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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 |

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| **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. |

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| **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 | - |

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