



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Vocational Foreign Language I							
Course Code		ÇMH219		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to provide the use and skills of foreign language needed in professional practices, to reach activities and resources that can improve their professional expertise, to learn the technical terms that will be needed in professional terminology, and to have a knowledge of professional foreign language that can benefit from them.							
Course Content		Telephone conversation required by the profession, taking notes, Professional correspondence, e-mail / mail, answering, commercial and professional correspondence, basic speaking skill, knowledge of understanding and analyzing speech text,							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Ins. Ramiz BOY							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	T. C. Ministry of National Education Foreign Trade Professional English book
2	Turkish Republic Ministry of National Education Technical Correspondence book
3	Course Notes

Week	Weekly Detailed Course Contents	
1	Theoretical	Meeting and reviewing the course teaching plan,
2	Theoretical	Meeting and presenting in English communication,
3	Theoretical	Receiving calls via English communication, talking on the phone,
4	Theoretical	Taking calls with English communication, making calls on the phone, taking notes, call transfer,
5	Theoretical	English communication; welcome at the service / sales place,
6	Theoretical	Reading texts and correspondence, Translation
7	Theoretical	English communication; product, campaign promotion,
8	Intermediate Exam	Midterm
9	Theoretical	English communication; workplace presentation
10	Theoretical	English communication; professional correspondence, e-mail / mail
11	Theoretical	Professional terms, pronunciation and semantics, text translation
12	Theoretical	Commercial Correspondence,
13	Theoretical	Commercial Correspondence,
14	Theoretical	Face to face meeting, dialogue activity

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To have knowledge about professional basic tools in communication in English
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2	Competence to use in their professional life
3	Having information about professional dialogues
4	To be able to promote company / product in a foreign language
5	Professional correspondence in foreign language, face to face interviews

Programme Outcomes (Call Center Services)

1	Ability to use information and communication technology tools and other professional tools and techniques
2	Ability to plan and implement professional processes
3	Foreign language communication skills
4	Professional confidence
5	Entrepreneurship Skills
6	Ability to use theoretical domain knowledge in practice
7	Ability to manage a process to meet requirements
8	Work skills in teams, including interdisciplinary
9	Ability to identify and solve problems in professional practice
10	Professional ethics and accountability

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

