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