



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Communication and Body Language							
Course Code		HİT180		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 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 (Computer - Aided Design and Animation)**

1	Using the basic knowledge and skills acquired in the field, interpret and evaluate data, identify problems, to analyze, to have the ability to develop evidence-based solutions.
2	To select and effectively use modern techniques that are for applications relevant to the field
3	Gaining the application skill by examining the relevant processes in industrial and service sector
4	To find solution when encounters unforeseen situations in the field, to gain the ability to be able to take responsibility in a team or make individual research.
5	To gain the awareness of the need for lifelong learning, continuous self-renewal monitoring and awareness of developments in science and technology
6	To gain the ability to use computer software and hardware required by the basic level of the field.
7	To be conscious about occupational safety, occupational health, environmental protection and quality.
8	Effective communication and follow the innovations in the field.
9	In mathematics, science and engineering directed to his/her field of basic theoretical and practical knowledge.
10	Having the planning skills related to Computer Aided Design and Animation program to meet the needs of the sector.
11	Gaining skills on technical drawing, computer-aided drafting, design using simulation programs in the field of making and using a variety of software systems and components to choose, to calculate the basic sizing, draw plans and projects.
12	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.
13	Ability to plan a career in their own profession.

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

	L1	L2	L3	L4	L5
P3				2	
P8	5	4	4		5

