



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Communication and Body Language							
Course Code		İYP116		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 the student, verbal, nonverbal, written, formal, qualifications and non formal communication between the inside and the outside organization will gain.							
Course Content		Communicate verbally, written communication, verbal communicate, Formal (Formal) to communicate, communicate Outside the organization							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Mehmet TAŞDELEN							

Prerequisites & Co-requisites

Equivalent Course	PMP116
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Assessment Methods and Criteria

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

Recommended or Required Reading

1	Communication and Body Language Books
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Week	Weekly Detailed Course Contents	
1	Theoretical	The concept of communication and the communication process
2	Theoretical	Types of communication
3	Theoretical	Effective communication and characteristics of effective communication steps
4	Theoretical	In terms of communication elements of effective communication
5	Theoretical	Effective communication and language
6	Theoretical	Non-verbal communication (voice and body language)
7	Theoretical	Non-verbal communication (voice and body language)
8	Intermediate Exam	Midterm
9	Theoretical	Elements of body language -I
10	Theoretical	Elements of body language -II
11	Theoretical	Elements of body language -III
12	Theoretical	Elements of body language -IV
13	Theoretical	Elements of body language -V
14	Theoretical	The factors preventing interpersonal communication
15	Theoretical	General evaluation
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	11	1	12
Final Examination	1	9	1	10
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Verbal and Written Communication
2	Nonverbal Communication
3	Understanding the elements of nonverbal communication
4	Effective communication
5	Understanding body language

Programme Outcomes (*Accounting and Tax Practices*)

1	Have basic theoretical knowledge and skills in accounting and tax areas
2	The accounting and consultancy firm providing services in accounting, finance and accounting departments to meet the needs of the public or private sector organizations have the ability to think analytically and solve problems, be qualified accounting staff
3	To use at least one of the software packages related to accounting fluent
4	To follow the regulations related to the profession and have the basic legal information
5	Identify the data required for accounting for businesses, the ability to effectively collect and save
6	To be able to keep accounting records necessary to analyze financial transactions
7	General accounting, end of period accounting, cost accounting, and companies, understand and apply accounting control issues
8	Understand the obligations of a responsible and have knowledge about taxes and tax Turkish Tax System
9	By understanding and interpreting the problems of the profession, ideas orally or in writing, to express clearly
10	Knowledge they have taken in relation to the profession and to apply in a real business environment by identifying problems, interpret data and have the ability to analyze,
11	Professional and ethical responsibilities, understand the importance of job security
12	Be aware of the importance of following the regulations related to the profession
13	Correspondence related to the field can make using a computer, to store the information and use the stored information

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

	L1	L2	L3	L4	L5
P9	4	4	4	4	4

