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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Mesleki Yabancı Dil** | |  | 3 | 4+0 | 4 | 5 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu derste öğrenciye; temel mesleki kavram ve tanımları ile temel mesleki dil bilgisi yeterliklerinin kazandırılması amaçlanmıştır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1- Mesleki yabancı dil bilgisini kullanır,  2- Mesleki kavram ve tanımları kullanır,  3- Okunan veya çalışılan içerikleri sınıf içinde İngilizce olarak tartışır,  4- Terimleri anlamlı tümce içinde kullanır. | | | | | | | Dersin İçeriği | İletişim kavramları, gelecekle ılgili planları şimdiki zaman yapısıyla ıfade etme, büro yönetimi kavramları, ofis kavramları, telefon açma veya cevap verme. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Gelecekle Ilgili Planları Şimdiki Zaman Yapısıyla Ifade Etme. | | | | | | | 2 | İletişim Kavramları | | | | | | | 3 | Geçmiş Zaman: Olumlu-Olumsuz ve Soru Hali-Okul Günleri- Hikaye | | | | | | | 4 | Büro Yönetimi Kavramları | | | | | | | 5 | Geçmiş Zaman: Soru Sorma ve Cevap Verme | | | | | | | 6 | Medya ve Basına Dair Termoloji | | | | | | | 7 | Mektup Yazma | | | | | | | 8 | Sosyal Bilimler Literatürü | | | | | | | 9 | Gelecek Zaman: Going To- Gelecekle Ilgili Planlar Hakkında Konuşma ve Yazma-Hikaye | | | | | | | 10 | Organizasyon Faaliyetleri Ve Etkili Iletişim | | | | | | | 11 | Sayılabilen Ve Sayılamayan Isimler | | | | | | | 12 | Miktar Zarfları | | | | | | | 13 | Ofis Kavramları | | | | | | | 14 | Telefon Açma veya Cevap Verme | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Cotton, D., Falvey D. ve Kent S., (2013). *Pre-intermediate market leader business engilsh course book*, FT publishing, Pearson limited, 3.Edition.eucation | | **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** | 1 | | - | - | - | | - | 3 | | - | - | | 5 | | - | - | | **ÖÇ2** | 1 | | - | - | - | | - | 3 | | - | - | | 5 | | - | - | | **ÖÇ3** | 1 | | - | - | - | | - | 3 | | - | - | | 5 | | - | - | | **ÖÇ4** | 1 | | - | - | - | | - | 3 | | - | - | | 5 | | - | - | | **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 Yabancı Dil** | 1 | - | - | - | - | 3 | - | - | 5 | - | - | |