



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Organizational Communication							
Course Code		BYA152		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This course is student; examine and evaluate individual behaviors, and examine and evaluate organizational behaviors.							
Course Content		Communication and organization concept, formal and non formal communication, communication channels.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)									

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Güllüoğlu, Özlem (2011). Örgütsel İletişim. Konya: Eğitim Kitabevi Yayınları
2	Tutar, Hasan; Yılmaz, M. Kemal (2012). Genel ve Örgütsel Boyutuyla İletişim. Ankara: Seçkin Yayıncılık
3	Aziz, Aysel; Dicle, Ülkü (2017). Örgütsel İletişim. İstanbul: Hiperlink Yayınları

Week	Weekly Detailed Course Contents	
1	Theoretical	Introducing course content to students
2	Theoretical	Communication and organization concept
3	Theoretical	Communication and organization concept
4	Theoretical	Communication and communication models
5	Theoretical	Communication functions.
6	Theoretical	Perception and persuasive communication.
7	Theoretical	Behavior and obedience
8	Theoretical	Forms of communication in organizations.
9	Intermediate Exam	Midterm
10	Theoretical	The importance of communication in organizations
11	Theoretical	Factors that prevent effective communication in organizations and conflict.
12	Theoretical	Factors that prevent effective communication in organizations and conflict.
13	Theoretical	Effective speaking and listening.
14	Theoretical	Effective speaking and listening.
15	Theoretical	Report preparation and writing techniques.
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	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	
2	
3	
4	
5	
6	

**Programme Outcomes** (*Office Management and Executive Assistantship*)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

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

	L1	L2	L3	L4	L5	L6
P1	4	4	4	4	4	5
P2	4	4	4	4	4	4
P3	4	4	4	4	4	4
P4	4	4	4	4	4	4
P5	4	4	5	4	4	4
P6	4	4	4	4	4	4
P7	4	4	5	4	4	4
P8	4	4	4	4	4	4
P9	4	4	4	4	4	4
P10	4	4	4	4	4	4
P11	4	4	4	4	4	4
P12	4	4	4	4	4	4
P13	4	4	5	4	4	4
P14	4	4	4	4	5	5
P15	4	4	4	4	5	5

