



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Communication and Body Language							
Course Code		HİT180		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To teach the main objectives and characteristics of effective communications.							
Course Content		This course aims to introduce students to the basic features of the communication process between individuals and to attract attention to topics such as effective listening, verbal and nonverbal communication, feedback and empathy.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study					
Name of Lecturer(s)		Ins. Elçin BAŞOL, Ins. Mine GERGÜN, Ins. Nupel AZİZOĞLU PALABIYIK							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	-Dr. Recep Tayfun, Etkili İletişim ve Beden Dili, Nobel Yayıncılık, 2007.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Definition of Effective Communications
2	Theoretical	Explication of basic characteristics of effective communications
3	Theoretical	Explication of communication period model
4	Theoretical	To specify the causes which will affect the communication period
5	Theoretical	Distraction in communication and precautions
6	Theoretical	Verbal and written communication
7	Theoretical	Non-verbal communication and body language
8	Theoretical	Public Relations and Effective Communication
9	Theoretical	Advertisement and Effective Communications
10	Theoretical	General review
11	Practice	Assesments
12	Practice	assesments
13	Practice	Assesments
14	Practice	Assesments

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
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	Ability of description the elements of communications
2	
3	
4	



Programme Outcomes (Automotive Technology)

1	Using the basic knowledge and skills acquired in his/her field of study, to have the ability to evaluate and interpret the data, to define and analyze the problems, to make solution suggestions based on evidence and proofs.
2	To choose and use efficiently contemporary techniques and means as well as information technologies required for the applications related to the field of study.
3	The ability to apply the processes related to industrial and service sector by examining.
4	To gain the ability to produce solutions to unforeseen situations, take responsibility in teams and to have the skill to conduct individual works.
5	To achieve an awareness of the necessity of lifelong learning and consistently self-improving besides of following the developments in science and technology.
6	To become skillful at using computer hardware and software in a baseline level required by the field of study.
7	To be aware of Business Law, Job Security, environmental protection and quality concepts.
8	To have a command of communication skills and foreign language in order to communicate efficiently and follow the latest developments in his/her field of study.
9	Acquiring enough conceptual and applied knowledge in Mathematics, Science and Basic Engineering issues related to his/her field.
10	To plan the processes in automotive technology field to meet the expectations of the sector.
11	To become skillful at making designs by means of technical and computer-aided drawings and simulation programs, and by using various software programs to be able to choose systems and components required in by the field apart from making the basic sizing computations and drawing the architectural and static projects and details.
12	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.
13	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
P1	2				
P2		3			
P3			2		
P4				3	
P5					4

