



## 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** (*Alternative Energy Sources Technology*)

1	Carry out installing work
2	Do mechanical drawing
3	Do pipe welding
4	Do basic electricity works
5	Do Computer assisted design
6	Install solar energy hot water preparation system.
7	Do measurement and calculations practices.
8	Do basic practices of geothermal energy.
9	Install control and automation system.
10	Install domestic water heating system with solar energy.
11	Generate electricity with solar energy
12	Generate electricity with wind power
13	Do geothermal energy practices
14	Install domestic cooling system
15	Do heating pump practices
16	Manage a business
17	SET UP A WORKPLACE/ BUSINESS (pre-requisite)
18	OBEY VOCATIONAL ETHICAL VALUES
19	RESEARCH AND EVALUATION/OBSERVATION
20	SELFIMPROVEMENT WITH USING INFORMATION FACILITIES
21	Knows the effects of all energy sources on the environment.
22	Can communicate in a foreign language
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 produce solutions by using the laws of physics in the use or design of tools-machines or devices related to the profession.
26	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	L4	L5
P16	1	2	2
P17	1	2	2
P18	1	2	2

