



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Body Language and Communication							
Course Code		İPZ301		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Development of students´ verbal and nonverbal communication skills.							
Course Content		Communication, Communication Types, Communication Skills and Body Language.							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Ins. Şinasi YAYLAGÜL, Ins. Ümran GÜMÜŞ							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Öğretim Elemanı Ders Notları
2	IŞIK, Metin, Sizinle İletişebilir Miyiz?, Eğitim & Akademi Yayınları, Konya, 2011
3	JAMES, J., JAMES, Moore, İnsanları Çözümleme Sanatı, Koridor Yayınları,

Week	Weekly Detailed Course Contents	
1	Theoretical	What is communication? The importance and function of communication for the individual and society.
2	Theoretical	Types of communication... The phenomenon of internal and interpersonal communication
3	Theoretical	Types of communication... The phenomenon of mass and organizational communication
4	Theoretical	Communications begins with you. Recognition of human nature.
5	Theoretical	The perspective of self description: Effective speech
6	Theoretical	Being a good listener: Effective listening
7	Theoretical	Golden key of communication: Empathy.
8	Intermediate Exam	midterm
9	Theoretical	First impression and its importance in communication.
10	Theoretical	What is body language? Why is it important?
11	Theoretical	The code of body language: Facial expression, arm-hand movement.
12	Theoretical	The code of body language: Interpersonal distance and physical appearance.
13	Theoretical	The effective using of body language in business life: Practice and case studies.
14	Theoretical	Discover who are you: communication skills and personality analyses test application.
15	Theoretical	Discover who are you: communication skills and personality analyses test application.

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	2	0	2
Midterm Examination	1	9	1	10
Final Examination	1	9	1	10
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	Defines the concept of communication
2	Explains the importance and function of communication for the individual and society
3	Emphasizes the importance of communication skills in social life
4	Indicates the effective using of body language in daily and business life.
5	Develops the ability of speaking in public

**Programme Outcomes (Human Resources and Management)**

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

**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	2	2	2	2
P2	2	3	3	2	2
P3	2	2	3	2	2
P4	2	2	2	2	2
P5	2	3	2	3	2
P6	2	2	2	2	2
P7	2	2	2	2	2
P8	2	2	2	2	2
P9	2	2	2		2
P10	2	2	2	2	2
P11	1	1	1	1	

