



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Organisational Communication							
Course Code		İK408		Coure Level		First Cycle (Bachelor's Degree)			
ECTS Credit	6	Workload	151 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		This course covers communication process, functions of communication issues, special problems in effective communication, organizational communication and managers, formal communication, informal communication, communication networks, methods and materials in organizational communication, effectiveness evaluation in organizational communication.							
Course Content		Explaining active communucative factors in organizations...							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Lec. Derya GÜL ÖZTÜRK							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Hasan TUTAR ve M.Kemal YILMAZ, İletişim-Genel ve Örgütsel Boyutuyla, Seçkin Yay., Ankara, 2013.
2	Carol Kinsey GOMAN, İşyerinde Beden Dili, İş Yaşamında Sözsüz Dili Çözme Kılavuzu, Çev. Emel Lakşe, Alfa Basım, İstanbul, 2008.

Week	Weekly Detailed Course Contents	
1	Theoretical	Concept of Communication and Its definition, Functions of Communication
2	Theoretical	Communication Process and Basic Issues (1)
3	Theoretical	Communication Process and Basic Issues (2)
4	Theoretical	Communication Types and Properties: verbal Communication, Written Communication, Nonverbal Communication (1)
5	Theoretical	Communication Types and Properties: verbal Communication, Written Communication, Nonverbal Communication (2)
6	Theoretical	Communication System and Its Structural Properties in Organizations, Place of Managers in Organizational Communication
7	Theoretical	Extents of Communication in Management: Formal and Informal Communication (1)
8	Theoretical	Extents of Communication in Management: Formal and Informal Communication (2)
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	Communication Networks
12	Theoretical	Methods and Materials in Organizational Communication (1)
13	Theoretical	Methods and Materials in Organizational Communication (2)
14	Theoretical	Improvement of Communication in Organizations
15	Theoretical	Effectiveness Evaluation in Organizational Communication

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	2	3	65
Individual Work	13	0	3	39
Midterm Examination	1	20	1	21
Final Examination	1	25	1	26
Total Workload (Hours)				151
[Total Workload (Hours) / 25*] = ECTS				6

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Explaining the communication as a psychological and social fact.
2	Associating effective communication with organizational effectiveness.
3	Explaining the factors which prevent effective communication in organizations.
4	Explaining the responsibilities of manager in the process of communicational systems.
5	Using the methods and tools of verbal, written, non-verbal communication.
6	Recognizing the methods and tools of communication in electronical environment.

Programme Outcomes (Human Resources Management)

1	Having adequate scientific knowledge of Human Resources Management, basic business concepts and other social sciences
2	Thinking critically and analytically
3	Having knowledge of communication and information technologies
4	In-depth understanding of the research process and application of a range of research techniques into studies, researches and projects
5	In-depth understanding of usage of Human Resources Management and other social sciences theoretical and applied knowledge together.
6	Ability to interpret basic Business concepts from Human Resource Management perspective
7	Ability to implement basic HRM responsibilities in institutions such as HR Planning and staffing, labor relations, occupational healthy and safety, training planning, performance and rewards management, career planning, employment and interview techniques and legal HR issues
8	Implementing quality process approach into HRM process by considering institutional development, internal and external customer satisfaction; in case of need, having sense of responsibility making contribution for problem solving and continuous development and process excellence ability by problem identification, goal setting, reorganisation and change management skills
9	Management of resources and assets by considering budgetary, financial and legal issues; management of projects/operations with the ability of planning, implementation, and auditing; Having skills on management of self and other people
10	Enriching result oriented working approach with continuous learning approach
11	Strong oral and written communication skills and ability to present ideas and information effectively
12	Monitor and communicate with colleagues in a foreign language using at least the European Language Portfolio B1 General Level
13	Ability to work with people of various cultural and educational background by valuing team work, developing empathy and listening skills
14	Being conscious on social, academic and professional ethical values
15	Development of critical theoretical appreciation of 'how', 'why' and 'where' HRM contributes to and supports employee and societal development, and implementing these approach for applied and graduate projects and working life

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

	L1	L2	L3	L4	L5	L6
P1	1	3	2	2	3	2
P2	3	3	3	3	3	3
P3	2	2	4	4	2	4
P4	4	2	1	5	1	2
P5	2	4	3	3	3	5
P6	3	2	4	5	4	3
P7	4	3	5	5	5	4
P8	2	2	5	3	2	2
P9	4	2	3	2	1	4
P10	2	4	1	3	4	3
P11	3	5	1	3	2	4
P12	4	3	3	2	3	5
P13	5	2	2	4	5	2
P14	5	1	3	3	4	4
P15	2	3	3	3	3	2

