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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Temel İletişim** | |  | 1 | 2+0 | 2 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | MYO Seçmeli | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Sosyal hayyatta ve iş hayatında başarılı iletişim ve dinleme becerilerini uygulayabilmek. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;   1. İletişimin sosyal hayatta ve iş hayatındaki önemini bilir. 2. Etkin dinlemeyi bilir ve uygular. 3. Başarılı CV / Özgeçmiş Hazırlama Koşullarını bilir, CV Hazırlar. 4. İş görüşmelerinde (Mülakat) başarılı olmak için yapılması gerekenler hususunda bilgi sahibi olur. 5. İş hayatında, sosyal hayatta ve dijital iletişimde etik kuralları bilir ve uygular. | | | | | | | Dersin İçeriği | İletişim kavramı, iletişim türleri gibi kuramsal bilgilerin yanı sira iş hayatı ile sosyal hayatta başarılı iletişime ilişkin Pratik bilgileri içerir. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | İletişimin Tanımı ve İletişim Sürecinin Ögeleri | | | | | | | 2 | İletişim Türleri | | | | | | | 3 | İletişimin Bağlamına Göre Biçimleri | | | | | | | 4 | Toplumsallaşma Sürecinde Kişilerarası İletişim | | | | | | | 5 | Dinleme Becerisi | | | | | | | 6 | Çalışma Hayatında Kişilik ve İletişim | | | | | | | 7 | Beden Dili | | | | | | | 8 | Telefonda İletişim | | | | | | | 9 | CV / Özgeçmiş Hazırlama | | | | | | | 10 | Mülakat (İş Görüşmesi) | | | | | | | 11 | Sanal İletişim ve Bireyler Üzerinde Etkileri | | | | | | | 12 | Kitle İletişimi | | | | | | | 13 | Kitle İletişim Araçları ve İşlevleri | | | | | | | 14 | İletişim ve Etik | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** |  |  | | --- | | Doruk..E.K., (2020), İletişim Bilimi, İstanbul.İstanbul Üniversitesi Açık ve Uzaktan Eğitim Fakültesi Yayını  Ertürk.Y.D.(2020), Kişilerarası İletişim, İstanbul.İstanbul Üniversitesi Açık ve Uzaktan Eğitim Fakültesi Yayını  Özgür.Ö.F, (2013), Genel ve Teknik İletişim Ders Notları, Yayınlanmamış Ders Notu  Sarı. Ü, (2020), Sosyal Medya Uygulamaları, İstanbul.İstanbul Üniversitesi Açık ve Uzaktan Eğitim Fakültesi Yayını | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM KAZANIMLARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | |  | |  | **PÇ1** | **PÇ2** | | **PÇ3** | **PÇ4** | | **PÇ5** | **PÇ6** | | **PÇ7** | **PÇ8** | | **PÇ9** | **PÇ10** | | **PÇ11** | **PÇ12** | | **ÖÇ1** | 1 |  | | 4 | 1 | |  | 1 | | 2 | 1 | |  |  | | 5 | 2 | | **ÖÇ2** | 1 |  | | 4 | 1 | |  | 1 | | 2 | 1 | |  |  | | 5 | 2 | | **ÖÇ3** | 1 |  | | 4 | 2 | |  | 1 | |  |  | |  |  | | 4 |  | | **ÖÇ4** | 1 |  | | 4 | 2 | |  | 1 | |  |  | |  |  | | 4 |  | | **ÖÇ5** | 1 |  | | 4 | 2 | |  | 1 | | 2 | 1 | |  |  | | 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** | **PÇ12** | | Temel İletişim | 1 |  | 4 | 2 |  | 1 | 2 | 1 |  |  | 5 | 2 | |