

Year

Department of Business Administration / Department of Business Administration /

Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
BUS224	PROFESSIONAL ENGLISH I	3.00	0.00	0.00	3.00	4.00

Course Detail

<b>Course Language</b>	: English
<b>Qualification Degree</b>	: Bachelor
<b>Course Type</b>	: Compulsory
<b>Preconditions</b>	: Not
<b>Objectives of the Course</b>	: The aim of this course is to improve the students' vocational vocabulary as well as making them comprehend and use the skills of basic translation effectively. Furthermore, by developing students' pre-acquired speaking and writing skills, it is to increase the level english proficiency of the students.
<b>Course Contents</b>	: The students are taught through the reading texts about their departments beginning with the translations of the frequently used English concepts in vocational circles and the concepts particular to business administration.
<b>Recommended or Required Reading</b>	: Nikolaenko, E.B. (2008). Business English.Tomsk Polytechnic University Publishing House.
<b>Planned Learning Activities and Teaching Methods</b>	: Theoretical lecturing
<b>Recommended Optional Programme Components</b>	: Before each lesson, students should prepare for the topic that will be taught that week.
<b>Course Instructors</b>	: Prof. Dr. Hakan Vahit Erkutlu
<b>Instructor's Assistants</b>	: Assistant professor Gökhan Seçme
<b>Presentation Of Course</b>	: Lecturing by giving a presentation
<b>Update Date</b>	: 2/13/2026 11:43:14 AM
<b>Dosya İndirilme Tarihi</b>	: 2/13/2026

Course Outcomes

Upon the completion of this course a student :

1 can analyze the foreign literature related to the problems of business administration.

2 Be able to express the demands and terms of business by using both Turkish and English.

3 Be able to differentiate the vitality of life-long learning.

4 Can differentiate vocational and ethical responsibilities.

Pre / Side Conditions

Course Code	Course Name	Condition	Teorical	Practice	Laboratory	Credits	ECTS
-------------	-------------	-----------	----------	----------	------------	---------	------

Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Unit 1: Introduction into Business English			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 5-12	*Lecture, Discussion, Questions-Answers	
2.Week	*UNIT 2: RECRUITMENT			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 13-17	*Lecture, Discussion, Questions-Answers	
3.Week	*UNIT 3: WRITING CV AND LETTER OF APPLICATION			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 18-23	*Lecture, Discussion, Questions-Answers	
4.Week	*UNIT 4: JOB INTERVIEWS			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 24-30	*Lecture, Discussion, Questions-Answers	
5.Week	*UNIT 4: JOB INTERVIEWS			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 24-30	*Lecture, Discussion, Questions-Answers	
6.Week	*UNIT 6: TYPES OF BUSINESS ORGANIZATIONS			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 43-57	*Lecture, Discussion, Questions-Answers	
7.Week	*Reviewing			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 5-30 ve 43-57	*Lecture, Discussion, Questions-Answers	
8.Week	*Midterm exam					
9.Week	*UNIT 7: COMPANY STRUCTURE			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 58-73	*Lecture, Discussion, Questions-Answers	
10.Week	*UNIT 9: TELEPHONING			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 94-102	*Lecture, Discussion, Questions-Answers	
11.Week	*UNIT 10: GIVING A SUCCESSFUL PRESENTATION			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 103-109	*Lecture, Discussion, Questions-Answers	
12.Week	*UNIT 10: GIVING A SUCCESSFUL PRESENTATION			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 103-109	*Lecture, Discussion, Questions-Answers	
13.Week	*UNIT 10: GIVING A SUCCESSFUL PRESENTATION			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 103-109	*Lecture, Discussion, Questions-Answers	
14.Week	*Reviewing			*Textbook: Nikolaenko, E.B. (2008) Business English. Tomsk Polytechnic University Publishing House. Pages: 5-30, 43-57-12, ve 58-109	*Lecture, Discussion, Questions-Answers	
15.Week	*Final exam					

Assesment Methods %
3 Final : 60.000
4 Vize : 20.000
5 Ödev : 20.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Final	1	1.00	1.00
Ders Öncesi Bireysel Çalışma	14	3.00	42.00
Ders Sonrası Bireysel Çalışma	13	2.00	26.00
Teorik Ders Anlatım	14	3.00	42.00
Derse Katılım	14	1.00	14.00
<b>Total :</b>			<b>126.00</b>

Activities	Count	Time(Hour)	Sum of Workload
Sum of Workload / 30 ( Hour ) : 4			
ECTS : 4.00			

Program And OutcomeRelation																							
	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13	P.O.14	P.O.15	P.O.16	P.O.17	P.O.18	P.O.19	P.O.20	P.O.21	P.O.22	P.O.23
	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19	P.O. 20	P.O. 21	P.O. 22	P.O. 23
L.O. 1	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
L.O. 2	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
L.O. 3	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
L.O. 4	5	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Avarage	7.25	6.75	0	3.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4.00	0	0	0	8.75

Ders/Program Çıktıları İlişkisi																						
P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19	P.O. 20	P.O. 21	P.O. 22	P.O. 23
12	12	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	0	0	0	18

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person's ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarlama Talebi : Engel durumuna ilişkin herhangi bir uyarlama talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.