



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Bussiness English I							
Course Code		BPR261		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	6	Workload	150 (<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), Discussion, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)		Ins. Gizem GÜREL DÖNÜK							

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	Business English Güven Özal Seçkin Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	To Be (am-is-are),Parts of Speech (Cümlelerin Öğeleri)
2	Theoretical	Word Order (Sözcük Dizimi),Subject Pronouns (I, you, he)
3	Theoretical	Object Pronouns (me, him, her), Possessive Adjectives (my, his, your)
4	Theoretical	Possessive Pronouns (mine, yours, hers), Personal Pronouns (I, me, my, mine)
5	Theoretical	Reflexive pronouns (myself, yourself, herself), Possessive 's (ismin iyelik hali)
6	Theoretical	Singular / Plural (Tekil / Çoğul), This / That / These / Those (işaret zamirleri)
7	Theoretical	There is / There are, Articles (a, an, the)
8	Theoretical	İngilizce Sıfatlar (Adjectives)
9	Intermediate Exam	Midterm
10	Theoretical	Adverbs (Zarflar)
11	Theoretical	Adjectives and Adverbs (Sıfatlar ve Zarflar Karşılaştırma)
12	Theoretical	Comparatives (slower, more expensive)
13	Theoretical	Superlative (the slovest, the most expensive)
14	Theoretical	Question Words (Soru Kelimeleri)
15	Theoretical	have got / has got (sahip olma)
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	10	4	0	40
Project	14	3	0	42
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				150
[Total Workload (Hours) / 25*] = ECTS				6

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Uses the correct knowledge of the vocabulary and structure that they have in the environments where professional English is used
2	Overcomes the reading and listening parts related to Professional English.
3	Develops knowledge of professional English for business life
4	Read and understand the main points in the reports, business letters, e-mails, messages, magazines and newspaper texts that they will encounter in the environments where professional English is used.
5	Produces different writing examples in professional English.

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	3	5	4	4	4
P2	3	5	3	3	3
P3	3	5	3	3	3
P4	3	4	3	3	4
P5	2	4	3	4	4
P6	2	4	2	4	4
P7	2	5	3	4	4
P8	3	5	5	5	3
P9	3	4	5	5	5
P10	2	4	5	5	4
P11	2	4	5	5	4

