

## VOCATIONAL FOREIGN LANGUAGE II (ENGLISH)

1	Course Title:	VOCATIONAL FOREIGN LANGUAGE II (ENGLISH)
2	Course Code:	OSPZ002
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	4
7	ECTS Credits Allocated:	4.00
8	Theoretical (hour/week):	3.00
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. EMEL ADAMIŞ
15	Course Lecturers:	
16	Contact information of the Course Coordinator:	Tel.:0.224.2615540/60539 Fax:0.224.2615543 e-mail: emeladamis@uludag.edu.tr
17	Website:	
18	Objective of the Course:	The aim of the course is to enable Foreign Trade Program students to be aware of their vocational terminology in English language, to improve their capability in expressing themselves in business environment, and to achieve self-confidence in language use in international activities.
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	
	1	Be able to introduce oneself and workplace/he is working for
	2	Be able to use export and import-related topics and terms
	3	Be able to use foreign trade-related terms and conceptions.
	4	Be able to use the conceptions and terms related to customs and customs proceedings
	5	Be able to do international correspondence and to communicate in writing with guests
	6	Be able to use the terms about commerce
	7	Be able to manage oral communication in a foreign language
	8	Be able to use and explain the concepts related to international trade transportation
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	10	
21	Course Content:	
	<b>Course Content:</b>	
Week	Theoretical	Practice

1	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	
11	The World of Work – Changing Careers -	
12	Foreign Trade – Work Environments	
13	Business Correspondence –Letters/E-mails	
14	International Trade and Transport Terms	

22	Textbooks, References and/or Other Materials:	Business Basics – David Grant and Robert McLarty – Oxford University Press			
Activites			Number	Duration (hour)	Total Work Load (hour)
<b>TERM LEARNING ACTIVITIES</b>			<b>NUMBER</b>	<b>WEIGHT</b>	
Theoretical			14	3.00	42.00
Practicals/Labs			0	0.00	0.00
Self study and preperation			0	3.00	42.00
Homeworks			0	0.00	0.00
Projects			1	10.00	10.00
Final Exam			60.00		
Field Studies			0	0.00	0.00
Midterm exams			1	10.00	10.00
Contribution of Term (Year) Learning Activities to			40.00		
Others			0	0.00	0.00
Final Exams			60.00	15.00	15.00
Contribution of Final Exam to Success Grade					
Total Work Load					119.00
Total work load/ 30 hr					3.97
Measurement and Evaluation Techniques Used in the					
ECTS Credit of the Course					4.00

24	<b>ECTS / WORK LOAD TABLE</b>
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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	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0
ÖK2	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0
ÖK3	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0
ÖK4	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0

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