



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Communication Skills							
Course Code		İŞT185		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, students will gain competencies to communicate between oral, non-verbal, written, formal, non formal and intra-organizational and non-formal.							
Course Content		Formal communication, Formal communication, Non formal communication, Formal communication, Formal communication, Non-organization communication.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Gonca KÜÇÜK, Ins. Zühal MOLLAOĞULLARI, Lec. Aylin DİLEK							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Temel İletişim- Aybike Serttaş Ertike
2	İletişim- Orhan Küçük

Week	Weekly Detailed Course Contents	
1	Theoretical	Oral Communication
2	Theoretical	Oral Communication
3	Theoretical	Written Communication
4	Theoretical	Written Communication
5	Theoretical	Written Communication Making non-verbal communication
6	Theoretical	Making non-verbal communication
7	Theoretical	Making non-verbal communication
8	Theoretical	Formal Communication
9	Intermediate Exam	midterm
10	Theoretical	Formal Communication
11	Theoretical	Formal Communication
12	Theoretical	Formal Communication Informal (Informal) Communication
13	Theoretical	Informal (Informal) Communication
14	Theoretical	Informal (Informal) Communication
15	Theoretical	Communicating Outside the Organization
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	1	0	28	28
Assignment	1	0	10	10



Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	Individual Communication
2	Communicating Organizationally
3	Learning the forms of intercultural communication
4	Effectively apply the necessary elements for an effective conversation.
5	Have the ability to develop healthy communication in conflict situations.

### Programme Outcomes (Construction Technology)

1	Being able to have professional knowledge and skills as a result of being supported by the application on vocational qualifications gained in secondary education
2	To choose and use building materials
3	Building installations can be done
4	Applying concrete technology
5	Construction of roads
6	To be able to make professional computer applications
7	Technical drawings
8	Making professional drawing
9	Bidding and contracting
10	To be able to organize the site
11	Control and documentation of manufacturing
12	Can make application of building repair and strengthening works
13	To be able to determine soil types and make soil tests
14	Can control water supply and transmission activities
15	Making waste treatment facilities for polluting resources
16	Projecting of construction elements
17	Being able to make a professional project
18	Make land measurements
19	To be able to make professional practices

### Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L5
P1	4	4	4
P2	4	4	4
P3	4	4	4
P4	4	4	4
P5	4	4	4
P6	4	4	4
P7	4	4	4
P8	4	4	4
P9	4	4	4
P10	4	4	4
P11	4	4	4
P12	4	4	4
P13	4	4	4
P14	4	4	4
P15	4	4	4
P16	4	4	4
P17	4	4	4
P18	4	4	4



P19

4

4

4

