



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Bussiness English II							
Course Code		BPR262		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	3	Practice	1	Laboratory	0
Objectives of the Course		To provide students with a wide range of English knowledge that they will need in their professional life.							
Course Content		Reading, writing, listening and speaking activities that meet the special needs of the students are covered.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	ESL Business English: The essential guide to Business English Communication Lucas Burns
2	Mesleki İngilizce Güven Özal Seçkin Yayıncılık
3	Puchta, H., Stranks, J. (2010). English in mind –(Modul Tests). Cambridge University Press.

Week	Weekly Detailed Course Contents	
1	Theoretical	Greetings, Weather conditions, numbers
2	Theoretical	Present Continuous Tense
3	Theoretical	Present Continuous and Present Simple (Geniş zaman ve Şimdiki zaman)
4	Theoretical	Imperatives
5	Theoretical	Simple Past Tense (Geçmiş Zaman)
6	Theoretical	Past Continuous Tense (I was going)
7	Theoretical	Simple Past and Past Continuous (I went / I was going) comparison
8	Theoretical	When and While
9	Intermediate Exam	Mid term
10	Theoretical	Present Tenses for the Future (I am doing / I do)
11	Theoretical	Future Tense (Will and Shall)
12	Theoretical	Prepositions of time and place
13	Theoretical	Modal verbs / can be able to
14	Theoretical	Modal verbs / must should
15	Theoretical	Modal verbs / may / might / could
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Assignment	8	4	0	32
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Produces different writing examples in professional English.
2	Acquires the necessary skills to succeed in English-speaking business environments.
3	Follow conversational English like daily dialogues, presentations and news programs
4	Acquires effective communication skills in face-to-face situations.
5	Have advanced business writing and speaking skills.

Programme Outcomes (Computer Programming)

1	Having knowledge and skills in web project preparation and publishing
2	Having the knowledge and skills necessary for proper use management of database applications
3	Having knowledge and skills for software development, testing and installation
4	Be able to use the hardware necessary for computer programming and solve the basic problems they have with hardware
5	To be able to use information and communication technologies at the level required by computer programming
6	To be able to produce solutions to problems encountered in the field
7	Having the competencies to make job planning in the profession
8	Communicating with colleagues and clients based on knowledge and skills
9	Be able to take responsibility as an individual or as a team member and to fulfill the responsibility
10	To be able to express written and oral expressions related to the study topic
11	Be able to adapt the winning information to new situations

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	4	3	4	4	4
P2	5	3	4	4	4
P3	4	5	3	3	3
P4	4	4	3	3	3
P5	3	4	3	3	3
P6	3	3	4	4	4
P7	3	3	4	4	4
P8	4	4	5	4	5
P9	4	4	5	5	5
P10	5	3	5	5	3
P11	5	3	5	5	3

