



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Communication and Body Language							
Course Code		TAB297		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		Both business life as well as provide students to be able to communicate effectively in daily life and it aimed them utilized the right body language.							
Course Content		Factors affecting communication, items of communication, communication models, the items necessary to establish communication, communication types, mass communication, will have about mass media and mass communication theories. Contact work area of interdisciplinary character and define its relation to other areas of research in this area and they are aware of the richness of the content, they will understand the impact of individual and social life, the center of our communications.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study					
Name of Lecturer(s)		Lec. Şebnem Hazal GÜLŞEN							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Aziz, Aysel; İletişime Giriş, Hiperlink Yayınları, İstanbul-Ekim 2010.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Communication, body language and effective communication
2	Theoretical	The impact of culture and cultural differences of body language, movements of the head, feet and legs
3	Theoretical	Studies arms crossed, gestures and facial expressions.
4	Theoretical	Security areas, seating arrangements
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6	Theoretical	Lie To Me will be monitored in the classroom and will be taking part in a series of analyzes the movement of body language in real life
7	Theoretical	Protocol rules
8	Theoretical	Protocol rules (Midterm exam)
9	Theoretical	Setup behavior, status indicators, colors
10	Theoretical	Photo samples and their analysis of the movement of the body language used in everyday life
11	Theoretical	Adab-i rules of good manners, and telephone calls
12	Theoretical	Considerations in the use of body language in business meetings
13	Practice	Student presentations will develop the skills to use body movements to the audience
14	Practice	Student presentations will develop the skills to use body movements to the audience

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	1	14
Lecture - Practice	14	0	2	28
Midterm Examination	1	3	1	4
Final Examination	1	3	1	4
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	It needs to pay attention to what it is and how to ensure effective communication of body language.
2	Learn what it means to move the body language and how to use body language in different cultures.
3	Interprets the movement of body language
4	Learn the rules of protocol
5	Develop speaking skills in front of community

Programme Outcomes (Agricultural Machinery)

1	To be able to comprehend social, cultural and societal responsibility and keep up with national and international up contemporary issues and developments.
2	To be able to be bounded to the Atatürk nationalism, adopted to the national, ethic, spiritual and cultural value of the Turkish Nation, opened to the universal and modern development, adopted the richness, deep seated and productive properties of the Turkish language, having language sympathy and awareness, having reading pleasure and habit and having sufficient foreign language for their vocational necessities, In the directions of the Atatürk Principles and Revolutions,
3	To be able to recognize the basic computer hardware and operating systems , knowledge of internet usage being able to prepare documents, electronic tables and presentation by using office programs.
4	To be able to be aware of ethic responsibility and vocational profession and to have consciousness of a lifelong learning concept
5	To be able to know current vocational issues and to have skill to define and interpret them.
6	To be able to be aware of the universal and social dimensional effects in engineering solutions, and to be able to have knowledge about entrepreneurship and newfangledness.
7	To recognize the materials which used for preparation of agricultural machinery and have skill for the choosing the appropriate material.
8	To be able to acquire the skill of using the necessary tools and equipments which are used in the production and maintenance of agricultural machinery.
9	To be able to prepare the agricultural tools and machineries, to determine the breakdowns and to do periodic maintenance and repairs.
10	To be able to comprehend the picture of the agricultural tools and machinery and their fabrication , and have the skill to draw them via computer.
11	To be able to assemble and to combine machinery pieces by using demountable and nondetachable junction methods.
12	To be able to have the skill of resistance calculations of the agricultural tool and machinery on computer.
13	To be able to test and control the suitability of new machines and mechanic equipment to the definite standards and technical properties.
14	To be able to have general knowledge of agricultural production.
15	To be able to have knowledge of basic sciences.

