AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Communication Skills						
Course Code	İŞT185		Couse 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. Gonca KÜÇÜK, Ins. Zühal MOLLAOĞULLARI, Lec. Aylin DİLEK						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Temel İletişim- Aybike 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 *(Automotive Technology)*

1	To be able to interpret and evaluate data, identify problems, analyze them, and develop evidence-based solutions by using basic knowledge and skills in the field.
2	Must be able to choose and effectively use the modern techniques, tools and information technologies necessary for field related applications.
3	Must be able to gain practical skills by examining relevant processes in industry and service sector on site.
4	They must be able to produce solutions, take responsibility for teams or do individual work when they encounter situations unforeseen in the field related applications.
5	Awareness of the need for lifelong learning; it must be able to follow the developments in science and technology and to constantly renew itself.
6	Must be able to use computer software and hardware at the basic level required by the field
7	Must have job security, worker health, environmental protection knowledge and quality awareness.
8	He must possess a level of foreign language knowledge that is capable of following the innovations in his area of expertise and communication techniques.
9	Must be able to acquire basic theoretical and practical knowledge about the field in mathematics, science and basic engineering.
10	It should have the ability to plan the processes / processes of the Automotive Program to meet the expectations of the sector.
11	To be able to design the systems and components related to the field by using technical drawing, computer aided drawing, designing using simulation programs and using various softwares, to be able to make basic sizing calculations, to be able to master professional plans and projects.

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

	L1	L2	L3	L4	L5
P8	3	3	3	3	3