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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Professional foreign language** | |  | 3 | 4+0 | 4 | 5 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | In this course, the student; It is aimed to gain basic professional concepts and definitions and basic professional grammar competencies. | | | | | | | Course Learning Outcomes | At the end of this course, the student;  1- Uses professional foreign language knowledge,  2- Uses professional concepts and definitions,  3- Discusses the read or studied contents in English in the class,  4- Uses terms in meaningful sentences. | | | | | | | Course Content | Communication concepts, expressing future plans in the present tense, office management concepts, office concepts, making or answering the phone. | | | | | | | **Weeks** | **Topics** | | | | | | | one | Expressing Future Plans in Present Tense Structure. | | | | | | | 2 | Communication Concepts | | | | | | | 3 | Past Tense: Positive-Negative And Question State-School Days- Story | | | | | | | 4 | Office Management Concepts | | | | | | | 5 | Past Tense: Asking and Answering Questions | | | | | | | 6 | Thermology of the Media and the Press | | | | | | | 7 | Letter Writing | | | | | | | 8 | Social Sciences Literature | | | | | | | 9 | Future Tense: Going To- Talking And Writing About Future Plans-Story | | | | | | | 10 | Organization Activities and Effective Communication | | | | | | | 11th | Countable and Uncountable Nouns | | | | | | | 12 | Quantity Envelopes | | | | | | | 13 | Office Concepts | | | | | | | 14 | Picking Up Or Answering The Phone | | | | | |  |  | | --- | | **General Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **resources** | | Cotton, D., Falvey D., and Kent S., (2013). *Pre-intermediate market leader business english course book* , FT publishing, Pearson limited, 3.Edition.eucation | | **Evaluation System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **WITH PROGRAM LEARNING OUTCOMES**  **COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** | | | | | | | | | | | | | | | | | | |  | **PO1** | | **PO2** | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | | **PO12** | | **LO1** | one | | - | - | - | | - | 3 | | - | - | | 5 | - | | - | | - | | **LO2** | one | | - | - | - | | - | 3 | | - | - | | 5 | - | | - | | - | | **LO3** | one | | - | - | - | | - | 3 | | - | - | | 5 | - | | - | | - | | **LO4** | one | | - | - | - | | - | 3 | | - | - | | 5 | - | | - | | - | | **LO: Learning Outcomes OP: Program Outcomes** | | | | | | | | | | | | | | |  | |  | | | **Contribution Level** | | **1 Very Low** | | | | **2 Low** | | | **3 Medium** | | | **4 High** | | | **5 Very High** | | | |   Relation of Program Outcomes and Related Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | **Professional foreign language** | one | - | - | - | - | 3 | - | - | 5 | - | - | - | |