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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Professional Foreign Language II** | |  | 3 | 3+0 | 3 | 4 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | It is aimed to give general foreign language knowledge and to teach professional terms. | | | | | | | Course Learning Outcomes | This lesson finally student ;  1-Can make conversations on the phone in a foreign language.  2- Gains competence in reading and writing in a foreign language.  3- Can make professional correspondence in a foreign language.  4- Conducts face-to-face interviews. | | | | | | | Course Content | Introducing yourself – you and your company – people in business, telephone language, visiting a company – meeting people – describing company structure, exporting and importing , terms related to customs, arrangements- dates and schedules- getting connected – arranging to meet, dealing with problems ( customer&companies ) – making decisions- complaining and apologizing, mid-term and course review, business world – people at work – responsibilities and regulations, getting a job – recruitment processes – applying for a job- staff profiles, the world of work – changing careers -, foreign trade – work environments, business correspondence –letters/e-mails, international trade and transport terms. | | | | | | | **Weeks** | **Topics** | | | | | | | one | Introducing Yourself – You and Your Company – People in Business | | | | | | | 2 | Telephone Language | | | | | | | 3 | Visiting a Company – Meeting people – Describing Company Structure | | | | | | | 4 | Exporting and Importing | | | | | | | 5 | Terms related to customs | | | | | | | 6 | Arrangements- Dates and Schedules- Getting Connected – Arranging to Meet | | | | | | | 7 | Dealing with Problems (Customer&Companies) – Making Decisions- Complaining and Apologizing | | | | | | | 8 | Mid-term and Course review | | | | | | | 9 | Business World – People at Work – Responsibilities and Regulations | | | | | | | 10 | Getting A Job – Recruitment Processes – Applying for A Job- Staff Profiles | | | | | | | 11th | The World of Work – Changing Careers - | | | | | | | 12 | Foreign Trade – Work Environments | | | | | | | 13 | Business Correspondence –Letters/E-mails | | | | | | | 14 | International Trade and Transport Terms | | | | | |  |  | | --- | | **General Competencies** | | from students this main topics of the lesson their understanding and fields with in applications their use expected . | | **resources** | | Melemen, M. (2006). *Correspondence techniques in international trade* . Istanbul, Turkmen Bookstore. | | **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** | | **LO1** | one | | - | one | | 2 | - | | one | 5 | | - | one | | - | | **LO2** | one | | - | one | | one | - | | one | 5 | | - | one | | - | | **LO3** | one | | - | one | | one | - | | one | 5 | | - | one | | - | | **LO4** | one | | - | - | | one | - | | one | 5 | | - | one | | - | | **REVENGE: Learning Outputs OP: Program Outputs** | | | | | | | | | | | | | | | | | **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** | | **Vocational Foreign Language II** | one | - | one | one | - | one | 5 | - | one | - | |