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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 |

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| **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. |

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|  | **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 | - | - | - |

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