



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		General Communication							
Course Code		HİT101		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	74 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, the student will be gained competencies in the organization to communicate between the inside and the outside, verbally, non-verbally, written, formal, non formal .							
Course Content		Oral and written communication, formal and informal communication, communication outside the organization.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)		Ins. Esin ÇINAR							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	1. Genel İletişim, İrfan Çağlar, Nobel Yayınları, İstanbul, 2011.
2	2. Genel İletişim, Hasan Tutar, Seçkin Yayıncılık, Ankara, 2010.
3	3. Genel İletişim, Murat Sezgin, Gazi Kitapevi, Ankara, 2009.

Week	Weekly Detailed Course Contents	
1	Theoretical	To form verbal communication
2	Theoretical	To form verbal communication
3	Theoretical	To form written communication
4	Theoretical	To form written communication
5	Theoretical	To form written communication
6	Theoretical	To form non-verbal communication
7	Theoretical	To form non-verbal communication
8	Theoretical	To form formal communication
9	Theoretical	To form formal communication
10	Theoretical	To form informal communication
11	Theoretical	To form informal communication
12	Theoretical	To communicate outside the organization
13	Theoretical	To communicate outside the organization
14	Theoretical	To communicate outside the organization

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	5	2	0	10
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				74
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	To communicate with the individual
2	To establish organizational communication



3	Knowing the meaning of the concepts of communication, understanding the reasons for the effort to recognize the society
4	Distinguish between healthy and unhealthy communication environments.
5	Analyze communication barriers and accidents with examples.
6	Explain creativity and extraordinary thinking skills.

#### Programme Outcomes (Electrics)

1	ABILITY TO MAKE APPLICATIONS OF MEASUREMENT AND CALCULATION
2	ABILITY TO MAKE CONNECTIONS OF A DC CIRCUIT
3	ABILITY TO MAKE BASIC ELECTRONIC CIRCUIT AND APPLICATIONS
4	ABILITY TO MAKE ELECTRIC INSTALLMENT APPLICATIONS
5	ADAPTING VOCATIONAL ETHICAL VALUES
6	ABILITY TO MAKE COMMUNICATION
7	ABILITY TO MAKE CONNECTIONS OF AC CIRCUIT
8	ABILITY TO MAKE NUMERICAL CIRCUITS
9	ABILITY TO MAKE INSTALLATIONS OF TRANSFORMER AND DC ELECTRIC MACHINES
10	ABILITY TO MAKE COMPUTER AIDED DESIGN
11	ABILITY TO APPLY VOCATIONAL TECHNICAL METHODS
12	ABILITY TO MAKE INSTALLATIONS OF AC ELECTRIC MACHINES
13	ABILITY TO MAKE SPECIAL ELECTRIC INSTALLMENTS
14	ABILITY TO MAKE INSTALLMENTS OF COMMAND SYSTEMS
15	ABILITY TO DRAW COMPUTER AIDED ELECTRIC SCHEME
16	ABILITY TO MAKE POWER ELECTRONICS CIRCUITS
17	ABILITY TO MAKE SYSTEM ANALYSIS AND PRODUCT DESIGN
18	ABILITY TO IMPROVE ONESELF UTILIZING INFORMATION OPPORTUNITIES
19	ABILITY TO DRAW COMPUTER AIDED ELECTRIC INSTALLMENT PROJECT
20	ABILITY TO MAKE ANALYSIS AND MAINTENANCE OF ELECTRICAL ENERGY PRODUCTION SYSTEMS
21	ABILITY TO MAKE THE WINDING OF ACCURATE AND ALTERNATIVE CURRENT ENGINES
22	ABILITY TO RECOGNIZE SYSTEMS USED IN ELECTRICAL ENERGY TRANSMISSION AND DISTRIBUTION AND TROUBLESHOOTING
23	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.
24	Ability to plan a career in their own profession.
25	To provide them with knowledge about substance use and addiction problem and prevention methods.

#### 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
P6	5	5	5	5	5	5

