



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional English							
Course Code		BAS216		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	98 ( <i>Hours</i> )	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of this lecture is to introduce the business terms and concepts in banking and finance.							
Course Content		Personal finance, Jobs in banking, Banking products and services, Bank transactions, Investment, A career in Accountancy, The Economy.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Olcay YILMAZ							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	English for Banking & Finance 1, Rosemary Richey, Pearson Longman.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Personal Finance.
2	Theoretical	Personal Finance.
3	Theoretical	Jobs in Banking.
4	Theoretical	Jobs in Banking.
5	Theoretical	Banking product and services.
6	Theoretical	Banking product and services.
7	Theoretical	Banking transactions.
8	Intermediate Exam	Mid-term exam.
9	Theoretical	Banking Transactions.
10	Theoretical	Investment.
11	Theoretical	Investment.
12	Theoretical	A career in accountancy.
13	Theoretical	A career in accountancy.
14	Theoretical	The Economy.
15	Theoretical	The Economy.
16	Final Exam	Final exam.

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	1	28
Lecture - Practice	14	1	1	28
Reading	5	1	1	10
Individual Work	6	3	1	24
Midterm Examination	1	3	1	4
Final Examination	1	3	1	4
Total Workload (Hours)				98
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Talk about personal finance.
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2	Obtain information about banking products and services.
3	Learn what banks offer to customers and what customers expect from banks.
4	Talk about exchange rates and banking transactions.
5	Learns about investment portfolios and types.

**Programme Outcomes (Banking and Insurance)**

1	Having adequate infrastructure in the fields of economics, law, accounting, basic management, management and field; to use theoretical and practical knowledge in these areas.
2	To acquire the ability to use computer software and hardware at the basic level required by the field
3	To be able to interpret and evaluate data, to be able to identify and analyze problems using basic knowledge and skills acquired in the field
4	To have a consciousness of historical values, social responsibility, universal, social and professional ethics
5	To be able to identify and effectively use the modern techniques, tools and information technologies required for applications related to the field.
6	Having the ability to plan and project using the professional environment and tools related to the field
7	Be equipped with the ability to produce solutions, take responsibility in teams or in individual work

**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	3	4	4
P3	3	4	3	3	4
P6	3	4	3	4	4
P7	3	3	4	3	4

