

Department of Business Administration / Department of Business Administration /						
Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
BUS223	READING AND SPEAKING IN FOREIGN LANGUAGE	3.00	0.00	0.00	3.00	4.00
Course Detail						
Course Language	: English					
Qualification Degree	: Bachelor					
Course Type	: Compulsory					
Preconditions	: Not					
Objectives of the Course	: This course aims to develop academic reading and speaking skills of students. Beside these skills, students are expected to improve their vocabulary and presentation skills and apply them to their academic and daily lives.					
Course Contents	: Working life and jobs, finding and selecting candidate employees, types of businesses, problems and corruption encountered in the workplace, business ethics, making presentations and what to consider in effective presentations constitute the content of this course.					
Recommended or Required Reading	: Mascull, B. (2018). Business Vocabulary In Use. Cambridge University Press.					
Planned Learning Activities and Teaching Methods	: Lecture, Question-Answer, Interaction, end-of-course quizzes, discussion					
Recommended Optional Programme Components	: It is recommended that you read before class.					
Course Instructors	: Prof. Dr. Hakan Vahit Erkutlu					
Instructor's Assistants	: There are no assistants teaching the course.					
Presentation Of Course	: Theoretical-Face to Face					
Update Date	: 8/30/2025 11:23:18 PM					
Dosya İndirilme Tarihi	: 9/23/2025					

Course Outcomes
Upon the completion of this course a student :
1 can express themselves well in daily life
2 can compare and contrast differen approaches and thoughts
3 can improve vocabulary especially for business administration
4 can understand and interpret the texts they read
5 can improve their presentation skills.

Preconditions						
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Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Work and jobs			*Please read the course content and ECTS information before coming. Presentations: Unit 1.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
2.Week	*Ways of working			*Please read the course content and ECTS information before coming. Presentations: Unit 2.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
3.Week	*Recruitment and selection			*Please read the course content and ECTS information before coming. Presentations: Unit 3.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
4.Week	*Pay and benefits			*Please read the course content and ECTS information before coming. Presentations: Unit 5.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3

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5.Week	*People and workplaces			*Please read the course content and ECTS information before coming. Presentations: Unit 6.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
6.Week	*Companies and careers			*Please read the course content and ECTS information before coming. Presentations: Unit 7.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
7.Week	*Reviewing			*Please read the course content and ECTS information before coming to the course. Presentations: Units 1, 2, 3, 5, 6, and 7.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
8.Week	*Midterm exam			*Units: 1, 2, 3, 5, 6 and 7		Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
9.Week	*Problems at work			*Please read the course content and ECTS information before coming. Presentations: Unit 8.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.3 Ö.Ç.4
10.Week	*Organizations 1 and 2			*Please read the course content and ECTS information before coming. Presentations: Units 11 and 12.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.1 Ö.Ç.3
11.Week	*Wrongdoing and corruption			*Please read the course content and ECTS information before coming. Presentations: Unit 40.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.3 Ö.Ç.4
12.Week	*Business ethics			*Please read the course content and ECTS information before coming. Presentations: Unit 41.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.3 Ö.Ç.4
13.Week	*Presentations 1, 2 ve 3			*Please read the course content and ECTS information before coming. Presentations: Units 60, 61 and 62.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.5
14.Week	*Presentations 1, 2 ve 3			*Please read the course content and ECTS information before coming. Presentations: Units 60, 61 and 62.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.5

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15.Week	*Reviewing			*Please read the course content and ECTS information before coming. Presentations: Units 1., 2, 3., 5., 6., 7., 40., 41., 60, 61 and 62.	*Lecture, Discussion, Question and Answer	Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.5 Ö.Ç.1 Ö.Ç.3 Ö.Ç.5

Assesment Methods %
1 Ara Sınav : 40.000
3 Final : 60.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Final	1	1.00	1.00
Derse Katılım	14	3.00	42.00
Ders Öncesi Bireysel Çalışma	14	2.00	28.00
Ders Sonrası Bireysel Çalışma	14	2.00	28.00
Ara Sınav Hazırlık	4	1.00	4.00
Final Sınavı Hazırlık	4	1.00	4.00
Total : 108.00			
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
L.O. 1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	5
L.O. 2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	5
L.O. 3	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	5
L.O. 4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	5
L.O. 5	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	5
Avarage	3.80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4.80	0	0	0	5.00

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