

		DERS BİLGİLERİ				
Müfredat Yılı	Ders Adı	<i>Kodu</i>	<i>Yarıyıl</i>	<i>T+U Saat</i>	<i>Kredi</i>	<i>AKTS</i>
2013-2014	İNGA2	102	BAHAR	4+0	4	4

Ön Koşul Dersleri	A1
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Dersin Dili	İNGİLİZCE
Dersin Seviyesi	BAŞLANGIÇ DİL DÜZEYİNDE (ORTA) A2
Dersin Türü	ZORUNLU DERS
Bölüm/Program Koordinatörü	YABANCI DİLLER BÖLÜMÜ / FULYA KİNCAL
Dersi Verenler	FULYA KİNCAL
Dersin Yardımcıları	-
Dersin Amacı	Bu derste öğrenciye somut ihtiyaçları dile getiren günlük hayattaki alışıldık ifadeleri ve basit cümleleri anlayabilme ve bunlarla kendini ifade edebilme; kendini ve başkalarını tanıtabilme, başka insanların kişisel bilgilerine yönelik sorular sorabilme ve bu türden sorulara yanıt verebilme; konuştuğu kişilerin yavaş ve anlaşılır konuşmaları ve yardıma hazır olmaları halinde basit şekilde anlaşabilme becerilerinin kazandırılması amaçlanmaktadır.
Dersin İçeriği	The verb "to be"; Possession; Present Simple; Expressing existence; Prepositions of place; Expressing ability; Past Simple; Irregular Verbs; Timeexpressions; Count/Uncount nouns; Comparison; Present Continuous; Possessive pronouns; Expressing purpose; Adjectives/Adverbs; Present Perfect; Countries; Everyday objects; The family; food and drink; Jobs; Leisure activities; Rooms; Things in a house; Places in a city; Countries and languages; Relationships; Clothes; Describing people; The weather; Describing feelings; Past participles

Dersin Öğrenme Çıktıları	Öğretim Yöntemleri	Ölçme Yöntemleri
DİNLEME: Duyduğu kısa, net ve basit iletileri yeniden ifade edebilme.	Yansı, audio cd ve sunumlar ile desteklenmiş öğrenci merkezli ders anlatımı	En az 1 Ara Sınav (Vize) ve 1 Yıl Sonu Sınavı (Final) zorunluluğuna ek olarak 2 kısa ara sınav(quiz).
OKUMA: İlanlar, kullanım kılavuzları, mönüler ve zaman çizelgeleri gibi basit günlük metinleri okuyabilme	Yansı, okuma kitabı ve sunumlar ile desteklenmiş ders anlatımı	En az 1 Ara Sınav (Vize) ve 1 Yıl Sonu Sınavı (Final) zorunluluğuna ek olarak 2 kısa ara sınav(quiz).
KARŞILIKLI KONUŞMA: Bildik konular ve faaliyetler hakkında doğrudan bilgi alışverişini gerektiren basit ve alışılmış	Yansı ve sunumlar ile desteklenmiş ders anlatımı	En az 1 Ara Sınav (Vize) ve 1 Yıl Sonu Sınavı (Final) zorunluluğuna ek olarak 2 kısa

işlerde iletişim kurabilme		ara sınav(quiz).
SÖZLÜ ANLATIM: Basit bir dille ailesini ve diğer insanları, yaşam koşullarını, eğitim geçmişini ve son işini betimlemek için bir dizi kalıp ve tümceyi kullanabilme	Yansı ve sunumlar ile desteklenmiş ders anlatımı	En az 1 Ara Sınav (Vize) ve 1 Yıl Sonu Sınavı (Final) zorunluluğuna ek olarak 2 kısa ara sınav(quiz).
YAZILI ANLATIM: İhtiyaçları doğrultusunda kısa not ve mesajlar yazabilme	Yansı ve sunumlar ile desteklenmiş ders anlatımı	En az 1 Ara Sınav (Vize) ve 1 Yıl Sonu Sınavı (Final) zorunluluğuna ek olarak 2 kısa ara sınav(quiz).
YAZILI ANLATIM: Kişisel bir mektup yazabilme (Örneğin bir kişiye teşekkür etmek için)	Yansı ve sunumlar ile desteklenmiş ders anlatımı	En az 1 Ara Sınav (Vize) ve 1 Yıl Sonu Sınavı (Final) zorunluluğuna ek olarak 2 kısa ara sınav(quiz).

Öğretim Yöntemleri:	Yansı, cd çalar ve sunumlar ile desteklenmiş öğrenci merkezli ders anlatımı
Ölçme Yöntemleri:	En az 1 Ara Sınav (Vize) ve 1 Yıl Sonu Sınavı (Final) zorunluluğuna ek olarak 2 kısa ara sınav(quiz).

DERS AKIŞI		
Hafta	Konular	Ön Hazırlık
1	"Verb to be; Possessive adjectives"	Ders Kitabı/Çalışma Kitabı
2	"Verb to be; Questions and negatives; Negatives and short answers; Possessive 's"	Ders Kitabı/Çalışma Kitabı
3	"Present Simple 1; Questions and negatives"	Ders Kitabı/Çalışma Kitabı
4	Present Simple 2	Ders Kitabı/Çalışma Kitabı
5	"There is/are; How many...?; Prepositions of Place; some and any; this, that, these, those"	Ders Kitabı/Çalışma Kitabı
6	"can/can't; was/were; could; was born"	Ders Kitabı/Çalışma Kitabı
7	"Past Simple (1); Regular verbs; Irregular verbs; Time expressions"	Ders Kitabı/Çalışma Kitabı
8	"Past Simple (2); Negatives and ago; Time expressions"	Ders Kitabı/Çalışma Kitabı

9	Ara sınav	Ders Kitabı/Çalışma Kitabı
10	"Count and uncount nouns; Do you like...?/Would you like...?; a and some; much and many"	Ders Kitabı/Çalışma Kitabı
11	"Comparatives and superlatives; have got"	Ders Kitabı/Çalışma Kitabı
12	"Present Continuous; Whose is it?; Possessive pronouns"	Ders Kitabı/Çalışma Kitabı
13	"going to; Infinitive of purpose"	Ders Kitabı/Çalışma Kitabı
14	"Question forms; Adverbs and adjectives"	Ders Kitabı/Çalışma Kitabı
15	"Present Perfect; ever and never; yet and just; Present Perfect and Past Simple"	Ders Kitabı/Çalışma Kitabı

KAYNAKLAR

Ders Notu	Soars, Liz and John. New Headway Elementary Student's Book. Oxford: Oxford University Press, 2000. Print.
Diğer Kaynaklar	Workbook, dictionary, Audio Cd

MATERYAL PAYLAŞIMI

Dokümanlar	Personel Web Sitesi
Ödevler	Personel Web Sitesi
Sınavlar	Personel Web Sitesi

DEĞERLENDİRME SİSTEMİ

YARIYIL İÇİ ÇALIŞMALARI	SAYISI	KATKI YÜZDESİ
Ara Sınav	1	%30
Performans Ödevi	-	-
Kısa Sınav	2	%20
Toplam	3	%50
Yıl içinin Başarıya Oranı	-	%50

Finalin Başarıya Oranı	-	%50
Toplam	-	%100

DERS KATEGORİSİ	Sosyal Bilimler %100
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DERSİN PROGRAM ÇIKTILARINA KATKISI						
No	Program Öğrenme Çıktıları	Katkı Düzeyi				
		1	2	3	4	5
1	İşletme yönetimi ile ilgili temel bilgi ve becerileri kavrayabilme					
2	İşletme yönetimi ile ilgili temel bilgi teknolojileriyle birlikte gelişmiş paket programları kullanabilme					
3	Yönetim fonksiyonlarına teorik açıdan hâkim olduğunu gösterebilme ve bu fonksiyonları pratik açıdan uygulayabilme					
4	İşletmelerde büro düzenine, çalışma şartlarına ve ekip çalışmasına uyum sağlama yeteneğini kazanabilme					
5	İşletmelerin kuruluş ve işleyişi sürecindeki bütün mevzuata hâkim olabildiğini gösterebilme					
6	Makro ve mikro boyutta ekonomi bilgisine sahip olabilme					
7	Yeterli düzeyde mesleki yabancı dil bilgisine sahip olabilme.					x
8	İş yaşamında ve iş ilişkilerinde meslek etiğine ve sosyal sorumluluk anlayışına sahip olduğunu gösterebilme					
9	İşletme içinde doğabilecek durum ve olaylara dair sorunları algılama ve sorunlara yaratıcı çözümler geliştirme yeteneğini kazanabilme					
10	Atatürk İlkeleri ve İnkılabları ve Türkçeyi kullanma konusunda yeterli bilgi ve bilinç düzeyine erişebilme					

AKTS / İŞ YÜKÜ TABLOSU			
Etkinlik	SAYISI	Süresi (Saat)	Toplam İş Yüğü (Saat)
Ders Süresi (Sınav haftası dahildir: 15x toplam ders saati)	15	4	60
Sınıf Dışı Ders Çalışma Süresi(Ön çalışma, pekiştirme)	15	3	45
Ara Sınav	1	1	1
Kısa Sınav	2	1	2
Ödev(ler)/Seminer(ler)	11	1	11
Uygulama (Lab., Atölye, Arazi,... Raporları)	-	-	-

Diğer (.....)	-	-	-
Yarıyıl sonu sınavı	1	1	1
Toplam İş Yüğü			120
Toplam İş Yüğü / 30 (s)			4
Dersin AKTS Kredisi			4

Course Introduction Form (İngilizce)

Form 2b:

		Course Information				
Year of Curriculum	Course Title	Code	Semester	L+P Hour	Credits	ECTS
2013-2014	ENGA2	102	SPRING	4+0	4	4

Prerequisites	ENGA1
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Language of Instruction	ENGLISH
Course Level	BASIC USER A2
Course Type	COMPULSORY
Department/Program Coordinator	DEPARTMENT OF ENGLISH / FULYA KİNCAL
Instructors	FULYA KİNCAL
Assistants	-
Goals	This course aims to provide students with sufficient skills to understand sentences and frequently used expressions related to areas of most immediate relevance; to communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters; and to describe in simple terms aspects of their background, immediate environment and matters in areas of immediate need.
Content	The verb "to be"; Possession; Present Simple; Expressing existence; Prepositions of place; Expressing ability; Past Simple; Irregular Verbs; Time expressions; Count/Uncount nouns; Comparison; Present Continuous; Possessive pronouns; Expressing purpose; Adjectives/Adverbs; Present Perfect; Countries; Everyday objects; The family; food and drink; Jobs; Leisure activities; Rooms; Things in a house; Places in a city; Countries and languages; Relationships; Clothes; Describing people; The weather; Describing feelings; Past participles

Learning Outcomes	Teaching Methods	Assessment Methods
LISTENING: Students will be able to restate short, clear, simple messages they hear.	At the center of the learning process and the framework itself is the learner. It is important that learners understand what the framework means to them so that they can use self-assessment and learner autonomy to become more effective learners inside and outside the classroom	In addition to at least one in-term exam and one final exam, two(2) quizzes.
READING: Students will be able to read very short, simple texts such as	At the center of the learning process and the framework itself is the learner. It is important that learners understand what the framework means to them so that they can use	In addition to at least one in-term exam and one final exam, two(2) quizzes.

advertisements, prospectuses, menus and timetables	self-assessment and learner autonomy to become more effective learners inside and outside the classroom	
SPOKEN INTERACTION: Students will be able to communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities.	At the center of the learning process and the framework itself is the learner. It is important that learners understand what the framework means to them so that they can use self-assessment and learner autonomy to become more effective learners inside and outside the classroom	In addition to at least one in-term exam and one final exam, two (2) quizzes.
SPOKEN PRODUCTION: Students will be able to use a series of phrases and sentences to describe in simple terms their family and other people, living conditions, educational background and present or most recent job.	At the center of the learning process and the framework itself is the learner. It is important that learners understand what the framework means to them so that they can use self-assessment and learner autonomy to become more effective learners inside and outside the classroom	In addition to at least one in-term exam and one final exam, two (2) quizzes.
WRITING: Students will be able to write short, simple notes and messages relating to matters in areas of immediate needs.	At the center of the learning process and the framework itself is the learner. It is important that learners understand what the framework means to them so that they can use self-assessment and learner autonomy to become more effective learners inside and outside the classroom	In addition to at least one in-term exam and one final exam, two (2) quizzes.
WRITING: Students will be able to write a very simple personal letter, for example thanking someone for something.	At the center of the learning process and the framework itself is the learner. It is important that learners understand what the framework means to them so that they can use self-assessment and learner autonomy to become more effective learners inside and outside the classroom	In addition to at least one in-term exam and one final exam, two (2) quizzes.

Teaching Methods:	At the center of the learning process and the framework itself is the learner. It is important that learners understand what the framework means to them so that they can use self-assessment and learner autonomy to become more effective learners inside and outside the classroom.
Assessment Methods:	In addition to at least one in-term exam and one final exam, and two (2) quizzes.

COURSE CONTENT		
Week	Topics	Study Materials
1	"Verb to be; Possessive adjectives"	Course book/workbook
2	Verb to be; Questions and negatives; Negatives and short answers; Possessive 's	Course book/workbook
3	Present Simple 1; Questions and negatives	Course book/workbook
4	Present Simple 2	Course book/workbook

5	There is/are; How many...? Prepositions of Place; some and any; this, that, these, those	Course book/workbook
6	can/can't; was/were; could; was born	Course book/workbook
7	Past Simple (1); Regular verbs; Irregular verbs; Time expressions	Course book/workbook
8	Past Simple (2); Negatives and ago; Time expressions	Course book/workbook
9	Midterm	Course book/workbook
10	Count and uncount nouns; Do you like...? /Would you like...?; a and some; much and many	Course book/workbook
11	Comparatives and superlatives; have got	Course book/workbook
12	Present Continuous; Whose is it?; Possessive pronouns	Course book/workbook
13	going to; Infinitive of purpose	Course book/workbook
14	Question forms; Adverbs and adjectives	Course book/workbook
15	Present Perfect; ever and never; yet and just; Present Perfect and Past Simple	Course book/workbook

RECOMMENDED SOURCES

Textbook	Soars, Liz and John. New Headway Elementary Student's Book. Oxford: Oxford University Press, 2000. Print.
Additional Resources	Workbook, dictionary, Audio Cd

MATERIAL SHARING

Documents	Personnel Website
Assignments	Personnel Website
Exams	Personnel Website

ASSESSMENT		
IN-TERM STUDIES	QUANTITY	PERCENTAGE
In-term	1	%30
Take home work	-	-
Quizzes	2	%20
Total	3	%50
Contribution of in-term studies to overall grade		%50
Contribution of final examination to overall grade		%50
Total		%100

COURSE CATEGORY	Social Sciences %100
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COURSE'S CONTRIBUTION TO PROGRAM							
No	Program Learning Outcomes	Contribution					
		1	2	3	4	5	
1	Students will have basic knowledge and skills related to the business administration.						
2	Students will be able to use advanced level package programs used in information technologies related to the business administration.						
3	Students will be able to demonstrate their theoretical knowledge of management functions and apply this knowledge in practice.						
4	Students will gain the ability to adapt to the office environment, working conditions and team-work.						
5	Students will be able to demonstrate their knowledge of legislations concerning the founding and running processes of businesses.						
6	Students will gain general knowledge of economics at macro and micro levels.						
7	Students will have necessary knowledge of vocational English.					x	
8	Students will gain knowledge about social responsibility and business ethics in business life and business relations.						
9	Students will have the ability to estimate the possible problems related to situations and events that can emerge in the business and how to develop creative solutions.						

Students will have adequate knowledge on using the Turkish language,
 10 Ataturk's principles and history of the Turkish revolution.

ECTS ALLOCATED BASED ON STUDENT WORKLOAD BY THE COURSE DESCRIPTION			
Activities	Quantity	Duration (Hour)	Total Workload (Hour)
Course Duration (Including the exam week: 15x Total course hours)	15	4	60
Hours for off-the-classroom study (Pre-study, practice)	15	3	45
Mid-terms	1	1	1
Quiz	2	1	2
Homework(s)/Seminar(s)	11	1	11
Practice (Lab., Workshop, Area,... Reports)	-	-	-
Others (.....)	-	-	-
Final examination	1	1	1
Total Work Load			120
Total Work Load / 30 (h)			4
ECTS Credit of the Course			4