

Course Description	
Course Code	YS 430
Course Name	FOREIGN LANGUAGE FOR BUSINESS
Prerequisite Courses	
Language of the Course	The English
Course Coordinator	
Instructor(s)	
Course Assistants	
The aim of the course	Problem-solving. Scientific meetings. Writing technical reports. Letters and letters formats. Workshops
Course Content	Improving foreign language for business

Weekly Course Content	
Week 1	Solving Problems
Week 2	Solving Problems
Week 3	Solving Problems
Week 4	Scientific meetings
Week 5	Scientific meetings
Week 6	Scientific meetings
Week 7	Scientific meetings
Week 8	Midterm exam.
Week 9	Writing technical reports
Week 10	Writing technical reports
Week 11	Letters and letter formats
Week12	Letters and letter formats
Week 13	Workshops
Week 14	Workshops
Week 15	Final exam.

Course Learning Outcomes	
1	At least one foreign language
2	Effective speaking and writing skills in English
3	learn about professional terminology
4	prepare a presentation by using professional terminology
5	answer the question about professional English
6	interpret the question about professional English

Contribution of the Course to Program Qualifications		Contribution Level
01	The student will have the ability to apply analytical approach, mathematics and science knowledge in software and engineering issues.	0
02	The student will have the ability to identify, define, formulate and solve a problem in software and computer systems.	0
03	The student will have gains scientific research skills in software and engineering problems, has the ability to design a system, part or process.	3
04	The student will have the ability to use the design capability, techniques and tools required for engineering applications.	0
05	The student will have the ability to design, implement and interpret experimental work and software projects by analyzing the results.	0
06	The student will have the ability to work between disciplines and teamwork.	0
07	The student will have the ability to work in international environments and adapt to different cultures.	0
08	The student will have verbal and written communication skills in Turkish and English.	5
09	The student will have the awareness of the necessity of lifelong learning and the ability to realize it.	0
10	The student will gain knowledge of legal issues with the awareness of professional and ethical responsibility.	0
11	The student will have managerial skills (leadership, organization, time and risk management, quality awareness, efficiency, etc.).	3
12	The student will have the ability to participate in social activities, to acquire regular sports habits and to use time in the best way.	0
13	The student will have the ability to find unusual ways and produce projects.	0
14	The student will have professional self-confidence, being an entrepreneur and taking initiative.	0
15	It is sensitive about the problems of the age and looks after the national interests.	0

ECTS WORKLOAD			
	Number	Duration (hours)	Number*Duration
Face to face education	14	2	28
Out-of-class study time (pre-study, reinforcement)	10	1	10
Homeworks	1	2	2
Presentation / Seminar preparation	1	2	2
Quizzes	0	0	0
Preparation for midterm exams	1	10	10
midterm exams	1	2	2
Project (Semester assignment)	0	0	0
Lab	0	0	0
field work	0	0	0
Preparation for the final exam	1	15	15
Semester final exam	1	2	2
Research	2	3	6
TOTAL WORKLOAD			77
ECTS			3

Evaluation		
SEMESTER EVALUATION	Number	Contribution Percentage
Midterm	1	20
Quiz	0	0
Homework	2	20
SEMESTER TOTAL		40
Contribution rate of mid-term evaluations to success		40
Contribution rate of the final exam to success		60

GRAND TOTAL		100
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RESOURCES	
Textbook	'READER AT WORK II'published by METU,Department of Basic English. Velioglu,Kandiller, Tugay, 1997
Helpful Resources	'READER AT WORK II'published by METU,Department of Basic English. Velioglu,Kandiller, Tugay, 1997