



## 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<br>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<br>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 (Garment Manufacturing Technology)

|    |  |
|----|--|
| 1  | To be able to use theoretical and practical knowledge related to Garment Manufacturing Technology  |
| 2  | To carry out brand management, marketing and promotional activities related to Garment Manufacturing Technology  |
| 3  | Having the skills of data collection, research report preparation and presentation for the research, preparing the project   |
| 4  | Being able to plan the processes / processes related to Garment Manufacturing Technology to meet the expectations of the sector, to be able to make business organization, production plan and control, prepare working instructions |
| 5  | To be able to determine textile raw materials and surface properties, to choose garment auxiliary materials, to be able to control materials   |
| 6  | To be able to carry out steps of pattern preparation, grading, pattern layout preparation  |
| 7  | To be able to use necessary equipments and machines for applications related to Garment Manufacturing Technology and to make adjustments and maintenance   |
| 8  | To be able to use computer aided pattern and design programs, production applications in Garment Manufacturing Technology  |
| 9  | Having the ability to manage and organize business by creating the idea of establishing a business in the field  |
| 10 | To be able to create a model by applying technical drawings of clothing and basic arts education   |
| 11 | To be able to realize basic sewing techniques, production stages of women's, men's and children's wear   |

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

|    | L1 | L2 | L4 |
|----|----|----|----|
| P2 | 2  | 2  | 3  |
| P4 | 2  | 2  |    |
| P9 | 2  | 2  | 3  |

