



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Vocational English I							
Course Code		UTIF307		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	4	Workload	100 ( <i>Hours</i> )	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		This course deals with Institution and firm based written communication in English and providing the students with the exemplar of these written communications.							
Course Content		Institutions or organizations and correspondences in English company-focused, correspondence templates, application examples.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)									

### Prerequisites & Co-requisites

ECTS Requisite	40
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### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	A.ASHLEY - Serap AYDIN ÖMEROĞULLARI, İngilizce Ticari Yazışma El Kitabı
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Week	Weekly Detailed Course Contents	
1	Theoretical	The aim of the course and issue
2	Theoretical	Grammar
3	Theoretical	Grammar
4	Theoretical	Grammar
5	Theoretical	English resume preparation
6	Theoretical	Correspondence requesting information from firms
7	Theoretical	Correspondence requesting information from firms
8	Intermediate Exam	Midterm Exams
9	Theoretical	Correspondence requesting information from firms
10	Theoretical	Correspondence requesting information from firms
11	Theoretical	Correspondence containing the change in price
12	Theoretical	Necessary to delay the delivery and correspondence
13	Theoretical	Letter of credit under the foreign trade
14	Theoretical	Correspondence detailed product promotion companies
15	Theoretical	Final Exams

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	3	56
Midterm Examination	1	22	1	23
Final Examination	1	20	1	21
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	
2	
3	
4	
5	

**Programme Outcomes** (*International Trade and Finance*)

1	To become individuals having high intellectual capacity, improved social skills, positive thinking, the ability to adapt to different environments and institutions
2	To have technical equipment, flexible thinking and action ability and multiple language skills to be capable of working in international platforms
3	To be able to utilize the basic knowledge they obtained with an interdisciplinary approach to business, economics, etc. in creating expertise in the fields of International Trade and Finance in accordance with the requirements of the globalized business world
4	To develop suggested solutions and recommendations by informing the people and institutions predicting regional, national and international problems in the fields of international trade and finance with a proactive approach
5	To possess the ability of analytical thinking and the ability to synthesize with quantitative proficiency as required in the program
6	To have the characteristics to inquire and investigate the knowledge and skills acquired during the education process in relation to the requirements of existing market conditions
7	To identify and analyze the validity of theories related to the international trade and finance and their relationships regarding current conditions
8	To possess the knowledge of a second foreign language to the extent of their individual abilities, besides the competency in the English language to be able to communicate effectively
9	To have the qualifications of managing and being managed to solve existing and potential problems encountered in practice
10	To be able to organize activities that will contribute to the personal and professional development of the employees in the department where he/she holds an executive position

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

