AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Communication						
Course Code		İPZ105		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	3	Workload	75 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The student, verbal, nonverbal, written, formal, non formal and communicating between the inside and the outside organization to gain qualifications.						
Course Content		Oral communication, written communication, nonverbal communication which is the formal (formal) to communicate non-formal (informal) to communicate, communicate with outsideorganizations						
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. Berna GÜNDEN						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Instructor Lecture Notes
2	Sabuncuoğlu, Zeyyat ve Murat Gümüş (2008), Örgütlerde İletişim, 1. Baskı, Arıkan Yayıncılık, İstanbul.
3	Mısırlı; İrfan (2010), Genel ve Teknik İletişim, 5. Baskı, Detay Yayıncılık, Ankara.
4	Koçel, Tamer (2010), İşletme Yöneticiliği, 12. Baskı, Beta Basım, İstanbul.
5	Tutar; Hasan ve M.Kemal Yılmaz (2010), Genel İletişim, Kavramlar ve

Week	Weekly Detailed Course Contents	
1	Theoretical	To communicate verbally
2	Theoretical	To communicate verbally
3	Theoretical	Communicate in writing
4	Theoretical	Communicate in writing
5	Theoretical	To establish a Non-Verbal Communication, Written Communication
6	Theoretical	Non-verbal communication to establish
7	Theoretical	Non-verbal communication to establish
8	Intermediate Exam	Midterm
9	Theoretical	Formal (Formal) to communicate
10	Theoretical	Formal (Formal) to communicate with non- formal (informal) to communicate
11	Theoretical	Non-Formal (informal) to communicate
12	Theoretical	Non-Formal (informal) to communicate
13	Theoretical	Communicate outside the organization
14	Theoretical	Communicate outside the organization
15	Theoretical	To communicate verbally
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Midterm Examination	1	12	1	13

Final Examination	1	19	1	20
		Total Workload (Hours)		75
		[Total Workload (Hours) / 25*] = **ECTS**		3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Communicate with individual
2	Organizational communication
3	Communicate in writing
4	Formally communicate
5	Communicate with non-forma

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 nonforeseen 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 nonpofessionals.
6	To benefit from other diciplines which are related to human resources management and be acknowledged about these diciplines.
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	5	5	5	5	5
P2	3	3	3	3	3
P3	5	3	5	5	5
P4	5	5	5	5	5
P5	4	5	5	4	5
P6	5	3	3	3	3
P7	3	3	3	3	3
P8	4	4	4	4	4
P9	3	3	4	3	4
P10	3	3	3	3	3