	
Sınıf	1.Sınıf	Dersin Kredi Bilgileri	Teori	Uygulama	AKTS
			2	0	2
Dersin Sorumlusu	Unvanı, Adı-Soyadı	Öğr. Gör. Sultan Şehmus Özdemir			
	İletişim Bilgileri	<a href="mailto:sehmus.ozdemir@toros.edu.tr">sehmus.ozdemir@toros.edu.tr</a>			
Ders Hakkında Bilgi	Türk dilinin zenginliğini anlamak, okuma ve yazma dilini doğru kullanmak, kültür ve dil arasındaki ilişkiyi anlamak.				
<b>HAFTALIK AYRINTILI DERS İÇERİĞİ</b>					
Hafta	Konular			Öğretim Yöntem ve Teknikleri	
1. Hafta	Dilin Tanımı, Dil Kültür İlişkisi, Dünya Dil Gurupları, Türkçenin Dünya Dilleri Arasın			Sekron-Ansekron	
2. Hafta	Noktalama işaretleri,			Sekron-Ansekron	
3. Hafta	Noktalama işaretleri			Sekron-Ansekron	
4. Hafta	Yazım Kuralları,			Sekron-Ansekron	
5. Hafta	Yazım Kuralları			Sekron-Ansekron	
6. Hafta	Dilekçe			Sekron-Ansekron	
7. Hafta	Türkçenin ses özellikleri			Sekron-Ansekron	
Ara Sınav (açıklama)	ONLINE - TEST - DEĞERLENDİRME %20				
8. Hafta	Türkçede ses olayları			Sekron-Ansekron	
9. Hafta	Yazılı ve sözlü anlatımın özellikleri; paragraf oluşturma ve paragraf türleri (giriş, ge			Sekron-Ansekron	
10. Hafta	Düşünceyi geliştirme yolları (açıklama, tartışma, öyküleme, betimleme; tanımlama			Sekron-Ansekron	
11. Hafta	Metin yapısı (metnin yapısal özellikleri, giriş-gelişme-sonuç bölümleri); metinsellik			Sekron-Ansekron	
12. Hafta	Metin yazma (taslak oluşturma, yazma, düzeltme ve paylaşma);			Sekron-Ansekron	
13. Hafta	Metin yazma ( bilgilendirici-açıklayıcı metin yazma; betimleyici metin yazma)			Sekron-Ansekron	
14. Hafta	Metin yazma (tartışmacı ve ikna edici metin yazma)			Sekron-Ansekron	
Final (açıklama)	YÜZ YÜZE-TEST - DEĞERLENDİRME %80				
Bütünleme (açıklama)	YÜZ YÜZE - TEST - DEĞERLENDİRME %80				
<b>Dersin verilmesinde kullanılacak öğretim yöntem ve teknikleri detaylı bir şekilde açıklayınız.</b>					
Senkron (eş Zamanlı)	<input checked="" type="checkbox"/>				
Asenkron (Eş zamanlı olmayan)	<input checked="" type="checkbox"/>				
Karma Eğitim (Yüz yüze + Asenkron)	<input type="checkbox"/>				
Yüz yüze	<input type="checkbox"/>				
Diğer	<input type="checkbox"/>				
<b>Dersin etkin ve verimli bir şekilde yürütülmesi için diğer açıklamalar</b>					
Derse Devam***	Senkron veya asenkron video izlemede %70 devam zorunluluğu aranmaktadır.				
Dersin Kaynakları	Türk Dili ve Kompozisyon (Pof. Dr. Zeynep Korkmaz; Prof. Dr. Amet B. Ercilesun; Prof. Dr. Tuncer Gülensoy; Prof. Dr. Neca				
Yardımcı Kaynaklar	Üniversiteler İçin Türk Dili, Prof. Dr. Muharrem Ergin, Bayrak Yayınları				
	Yazım Kılavuzu, TDK				
Ders Danışmanlığı	Danışmanlık yönetimi (Senkron ve diğer)		Online soru-cevap şeklinde yapılacaktır		
	Danışmanlık Konuları		Tarih	Saat	

	<b>TOROS UNIVERSITY</b> <b>FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES</b>					
	<b>2021-2022 ACADEMIC YEAR CURRICULUM FORM</b>					
Department / Program	BUSINESS ADMINISTRATION	Course Code	KRY101			
		Course Title	CAREER PLANNING			
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring		
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective		
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English		
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS	
			1	0	2	
Instructor	Title, Name-Last Name		Assoc. Prof. Metin OCAK			
Information about Course	The supporting activities are included in the course will make the students aware of the methods and tools used in professional applications. The course has been designed in a way so it will inform and give students the ability to use them in the most effective way. Also it is supported by practical activities.					
<b>WEEKLY COURSE CONTENTS</b>						
Week	Topics			Teaching Methods and Techniques		
1. Week	YOUR CAREER JOURNEY STARTS FIRST STATION: CAREER CENTER			Face to Face		
2. Week	DO YOU KNOW THESE? -INTELLIGENCE AND PERSONALITY			Face to Face		
3. Week	DO YOU KNOW THESE? -PERSONAL CHARACTERISTICS			Face to Face		
4. Week	THE KEY TO MAKE A DIFFERENCE ON YOUR CAREER PATH: SKILLS			Face to Face		
5. Week	WHAT IS CAREER?			Face to Face		
6. Week	HOW DO I PREPARE FOR MY CAREER?			Face to Face		
7. Week	INDUSTRY DAYS - NATIONAL NON-GOVERNMENTAL ORGANIZATIONS			Face to Face		
Midterm (Explanation)*	WRITTEN EXAM (% 40)					
8. Week	INDUSTRY DAYS - INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS			Face to Face		
9. Week	SECTOR DAYS - PUBLIC SECTOR			Face to Face		
10. Week	SECTOR DAYS- PRIVATE SECTOR			Face to Face		
11. Week	SECTOR DAYS- ACADEMY			Face to Face		
12. Week	SECTOR DAYS- ENTREPRENEURSHIP			Face to Face		
13. Week	TALENT GATE I WRITE MY FIRST BIOGRAPHY			Face to Face		
14. Week	COURSE ASSESSMENT			Face to Face		
Final (Explanation)**	WRITTEN EXAM (% 60)					
Make-Up (Explanation)	WRITTEN EXAM (% 60)					
<b>Select and explain in detail the teaching methods and techniques to be used in course.</b>						
Synchronous	<input type="checkbox"/>					
Asynchronous	<input type="checkbox"/>					
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>					
Face-to-Face	<input checked="" type="checkbox"/>					
Other	<input type="checkbox"/>					
<b>Other explanations for the effective and efficient conduct of the course</b>						
Attendance***	COMPULSORY					
Course Resources	CAREER PLANNING COURSE LITERATURE CONSISTING OF BOOKS, ARTICLES, JOURNALS AND ONLINE RESOURCES PREPARED BY THE PRESIDENTIAL HUMAN RESOURCES OFFICE					
Auxiliary Resources						
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)					
	Consulting Topics		Date	Time		