



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Communication II							
Course Code		ÇMH114		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (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		Oral Communication, Written Communication, Non-verbal Communication, Formal Communication, Non-Formal Communication, Non-Organizational Communication							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	General Communication, Assoc.Dr.Hasan Tutar
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Week	Weekly Detailed Course Contents	
1	Theoretical	Verbal communication
2	Theoretical	Verbal communication
3	Theoretical	Written Communication
4	Theoretical	Written Communication
5	Theoretical	Making non-verbal communication
6	Theoretical	Making non-verbal communication
7	Theoretical	Making non-verbal communication
8	Theoretical	Making non-verbal communication
9	Theoretical	Formal Communication
10	Theoretical	Formal Communication
11	Theoretical	Informal Communication
12	Theoretical	Informal Communication
13	Theoretical	Informal Communication
14	Theoretical	Communicating outside the organization
15	Theoretical	Communicating outside the organization
16	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	15	0	1	15
Individual Work	10	0	1	10
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Individual communication
2	To communicate organizationally
3	To know the concept of communication.
4	To recognize the mass communication tools.
5	To recognize the organizational communication tools.

Programme Outcomes (Call Center Services)

1	Ability to use information and communication technology tools and other professional tools and techniques
2	Ability to plan and implement professional processes
3	Foreign language communication skills
4	Professional confidence
5	Entrepreneurship Skills
6	Ability to use theoretical domain knowledge in practice
7	Ability to manage a process to meet requirements
8	Work skills in teams, including interdisciplinary
9	Ability to identify and solve problems in professional practice
10	Professional ethics and accountability

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	5	4	5	5	5
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	4	4	4	4	5
P7	4	4	4	4	5
P8	3	3	4	4	5
P9	3	5	5	4	5
P10	5	5	5	4	5

