



**AYDIN ADNAN MENDERES UNIVERSITY**  
**ATÇA VOCATIONAL SCHOOL**  
**ECONOMICS AND ADMINISTRATIVE PROGRAMS**  
**PUBLIC RELATIONS**  
**COURSE INFORMATION FORM**

Course Title	General Communication								
Course Code	HIT101			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	The aim of this course, theoretical knowledge about human relations and communication to enable a positive and an effective human relations skills to establish and maintain effective communication with contributors								
Course Content	Beside theoretical knowledge of human relations and communication to enable a positive and effective human relations skills to establish and maintain effective communication with contributors								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Individual Study								
Name of Lecturer(s)									

#### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

#### Recommended or Required Reading

1	General communication. Concepts and Models, Associate Professor. Hasan Tutar
2	General and Technical Communication, Dr. İrfan Mısırlı

Week	Weekly Detailed Course Contents	
2	Theoretical	Self-Concept and Personality
3	Theoretical	Self-Knowledge and Human Relations
4	Theoretical	Factors Affecting Self-Disclosure
5	Theoretical	Self-Opening Effects
6	Theoretical	Elements of Communication Process and Communication
7	Theoretical	Factors Affecting Communication
8	Intermediate Exam	midterm exam
9	Theoretical	Effects of Negative Attitudes and the attitude of Communication
10	Theoretical	Facilitating Communication and the Effects Of Attitudes
11	Theoretical	The Importance of Empathy and Empathy in Human Relations
12	Theoretical	Effective Communication Skills,
13	Theoretical	Defensive Characteristics and Effects of Open Communication,
14	Theoretical	Impact of Body Language in Communication

#### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	20	1	21
Final Examination	1	25	1	26
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

#### Learning Outcomes

1	To understand the importance of human relationships and the need, be aware of the relationship between mental health and human relations,
2	To know and understand yourself and others, self-site and provide a convenient way to open, to know the communication process and the elements,



