AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Fachübersetzung II						
Course Code	ADE418		Couse Level	First Cycle (Bachelor's Degree)			
ECTS Credit	3	Workload	75 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	Special texts of selected professions will be examined.						
Course Content	This course is a continuation of ADE 417.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation)				
Name of Lecturer(s)							

Prerequisites & Co-requisities

Prerequisite	YD003
ECTS Requisite	90

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Çeşitli iş kollarına ait belge ve yazışma örnekleri ilgili öğretim üyesi tarafından hazırlanıp öğrencilere dağıtılacaktır.

Week	Weekly Detailed Course Contents	
1	Theoretical	The official language is German
2	Theoretical	The official language is German practice
3	Theoretical	Order correspondence
4	Theoretical	Order correspondence
5	Theoretical	Correspondence Problem
6	Theoretical	Correspondence Problem
7	Theoretical	Correspondence Problem
8	Intermediate Exam	Midterm
9	Theoretical	Correspondence Problem
10	Theoretical	Reclamation and the four statutory rights
11	Theoretical	Reclamation types of correspondence
13	Theoretical	Culturally, German and Turkish, a comparative analysis of correspondence
14	Theoretical	Culturally, German and Turkish, a comparative analysis of correspondence
15	Theoretical	judicial correspondence
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	3	2	70
Midterm Examination	1	1	1	2
Final Examination	1	1	2	3
			Total Workload (Hours)	75
		[Total Workload (Hours) / 25*] = **ECTS**		3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To design the types of business correspondence in German.

2	To analyze the types of business correspondence in German.
3	To formulate the types of business correspondence in German.
4	To create an original CV.
5	Writing commercial business letters.

Programme Outcomes *(German Language and Literature)*

1	Students will have advanced knowledge in the field of German Language and Literature in the field of German Language and Literature.
2	To be able to understand the concepts, ideas and data related to German Language and Literature through scientific methods in which he / she has learned and learned; It provides suggestions that can be proved by scientific evidence, evidence or evidence.
3	To inform the German audience about the issues related to German Language and Literature; expresses his / her own thoughts, problems / problems, solution suggestions and methods in written and verbal way.
4	Students will be able to produce scientific studies to be accepted by the experts in the field of Languages, Literatures and Cultures.
5	It carries out advanced studies independently with learning, learning skills and critical thinking.
6	Develops strategic management and implementation plans in the field of German Language and Literature and evaluates the obtained results within the framework of quality processes and uses the obtained data in interdisciplinary studies.
7	Plans and manages the activities and projects for the professional development of the people he works with in the sense of social responsibility.
8	Students will be able to follow and use the German Language and Literature knowledge and gain the competency with their colleagues.
9	It has the competence to observe social, scientific and ethical values ??in the stages of collecting, interpreting and announcing data about German Language and Literature.
10	Uses and develops information and communication technologies with the knowledge of computer software and hardware required by German Language and Literature.
11	She is able to translate from German to Turkish and from German to German so that she can speak an equivalent language and grammar.
12	Obtains the basic professional knowledge related to the learning area.

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

	L1	L2	L3
P1	5	5	5
P2	4		
P4	4	4	4
P5	5	5	5
P6	4	4	4
P8	5	5	5
P10	4	4	4
P11	5	5	5
P12	5	5	5