

TOROS ÜNİVERSİTESİ

Faculty Of Economic, Administrative And Social Sciences
Business Administration (English)

Course Information

ENGLISH III					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
FLE203	Fall	3	0	3	5

Prerequisites and co-requisites	
Language of instruction	English
Type	Required
Level of Course	Bachelor's
Lecturer	Okt. Sena TEKEİ
Mode of Delivery	Face to Face
Suggested Subject	None
Professional practise (internship)	None
Objectives of the Course	This course intends to develop students' language skills in their fields. This course is committed to practical communicative methodology.
Contents of the Course	This course is a 3 hour course aims to empower students with language which they need to carry out their career goals. To this end the course provide the students with background in major concepts and ample opportunities for students to build awareness and practice the language in real-life scenarios. The course provide opportunities to practice language students need for work in their profession.

Learning Outcomes of Course

#	Learning Outcomes
1	Developing academic speaking, listening, writing, and reading skills
2	Identifying related terminology
3	Developing personal strategies for reviewing new related vocabulary
4	Using vocabulary in a variety of academic speaking, listening, writing, and reading activities
5	Discussing a variety of topics needed for work in the students' professions
6	Evaluating a variety of texts

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Unit 8. Income and Assests Reading: Memo Listening and Speaking: Asking for Clarification Writing: Writing an e-mail Unit 9. Budgets Reading: Budgets Listening and Speaking: Asking for an Opinion Writing: Writing an Essay about options for reducing costs	Communicative Method, Task-Based Method, Audio Lingual Method
2	Unit 10. Balance Sheet Reading: Roark and Wilson, Accounting Firm Listening and Speaking: Asking about Needs Writing: Describing the Balance Sheet	Communicative Method, Task-Based Method, Audio Lingual Method
3	Unit.11 P&L Reports Reading: Happy Town Gifts Listening and Speaking: Bringing up a Problem Writing: Filling out an e-mail	Communicative Method, Task-Based Method, Audio Lingual Method
4	Unit 12. Cash Flow Statements Reading: Cash Flow Statements Listening and Speaking: Expressing Relief Writing: Writing a memo	Communicative Method, Task-Based Method, Audio

		Lingual Method
5	Unit 13. The Break-even Point Reading: The Break-even Point Listening and Speaking: Delivering Bad News Writing: Writing an e-mail to a Manager	Communicative Method, Task-Based Method, Audio Lingual Method
6	Unit 14. Taxes Reading: Tax Facts Listening and Speaking: Making a Suggestion Writing: Writing a Proposal	Communicative Method, Task-Based Method, Audio Lingual Method
7	Unit 15. Bookkeeping Cycle Reading: Memo Listening and Speaking: Talking about Progress Writing: Filling out an e-mail	Communicative Method, Task-Based Method, Audio Lingual Method
8	Midterm Exam	
9	Unit 1. Business Relationship Reading: Buyer Beware Listening and Speaking: Talking about Possibility Writing: Writing an e-mail about problems your company are facing and options for avoiding these problems	Communicative Method, Task-Based Method, Audio Lingual Method
10	Unit 2. E-Commerce Reading: Online Shopping Listening and Speaking: Asking for Repetition Writing: Writing a paragraph about tips for choosing a password and suggestions for choosing security questions	Communicative Method, Task-Based Method, Audio Lingual Method
11	Presentation Week	Presentation
12	Presentation Week	Presentation
13	Unit 3. Internet Security Reading: Safety Net Internet Security Listening and Speaking: Listing Paired Items Writing: Write an Advertisement for Safety Net Products	Communicative Method, Task-Based Method, Audio Lingual Method
14	Unit 4. Project Management I Reading: Project Management Listening and Speaking: Giving a Compliment Writing: Write a progress report	Communicative Method, Task-Based Method, Audio Lingual Method
15	Review for the Final Exam	Communicative Method, Task-Based Method, Audio Lingual Method
16	Final Exam	

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Management II, Career Paths	Virginia Evans- Jenny Dooley- Henry Brown Express Publishing	

Method of Assessment

#	Weight	Work Type	Work Title
1	30%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam
3	10%	Mid-Term Project	Mid-Term Project

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	Developing academic speaking, listening, writing, and reading skills	14	1,2,3
2	Identifying related terminology	14	1,2,3
3	Developing personal strategies for reviewing new related vocabulary	14	1,2,3
4	Using vocabulary in a variety of academic speaking, listening, writing, and reading activities	14	1,2,3
5	Discussing a variety of topics needed for work in the students' professions	14	1,2,3
6	Evaluating a variety of texts	14	1,2,3

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	3	42
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	6	6
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	1	6	6
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	6	6
16	Final Exam	1	1	1
				90