



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional English							
Course Code		DTS260		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 ( <i>Hours</i> )	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		In this course the student will apply the methods used in foreign trade terms and correspondence.							
Course Content		In our country, the rules of correspondence, official papers, correspondence types of items that should be present in correspondence with the official rules of correspondence, business papers, electronic documents and correspondence, electronic documents, archival size.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)		Ins. Mine GERGÜN							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Commercial English, Mehmet Melemen, Türkmen Kitapevi, İstanbul, 2011.
2	Lojistik ve Dış Ticaret Sözlüğü, M.Erdal, M.Alkan, UTİKAD Yayınları, Ankara, 2007.

Week	Weekly Detailed Course Contents	
1	Theoretical	Phone calls
2	Theoretical	Phone calls
3	Theoretical	Note-taking
4	Theoretical	Note-taking
5	Theoretical	read the text
6	Theoretical	read the text
7	Theoretical	writing
8	Theoretical	writing
9	Theoretical	Business correspondence
10	Theoretical	Business correspondence
11	Theoretical	Standard articles
12	Theoretical	Language differences
13	Theoretical	phrases
14	Theoretical	Face-to-face interview

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Assignment	5	4	0	20
Midterm Examination	1	11	1	12
Final Examination	1	11	1	12
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	on the phone to make calls in foreign languagesYabancı dilde
2	in a foreign language to professional correspondence
3	To be able to perform operations and operations in the field



4	To be able to conduct research in the field of English
5	To gain knowledge and skills to work in English

### Programme Outcomes (Foreign Trade)

1	To describe the basic concepts of economics, business law, labor and social security law, business, accounting and foreign trade.
2	To know the terms of delivery and payment in foreign trade; to regulate documents used in foreign trade transactions.
3	To understand Turkish foreign exchange regulations, to prepare documents used in these processes, and to make business correspondence.
4	To have a knowledge of Turkish customs legislation, and organize related documents
5	To know Turkish foreign trade legislation, main concepts regarding to logistics, international transporting rules and preparing necessary documents, performing e-trade transactions.
6	Making foreign trade transactions with computer and utilize from a foreign language in foreign trade transactions.
7	To be aware of Business Law, Job Security, environmental protection and quality concepts.
8	To understand and analyze the methods of financing foreign trade, and to know the foreign trade transactions in free zones.
9	To know the international marketing strategies, to recognize the risks of international trade, to analyze international monetary relations and capital markets.
10	To understand the importance of quality and standardization in foreign trade, and to know insurance operations and tax practices in foreign trade.
11	Accounting the transactions as to foreign trade and foreign exchange.
12	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.

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

	L1	L2	L3	L4
P2	4	4	4	4
P3	4	4	4	4
P4	4	4	4	4
P5	5	5	5	5
P6	5	5	5	5

