



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Communication Skills							
Course Code		REKB157		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	4	Workload	98 ( <i>Hours</i> )	Theory	2	Practice	1	Laboratory	0
Objectives of the Course		The course aims to introduce students to strategies and techniques to improve their communication in their personal and professional lives.							
Course Content		This course provides an opportunity to learn the practical principles of interpersonal communication and apply it to everyday life. Students are introduced to a wide range of strategies and techniques to improve their communication in both personal and professional lives. The course provides activities to help students become aware of the pitfalls of verbal, non-verbal and written communication in order to make them aware of the importance of order, clarity, and detail in their communication. The course also provides practical information about different methods of business communication and various business communication tools.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

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Week	Weekly Detailed Course Contents	
1	Theoretical	Importance of Human Relations in Social Life
2	Theoretical	Characteristics and Elements of the Communication Process
3	Theoretical	Communication Types and Features
4	Theoretical	Self-Recognition Process in Communication
5	Theoretical	Communication Barriers
6	Theoretical	Active Listening
7	Theoretical	You and I in Communication
8	Intermediate Exam	midterm
9	Theoretical	Empathy in Communication
10	Theoretical	Effective Family Communication
11	Theoretical	Internal Effective Communication
12	Theoretical	Effective Communication in the Classroom
13	Theoretical	Healthy Communication Skills Activities
14	Final Exam	final

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Lecture - Practice	14	2	1	42
Total Workload (Hours)				98
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Understand the concepts, processes and importance of communication and learning
2	Apply communication and learning skills effectively in business life



3	Understand the key factors affecting communication
4	Use body language to support what he says and show what he is listening to
5	Use effective listening skills »Be able to speak clearly, clearly and appropriately

#### Programme Outcomes (*Recreation*)

1	Students have comprehensive and systematic information about concepts, principles, theories, facts in disciplines related to Recreation in Recreation field and use and interpret these information in workplace
2	By specialising in certain studies of profession related to Recreation, students carry out planning and control functions in the field.
3	By using the knowledge about Recreation, students fulfill responsibilities in league with other occupational groups
4	Students carry out the recommendation and coordination functions, and plan activities related to Recreation
5	Students behave in accordance with the codes of ethics and laws and regulations related to right and liability of Recreation field.
6	Students analyse by using the known techniques related to Recreation
7	Students fulfill scientific information responsibility related to Recreation and research
8	Students develop positive behaviour and attitude towards healthy life-long sport
9	Students set an example as a model to society and colleagues with their professional identity related to Recreation field
10	Students must communicate written or verbal in some foreign languages

