



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional Foreign Language							
Course Code		BYY118		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		Students who have successfully completed this course, Have knowledge about basic professional tools in English communication, have the ability to use in professional life.							
Course Content		Vocabulary required for communication in English in the professional life, basic speaking skills, knowledge of spoken understanding and analysis							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case 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	Vocational English, Lect. See. Güven Özal, Seçkin Publishing
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Week	Weekly Detailed Course Contents	
1	Theoretical	Meeting and review of the course plan
2	Theoretical	English communication; acquaintance
3	Theoretical	English communication; welcome at the point of sale
4	Theoretical	English communication; on-site reception
5	Theoretical	English communication; airport welcome & farewell
6	Theoretical	English communication; airport welcome & farewell
7	Theoretical	English communication; person introduction
8	Theoretical	English communication; person introduction
9	Theoretical	English communication; promotion of workplace
10	Theoretical	English communication; product promotion
11	Theoretical	English communication; fair presentation
12	Theoretical	English communication; corporate presentation / insurance
13	Theoretical	English communication; corporate presentation / product
14	Theoretical	English communication; corporate presentation / service
15	Theoretical	English communication; corporate presentation / service
16	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	2	28
Assignment	7	0	1	7
Individual Work	25	0	1	25
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	Having knowledge about basic professional tools in English communication
2	Having the ability to use in professional life
3	To have information about professional dialogues
4	To introduce product in foreign language
5	To be able to introduce business in a foreign language

Programme Outcomes (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisciplinary team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	1	1	1	1	1
P2	3	3	3	3	5
P3	5	5	5	5	5
P4	5	5	5	5	5
P5	4	5	5	5	5
P6	4	4	4	5	5
P7	4	4	4	4	4
P8	2	2	3	3	3
P9	4	4	4	4	4
P10	4	4	4	4	4

