



AYDIN ADNAN MENDERES UNIVERSITY
AYDIN VOCATIONAL SCHOOL
MECHANICAL AND METAL TECHNOLOGY
MACHINERY
COURSE INFORMATION FORM

Course Title	Communication Skills								
Course Code	İŞT185			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	With this course, students will gain competencies to communicate between oral, non-verbal, written, formal, non formal and intra-organizational and non-formal.								
Course Content	Formal communication, Formal communication, Non formal communication, Formal communication, Formal communication, Non-organization communication.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Case Study, Individual Study								
Name of Lecturer(s)	Ins. Aslıhan TOPAL, Ins. Aylin DİLEK, Ins. Emine KILIÇASLAN, Ins. Halil ŞİMŞEK, Ins. Hasan ULUKAN								

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	30
Final Examination	1	70

Recommended or Required Reading	
1	Temel İletişim- Aybuke Serttaş Ertike
2	İletişim- Orhan Küçük

Week	Weekly Detailed Course Contents	
1	Theoretical	Oral Communication
2	Theoretical	Oral Communication
3	Theoretical	Written Communication
4	Theoretical	Written Communication
5	Theoretical	Written Communication Making non-verbal communication
6	Theoretical	Making non-verbal communication
7	Theoretical	Making non-verbal communication
8	Theoretical	Formal Communication
9	Intermediate Exam	midterm
10	Theoretical	Formal Communication
11	Theoretical	Formal Communication
12	Theoretical	Formal Communication Informal (Informal) Communication
13	Theoretical	Informal (Informal) Communication
14	Theoretical	Informal (Informal) Communication
15	Theoretical	Communicating Outside the Organization
16	Final Exam	Final Examination

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	1	0	28	28
Assignment	1	0	10	10



Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Individual Communication
2	Communicating Organizationally
3	Learning the forms of intercultural communication
4	Effectively apply the necessary elements for an effective conversation.
5	Have the ability to develop healthy communication in conflict situations.

Programme Outcomes (Machinery)

1	To be able to know general properties and usage areas of industrial materials and make selection.
2	Design of machine elements.
3	To be able to make production using machining and welding machines without machining.
4	To be able to make measurement and quality control processes with machine tools for measuring and control equipment.
5	To be able to make necessary corrections in order to determine the mistakes by using the necessary non-destructive test methods in welded parts and to eliminate these mistakes.
6	Preventive measures to prevent the occurrence of these faults by preliminarily determining the faults that will occur in the machines as statistical data and to make necessary interventions in case of breakdown.
7	They can make drawings of work pieces on CAD station and apply them on CNC loms. Ability to operate and use CAD / CAM and AUTOCAD package programs.
8	To be able to transfer engineering science and technology to practice by making calculations in the direction of scientific principles.
9	It can repair the elements in pneumatic and hydraulic systems which are indispensable elements of automatic control systems and can regulate their work.
10	The student who is trained as a machine technician during the whole program knows that industrial task definition in the field of work is error finding, problem solving, decision making, planning of functions and activities and they can be achieved by aiming to acquire these characteristics.

