OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
COURSE SYLLABUS FORM

ENG 101 Academic English I							
Course Name	**Course Code**	**Period**	**Hours**	**Application**	**Laboratory**	**Credit**	**ECTS**
Academic English I	ENG 101	1	3	0	0	3	3

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Discussion, Question-Answer, Writing-feedback

Course Objective
This course aims to introduce students to English for specific purposes, i.e. business English as well as academic English and its specific vocabulary and structures, with a focus on the differences between formal and informal language. It will familiarize students with terms related to their fields, types of formal writing, and key presentation skills. Students will read texts about the business world, listen to lectures and write using academic language, while learning to give presentations. They will be exposed to a range of different topics, both academic and related to business.

Learning Outcomes
Students who successfully complete this course are expected to: 1. Be able to understand business related terms and texts   2. Recognize and understand academic English   3. Differentiate and utilize formal and informal English   4. Give presentations   5. Write emails   6. Write reports

Course Outline
In the first 7 weeks of this course, there will be a focus on business English. Each week, a unit from the textbook The Business 2.0 Intermediate will be covered whilst completing writing tasks. In the remaining weeks, there will be a focus on academic English, in which Oxford EAP (B1+) will be used to familiarize students with academic language.

Weekly Topics and Related Preparation Studies		
Weeks	**Topics**	**Preparation Studies**
1	Introduction: Course objectives, What is ESP (English for specific purposes)? Work Culture	– Unit 1: "Corporate Culture" (The Business 2.0)
2	Dealing with problems by telephone	– Unit 2: "Customer Support" (The Business 2.0)
3	Formal and informal correspondence TASK 1: Email writing	– Unit 2: "Customer Support" (The Business 2.0)
4	Presentation structure	– Unit 3: "Products and Packaging" (The Business 2.0)
5	Product description	– Unit 3: "Products and Packaging" (The Business 2.0)
6	Job interview	– Unit 4: "Careers" (The Business 2.0)
7	Job application TASK 2: CV writing	– Unit 4: "Careers" (The Business 2.0)
8	Introduction to Academic English	– Unit 1: "Knowledge" (Oxford EAP)
9	Understanding and presenting information TASK 3: Writing a summary	– Unit 1: "Knowledge" (Oxford EAP)
10	Perspective and stance	– Unit 2: "Organization" (Oxford EAP)
11	Academic discussions TASK 4: Presentation	– Unit 2: "Organization" (Oxford EAP)
12	Definition and explanation	– Unit 3: "Motivation" (Oxford EAP)
13	Lectures	– Unit 3: "Motivation" (Oxford EAP)
14	Descriptive paragraphs	– Unit 4: "Nature" (Oxford EAP)

15	TASK 5: Paragraph writing	– Unit 4: "Nature" (Oxford EAP)
16	**FINAL EXAM**	

Textbook(s)/References/Materials:
Textbook: • The Business 2.0 (B1+ Intermediate)   • Oxford EAP: A course in English for Academic Purposes (Intermediate)
Supplementary References: • Behrens, Laurence and Leonard J. Rosen. A Sequence for Academic Writing. Pearson, 2018.   • Bailey, Stephens. Academic Writing: A Handbook for International Students. Routledge, 2015.
Other Materials:

Assessment		
Studies	**Number**	**Contribution margin (%)**
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation	1	30
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	**1**	**30**
General Exam / Final Jury	**1**	**40**
Total		**100**
Success Grade Contribution of Semester Studies		**50**
Success Grade Contribution of End of Term		**50**
Total		**100**

ECTS / Workload Table			
Activities	**Number**	**Duration (Hours)**	**Total Workload**
Course hours (Including the exam week): 16 x totalcourse hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	12	1	12
Presentation / Seminar Preparation	1	4	4
Projects			
Reports			
Homework	5	1	5
Quizzes / Studio Review	4	4	12
Preparation Time for Midterm Exams / Midterm Jury	1	5	5
Preparation Period for the Final Exam / General Jury	1	5	5
Total Workload		**(91/30 = 3,03)**	**91**

Nu	Course' Contribution Level to Learning Outcomes					
	Learning Outcomes	**Contribution Level**				
		1	**2**	**3**	**4**	**5**
LO1	Able to recognise and predict said words and distinguish each other.					X
LO2	Express opinions, present themselves and use negotiation skills to achieve desired outcomes					X
LO3	Identify and register mood and tone.					X
LO4	Identify and register grammatical structures and the vocabulary.					X
LO5	Locate important information in a text.					X
LO6	Write clear and understandable questions and answers.					X

Nu	Program Competencies	Relationship Between Course Learning Outcomes and Program Competencies (Department of Management Information Systems)						Total Effect(1-5)
		Learning Outcomes						
		LO1	LO2	LO3	LO4	LO5	LO6	
1	Recognize and distinguish the basic concepts such as data, information, and knowledge in the field of Management Information Systems and know the processes to be followed for data acquisition, storage, updating, and security.							
2	Develop and manage databases suitable for collecting, storing, and updating data.							
3	As a result of his/her ability to think algorithmically, easily find solutions to the problems concerning the basic business functions.							
4	Learn programming logic, have information about current programming languages.							
5	Be able to use up-to-date programming languages.							
6	Be able to take part in teamwork or lead a team using knowledge of project management processes.							
7	Know ethical and legal rules, use professional field knowledge within the scope of ethical and legal rules.							
8	Have knowledge in the fundamental areas of business administration namely management and organization, production, finance, marketing, numerical methods, accounting, etc., and have the knowledge and skills to work in-depth in at least one of them.							
9	Be able to solve the problems encountered in the field of internet programming by designing web applications.							
10	Develop and manage logistics and supply chain management activities							
11	Adapt his/her theoretical knowledge and the experience he/she will gain through practice at the departments of businesses such as information technologies, R&D, and management to real life.							
12	Be able to develop strategies that will provide a competitive advantage with his/her advanced knowledge of management strategies and management functions.							
13	Develop a business idea, commercialize the business idea, and design and manage his/her own venture using entrepreneurial knowledge.							

14	By using English effectively, they can follow, read, write, speak and communicate universal information in the field of management information systems in a foreign language with professional competence.	x	x	x	x	x	x	5
Total Effect								**5**

Policies and Procedures
Web page: https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915
Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.
Assignments: Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.
Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.
Projects: A group project with teamwork is welcome.
Attendance: Attendance requirements are announced at the beginning of the term. Studentsare usually expected to attend at least 70% of the classes during each term.
Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.