



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Body Language and Communication							
Course Code		İPZ301		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Development of students´ verbal and nonverbal communication skills.							
Course Content		Communication, Communication Types, Communication Skills and Body Language.							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Ins. Şinasi YAYLAGÜL, Ins. Ümran GÜMÜŞ							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Öğretim Elemanı Ders Notları
2	IŞIK, Metin, Sizinle İletişebilir Miyiz?, Eğitim & Akademi Yayınları, Konya, 2011
3	JAMES, J., JAMES, Moore, İnsanları Çözümleme Sanatı, Koridor Yayınları,

Week	Weekly Detailed Course Contents	
1	Theoretical	What is communication? The importance and function of communication for the individual and society.
2	Theoretical	Types of communication... The phenomenon of internal and interpersonal communication
3	Theoretical	Types of communication... The phenomenon of mass and organizational communication
4	Theoretical	Communications begins with you. Recognition of human nature.
5	Theoretical	The perspective of self description: Effective speech
6	Theoretical	Being a good listener: Effective listening
7	Theoretical	Golden key of communication: Empathy.
8	Intermediate Exam	midterm
9	Theoretical	First impression and its importance in communication.
10	Theoretical	What is body language? Why is it important?
11	Theoretical	The code of body language: Facial expression, arm-hand movement.
12	Theoretical	The code of body language: Interpersonal distance and physical appearance.
13	Theoretical	The effective using of body language in business life: Practice and case studies.
14	Theoretical	Discover who are you: communication skills and personality analyses test application.
15	Theoretical	Discover who are you: communication skills and personality analyses test application.

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	2	0	2
Midterm Examination	1	9	1	10
Final Examination	1	9	1	10
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	Defines the concept of communication
2	Explains the importance and function of communication for the individual and society
3	Emphasizes the importance of communication skills in social life
4	Indicates the effective using of body language in daily and business life.
5	Develops the ability of speaking in public

**Programme Outcomes (Plant Protection)**

1	To be able to learn about systematics, morphological, biological, ecological and epidemiological information about diseases, pests and weeds that cause the loss of the crop at every stage of production,
2	To be able to become familiar with agricultural management control methods and their use in control of plant diseases, pests and weeds in cultivated agricultural crops,
3	To be able to diagnose and identify plant diseases, insect, mite or nematode pests or weeds that cause economical losses in stored crops and products,
4	To be able to use pesticides safely and effectively and informed about their hazardous non-target effects on the environment and human health.
5	To be able to learn plant protection products and their practice in organic agriculture,
6	To be able to evaluate the information obtained throughout the learning process with cause-effect relations, to be able to collect data and transfer the results to practice, and to predict where, when and why to use the information
7	To be able to comply with professional, cultural, social ethic rules in his / her field and to be entrepreneurial
8	To be able to have conscious of the universality of social rights, social justice, quality and cultural values, environment protection, occupational health and safety issues
9	To be able to use information and communication technologies together with the required computer software of his / her field
10	To be able to have the necessary background and qualifications to work in public and private agriculture sectors, to be able to conduct a study independently / as a team member and to be able to comply with the relevant legislation

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

	L1	L2	L3	L4	L5
P6	3	3	3	3	2
P7			3	3	2
P8			3	3	2
P9			3	2	2
P10	3	3	2	2	2

