



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Silent Communication							
Course Code		İTN273		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 ( <i>Hours</i> )	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To ensure that students can make use of effective communication in business and daily life and it is aimed to use the body language correctly.							
Course Content		Basic terms of silent communcation. Body language, being able to read body language signs correctly. To use body language knowledge correctly. Right and wrong hand shaking and rules of protocol. Speaking infront of society/ population.							
Work Placement		N							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Individual Study					
Name of Lecturer(s)		Ins. Mümin ESER							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Notes of lecturer.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Teaching the topics within the scope of effective communication and body language and introduction of class. Teaching the topics communication, body language and effective communication
2	Theoretical	The effect of culture and cultural differences on body language, head movements, feed and legs
3	Theoretical	Crossing arms, gesticulation and mimics
4	Theoretical	Comfort zones/ security area, sitting schemes
5	Theoretical	Lie
6	Theoretical	Rules of protocol
7	Theoretical	Flirting behaviours, showing status, colours
8	Theoretical	Mid term
9	Theoretical	Samples of fotos of daily body language and their analysis
10	Theoretical	Rules of social decorum and telephone calls
11	Theoretical	What needs to be paid attention to at job interviews
12	Theoretical	Student presentations of how to develop the use of body movements in society
13	Theoretical	Student presentations of how to develop the use of body movements in society
14	Theoretical	Student presentations of how to develop the use of body movements in society

### Workload Calculation

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

### Learning Outcomes

1	Gains knowledge of what body language is and what needs to be paid attention to, to provide effective communication.
2	Gain knowledge of what body language motions mean and how body language is being used in different countries.
3	Interpretes body language movements.



4	Gains knowledge about rules of protocol.
5	Develops skills of speaking in front of society/ population.

**Programme Outcomes (Logistics)**

1	Understanding of the basics needed for the mobility of production and consumption ware
2	Give storage and inventory management decisions
3	To decide about types of transportation and handling equipment to be used to decide
4	Logistics information systems take advantage of the process of realization of activities
5	Be the judge national and international legislation regulating the field of logistics
6	Administration, management and marketing topic about give an idea
7	To be sensitive to the requirements of professional ethics
8	Provide an idea about the the national and international transport policies
9	To have written and spoken communication skills
10	Living in society and to understand the world

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

	L1	L2	L3	L4	L5
P7	2	2	2	2	2
P9	2	2	2	2	2
P10	2	2	2	2	2

