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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Mesleki Yazışmalar** | |  | 2 | 1+4 | 3 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders öğrenciye; bilgisayarda mesleki yazışmaları, resmi yazıları, iş yazıları ve özel yazıları, hızlı ve etkin şekilde yapabilmeyi öğretecektir. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1.Yazışma türlerini öğrenir,  2.Resmi yazışma kurallarını öğrenir,  3.Hızlı ve etkili iş yazısı ve özel yazılar hazırlar,  4.Yazışmaları gönderme ve alma işlemlerini yapar. | | | | | | | Dersin İçeriği | Yazışma türleri: - kurallar - sayfa yapısı – türleri - şekillendirme - blok mektup yazma çalışmaları, blok mektup yazma çalışmaları, ortalama mektup yazma çalışmaları, resmi yazılar, özel yazılar, alfabetik dizinleme, bibliyografya yazma, dipnot ve alıntıların yazılması, tez yazma çalışmaları, genel evrak işlemleri. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Yazışma Türleri: - Kurallar - Sayfa yapısı – Türleri - Şekillendirme - Blok Mektup Yazma Çalışmaları | | | | | | | 2 | Blok Mektup Yazma Çalışmaları | | | | | | | 3 | Ortalama Mektup Yazma Çalışmaları | | | | | | | 4 | Resmi Yazılar | | | | | | | 5 | Resmi Yazıların Bölümleri | | | | | | | 6 | Resmi Yazı Yazma | | | | | | | 7 | Resmi Yazı Yazma Uygulamaları | | | | | | | 8 | Özel Yazılar | | | | | | | 9 | Alfabetik Dizinleme, Bibliyografya Yazma | | | | | | | 10 | Dipnot ve Alıntıların Yazılması | | | | | | | 11 | Tez Yazma Çalışmaları | | | | | | | 12 | Tez Yazma Çalışmaları | | | | | | | 13 | Genel Evrak İşlemleri | | | | | | | 14 | Genel Tekrar | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Emel, B. (2016). Mesleki Yazışmalar, Ankara: Detay Yayıncılık. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | **PÇ11** | | **ÖÇ1** | - | | - | 5 | | - | 4 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ2** | - | | - | 5 | | - | 4 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ3** | - | | - | 5 | | - | 4 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ4** | - | | - | 5 | | - | 4 | | 5 | - | | 5 | 4 | | - | - | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | | **Mesleki Yazışmalar** | - | - | 5 | - | 4 | 5 | - | 5 | 4 | - | - | |