

## VOCATIONAL LANGUAGE

1	Course Title:	VOCATIONAL LANGUAGE
2	Course Code:	EEM3702
3	Type of Course:	Optional
4	Level of Course:	First Cycle
5	Year of Study:	3
6	Semester:	6
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr. Gör. Dr. NESLİHAN ÖNDER ÖZDEMİR
15	Course Lecturers:	
16	Contact information of the Course Coordinator:	Neslihan ÖNDER ÖZDEMİR neslionder@uludag.edu.tr
17	Website:	
18	Objective of the Course:	The Foreign Language for Business Course aims to hone students' skills in Computer Engineering through words specific to business, reading and relevant texts in business.
19	Contribution of the Course to Professional Development:	Students will be able to use words related to business when they start to work.
20	Learning Outcomes:	
	1	Enhancing vocabulary knowledge related to business English and using them.
	2	Using business English to prepare CV and cover letter.
	3	Using English in a present or future work situation.
	4	Problem solving, critical thinking and professional communication through integrated skills.
	5	Writing an email and responding to the email.
	6	Making presentations in English.
	7	Adapting the dialogues at work life to his/her work place.
	8	Talking on the phone on business.
	9	Recognizing the career ladder at work life.
	10	Using idioms on business life.
21	Course Content:	
	<b>Course Content:</b>	
Week	Theoretical	Practice
1	Reading and target words about Recruitment and Selection in work life	
2	Reading and target words about Recruitment and Selection in work life	
3	Preparation of CV and Cover Letter	

4	Skills and Qualifications	
5	Salary	
6	Buyers, Sellers and the Market	
7	Problems at work	
8	People and workplaces	
9	The career ladder	
10	Managers	
11	Telephoning	
12	Writing an email and responding to the email	
13	Presentation skills	
14	REVISION	

22	Textbooks, References and/or Other Materials:	<p>David Allen (2002) Getting Things Done: The Art of Stress-Free Productivity.</p> <p>My Architect: A Son's Journey (2003)</p> <p>Why the Towers Fell - An Exclusive Investigation into the Collapse of the World Trade Center (2002)</p> <p>Sydney Pollack (2006) Sketches of Frank Gehry.</p>
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23	Assesment	
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TERM LEARNING ACTIVITIES		NUMBE	WEIGHT		
Activites			Number	Duration (hour)	Total Work Load (hour)
Theoretical					
Home work-project	0	0	14	2.00	28.00
Practicals/Labs			0	0.00	0.00
Self study and preperation	2	1	14	3.00	42.00
Total			100.00		
Homeworks			2	8.00	16.00
Success Grade Projects			0	0.00	0.00
Field Studies			0	0.00	0.00
Midterm exams			1	0.00	0.00
Total			100.00		
Others			0	0.00	0.00
Course Exams			1	4.00	4.00
Total Work Load					90.00
Total work load/ 30 hr					3.00
ECTS Credit of the Course					3.00

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	1	1	1	1	1	1	3	5	1	1	3	0	0	0	0	0
ÖK2	1	1	1	1	1	1	3	5	1	1	1	0	0	0	0	0
ÖK3	1	1	1	1	1	1	5	5	1	1	1	0	0	0	0	0
ÖK4	1	1	1	1	1	1	5	5	4	1	1	0	0	0	0	0

ÖK5	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
ÖK6	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
ÖK7	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
ÖK8	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
ÖK9	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
ÖK10	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
LO: Learning Objectives    PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			