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| **Dersin Adı** | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** |
| **Mesleki Yabancı Dil II** |  | 3 | 3+0 | 3 | 4 |
| Ön koşul Dersler |  |
| Dersin Dili | Türkçe |
| Dersin Türü | Zorunlu |
| Dersin Koordinatörü |   |
| Dersi Veren |  |
| Dersin Yardımcıları |  |
| Dersin Amacı | Genel yabancı dil bilgisinin verilmesi ve mesleki terimlerin öğretilmesi amaçlanmaktadır. |
| Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;1-Telefonda yabancı dilde görüşmeler yapabilir. 2- Yabancı dilde okuma ve yazı yazma konusunda yetkinlik kazanır.3- Yabancı dilde Mesleki yazışmalar yapabilir.4- Yüz yüze görüşmeler yapar. |
| Dersin İçeriği | Introducing yourself – you and your company – people in business, telephone language, visiting a company – meeting people – describing company structure, exporting and ımporting, terms related to customs, arrangements- dates and schedules- getting connected – arranging to meet, dealing with problems (customer&companies) – making decisions- complaining and apologizing, mid-term and course review, business world – people at work – responsibilities and regulations, getting a job – recruitment processes – applying for a job- staff profiles, the world of work – changing careers -, foreign trade – work environments, business correspondence –letters/e-mails, ınternational trade and transport terms. |
| **Haftalar** | **Konular** |
| 1 | Introducing Yourself – You and Your Company – People in Business |
| 2 | Telephone Language |
| 3 | Visiting a Company – Meeting people – Describing Company Structure |
| 4 | Exporting and Importing |
| 5 | Terms related to customs |
| 6 | Arrangements- Dates and Schedules- Getting Connected – Arranging to Meet |
| 7 | Dealing with Problems (Customer&Companies) – Making Decisions- Complaining and Apologizing |
| 8 | Mid-term and Course review |
| 9 | Business World – People at Work – Responsibilities and Regulations |
| 10 | Getting A Job – Recruitment Processes – Applying for A Job- Staff Profiles |
| 11 | The World of Work – Changing Careers - |
| 12 | Foreign Trade – Work Environments |
| 13 | Business Correspondence –Letters/E-mails |
| 14 | International Trade and Transport Terms |

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| **Genel Yeterlilikler** |
| Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. |
| **Kaynaklar** |
| Melemen, M. (2006). *Uluslararası ticarette yazışma teknikleri*. İstanbul, Türkmen Kitabevi. |
| **Değerlendirme Sistemi** |
| Dönem başında ders izlencelerinde belirtilir. |

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| **PROGRAM ÖĞRENME ÇIKTILARI İLE****DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** |
|  | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** |
| **ÖÇ1** | 1 | - | 1 | 2 | -  | 1 | 5 | - | 1 | - |
| **ÖÇ2** | 1 | - | 1 | 1 | -  | 1 | 5 | - | 1 | - |
| **ÖÇ3** | 1 | - | 1 | 1 | -  | 1 | 5  | - | 1 | - |
| **ÖÇ4** | 1 | - | - | 1 | - | 1 | 5 | - | 1 | - |
| **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

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| **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** |
| **Mesleki Yabancı Dil II** | 1 | - | 1 | 1 | -  | 1 | 5  | - | 1 | - |

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