



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Team Building and Communication Skills							
Course Code		ÜKK109		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To be able to develop oral and written communication skills of students, to apply the principles of correspondence related to professional issues and to be able to compare communication techniques and to apply appropriate ones. The group is organizing activities to develop individual abilities.							
Course Content		Basic Concepts of Communication and Communication, Communication Process and Communication Types, Communication Barriers, Ways of Overcoming Barriers of Communication, Verbal Communication, Non-Verbal Communication, Written Communication, Business and Communication Techniques, Technology and Communication, The Effects of Technological Tools on Communication, Effective Communication, Communication in Communication and Visual Tools.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case 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	Lecture Notes
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Week	Weekly Detailed Course Contents	
1	Theoretical	Basic Concepts of Communication and Communication
2	Theoretical	Communication Process and Communication Types
3	Theoretical	Communication Process and Communication Types
4	Theoretical	Communication Barriers
5	Theoretical	Ways to overcome communication barriers
6	Theoretical	Verbal Communication
7	Intermediate Exam	Midterm
8	Theoretical	Nonverbal Communication
9	Theoretical	Written communication
10	Theoretical	Business life and communication techniques
11	Theoretical	Technology and Communication
12	Theoretical	The Effects of Technological Tools on Communication
13	Theoretical	Effective communication
14	Theoretical	Effective communication
15	Theoretical	Graphics and Visual Tools in Communication
16	Final Exam	Semester final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				



**Learning Outcomes**

1	At the end of this course the student; Learns the concepts related to communication, gain the ability to communicate effectively.
2	Describe how teams are formed and why and when they are important.
3	Explain the difference between team and group.
4	Can evaluate himself/herself as a team member.
5	Define team problems and make suggestions for solutions to these problems.

**Programme Outcomes (Quality Control in Production)**

1	To be able to be bounded to the Atatürk nationalism, adopted to the national, ethic, spiritual and cultural value of the Turkish Nation, opened to the universal and modern development, adopted the richness, deep seated and productive properties of the Turkish language, having language sympathy and awareness, having reading pleasure and habit and having sufficient foreign language for their vocational necessities, In the directions of the Atatürk Principles and Revolutions,
2	To be able to comprehend social, cultural and societal responsibility and keep up with national and international up contemporary issues and developments.
3	Utilizes together mathematics, science and theoretical and applied knowledge in their field for engineering solutions.
4	Determines, identifies formulates and solves the problems. For this purpose selects and applies analytical methods and modeling techniques.
5	Selects and utilizes the necessary modern techniques and equipment for industrial applications.
6	Designs and performs experiments, collects data and analyzes and elaborates results.
7	Works effectively as an individual or in multidisciplinary teams.
8	Collects information and makes literature survey for this purpose, utilizes databases and other information sources.
9	Be aware of lifelong learning; follows the developments in science and technology and continuously renews himself.
10	Analyzes and designs under realistic constraints a system, a system component or a process for meeting the required needs, for this purpose applies modern design methods.
11	Acquires professionalism and ethical responsibility in the profession.
12	Communicates by using technical drawing and manufacturing knowledge.
13	Be aware of the universal and social effects of industrial solutions and applications; is aware of entrepreneurship and innovation and has idea about the problems of the era.
14	Has knowledge about quality assurance and standardization and possess skills of execution of operations. In the same time, has the professional and ethical responsibility.
15	Is conscious of project management, business administration, health of the workers, environment and work safety; is aware of the legal consequences of industrial applications.

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

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

