



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title	Vocational English IV								
Course Code	REM302	Course Level			First Cycle (Bachelor's Degree)				
ECTS Credit	4	Workload	100 (Hours)	Theory	4	Practice	0	Laboratory	0
Objectives of the Course	To get the ss to acquire written and oral communication skills in order to be successful in their affairs and relations with foreigners or sectors in their professional lives and careers								
Course Content	In parallel with the course objectives, the aims of the course mainly includes socializing, preparing resumes/CVs, writing job application letters, being in job interviews, phone calls, attending meetings, writing informative and evaluative reports, preparing presentations, also speaking and writing techniques and practices essential for business life, various samples of dialogues and correspondence, sample incidents, reporting, the rules to be obeyed in business correspondence and face to face meetings. iyecek içecek endüstrisinde kullanılacak terim, kavram ve iletişim becerilerini kazandırmayı amaçlar								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study								
Name of Lecturer(s)									

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading	
1	Career Paths Cooking

Week	Weekly Detailed Course Contents & Teaching Methods	
1	Theoretical	Requesting for Information
2	Theoretical	Sending Information
3	Theoretical	Price Change Notice
4	Theoretical	Sample Resume/CV.
5	Theoretical	Covering Letter for Resume/CV.
6	Theoretical	Letter of Reference
7	Theoretical	Resignation Letter
8	Theoretical	Lay-off Letter
9	Intermediate Exam	Mid-Term Exam
10	Theoretical	Letter of Invitation
11	Theoretical	Internal Memo 1
12	Theoretical	Internal Memo 2
13	Theoretical	Useful Glossary for Business Correspondence, Bargaining, Marketing, Meetings, Selling
14	Theoretical	Job Application Letter
15	Theoretical	General Review
16	Theoretical	Final Exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	4	70
Assignment	12	1	1	24
Midterm Examination	1	1	1	2



Final Examination	1	3	1	4
			Total Workload (Hours)	100
			[Total Workload (Hours) / 25*] = ECTS	4
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	To be able to read and comment on all types of texts, such as news, articles, essays, reports of evaluation and reports of information
2	To be able to write resumes/CVs, job application letters, reports on informative and evaluative matters
3	To be able to make speeches about informative and evaluative matters related to business life and improve their dialogue skills on social facts
4	To be able to recognize the business glossary and put it into practice
5	To be able to write meeting reports

Programme Outcomes (Food and Beverage Management)

1	Having scientific and professional ethic values
2	To gain the ability of critical and analytical thinking
3	Having the consciousness of necessity of obtaining new abilities and life-long learning
4	To know the principle concepts related to tourism industry
5	Having the consciousness of tourism and natural, cultural and social environment relations
6	Having the knowledge of higher level of a foreign language to communicate and to follow the new researches and daily subjects at his/her own field
7	Being able to use another foreign language at middle level
8	Having the ability of doing teamwork
9	Being competent about information technologies
10	Having the ability of administrative knowledge buildup at his field
11	Being competent about the human behaviours and relations of tourism industry
12	Being able to follow the trends at his/her field
13	Being competent about the subjects of establishment procedures of an enterprise and entrepreneurship on the food and beverage management fields
14	Having the ability and knowledge about the subjects that are necessary at his occupation
15	Being able to use and having knowledge about the equipments and hardware systems used at food and beverage establishments
16	Having the ability of problem diagnosis, and to make decision toward problems at food and beverage establishments

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

	L1	L2	L3
P1	2	1	1
P2	2	2	1
P3	1	2	2
P4	5	5	5
P5	3	3	4
P6	5	5	5
P7	3	1	1
P8	1	1	1
P9	2	4	1
P10	1	2	1
P11	1	1	1
P12	2	4	2
P13	5	5	5
P14	3	3	4
P15	2	5	4
P16	1	3	3

