



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional English I							
Course Code		YYÖN221		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	72 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Current topics are to teach new words and expressions through reading pieces related to business life and to gain the ability to use these concepts in business life.							
Course Content		Reading parts and related reading and word studies, to listen to dialogues, e-mail, report, telephone communication examples and patterns.							
Work Placement		None							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	50
Assignment	1	10

### Recommended or Required Reading

1	- English – Turkish dictionary
2	- Course materials will be provided in the class

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduce yourself
2	Theoretical	Introduce your profession
3	Theoretical	Daily Narration
4	Theoretical	Time definition
5	Theoretical	Software identification
6	Theoretical	Job description
7	Theoretical	Words used in the field of local governments, terms
8	Intermediate Exam	Midterm Exam
9	Theoretical	Understanding Computer terms
10	Theoretical	Talk about websites
11	Theoretical	Enhancing discussion/talking abilities
12	Theoretical	Enhancing discussion/talking abilities
13	Theoretical	Important databases
14	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	2	2	4
Midterm Examination	1	12	2	14
Final Examination	1	24	2	26
Total Workload (Hours)				72
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Uses the vocabulary and structure knowledge in professional English environments.
2	Overcomes the parts of reading and listening about professional English.



3	Develops the knowledge of professional English for business life.
4	Read and understand the main points in the reports, business letters, e-mails, messages, journals 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 (Local Authorities)

1	Theoretical knowledge in the field of public administration and local governments to use in working life and lifelong learning to be conscious.
2	To have the ability to use the functions of local government, public administration to adapt to contemporary approaches
3	Problems encountered in professional practice to identify, analyze and propose solutions to have the ability to bring.
4	Professional legal regulations to be equipped, and keep track of changes, use the.
5	Local and collective needs, expectations, and to have knowledge about efficient service delivery.
6	urkish political life, political orientations, political power, political culture and to have competence in matters of contemporary political ideologies.
7	Understanding of contemporary urbanism, urban planning, urban land management, housing and environmental issues and policies to be competent.
8	Decentralization, local democracy and civil society to gain competence on a case.
9	Having the necessary values in the field of professional ethics; written-verbal communication and correspondence with the field of information-communication technologies and be able to use.
10	Land use plans, zoning laws and regulations to have knowledge of subjects covered.
11	The process of globalization and the country's internal dynamics, to analyze the process of democratization.
12	The Constitution, fundamental rights and freedoms, civil servants, law and public law legislation have sufficient knowledge about professional ethics.

#### 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	3			
P2	3				
P3			2		
P4			3		
P9	5			5	3

