AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Communication and Body Language					
Course Code		TAB297		Couse Level	Short Cycle (Associate's Degree)		
ECTS Credit	2	Workload	50 *(Hours)*	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		Both business life as well as provide students to be able to communicate effectively in daily life and it aimed them utilized the right body language.					
Course Content		Factors affecting communication, items of communication, communication models, the items necessary to establish communication, communication types, mass communication, will have about mass media and mass communication theories. Contact work area of interdisciplinary character and define its relation to other areas of research in this area and they are aware of the richness of the content, they will understand the impact of individual and social life, the center of our communications.					
Work Placement		N/A					
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Demonstration, Discussion, Case Study				
Name of Lecturer(s)		Lec. Şebnem Hazal GÜLŞEN					

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Aziz, Aysel; İletişime Giriş, Hiperlink Yayınları, İstanbul-Ekim 2010.

Week	Weekly Detailed Course Contents	
1	Theoretical	Communication, body language and effective communication
2	Theoretical	The impact of culture and cultural differences of body language, movements of the head, feet and legs
3	Theoretical	Studies arms crossed, gestures and facial expressions.
4	Theoretical	Security areas, seating arrangements
5	Theoretical	Security areas, seating arrangements
6	Theoretical	Lie To Me will be monitored in the classroom and will be taking part in a series of analyzes the movement of body language in real life
7	Theoretical	Protocol rules
8	Theoretical	Protocol rules (Midterm exam)
9	Theoretical	Setup behavior, status indicators, colors
10	Theoretical	Photo samples and their analysis of the movement of the body language used in everyday life
11	Theoretical	Adab-i rules of good manners, and telephone calls
12	Theoretical	Considerations in the use of body language in business meetings
13	Practice	Student presentations will develop the skills to use body movements to the audience
14	Practice	Student presentations will develop the skills to use body movements to the audience

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	1	14
Lecture - Practice	14	0	2	28
Midterm Examination	1	3	1	4
Final Examination	1	3	1	4
			Total Workload (Hours)	50
			[Total Workload (Hours) / 25*] = **ECTS**	2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	It needs to pay attention to what it is and how to ensure effective communication of body language.
2	Learn what it means to move the body language and how to use body language in different cultures.
3	Interprets the movement of body language
4	Learn the rules of protocol
5	Develop speaking skills in front of community

Programme Outcomes *(Fruit and Vegetables Processing Technology)*

1	To be able to understand social, cultural and social responsibilities and to have the ability to follow national and international contemporary
2	In line with the principles and reforms of Atatürk; Adopting the national, moral, spiritual and cultural values ??of the Turkish Nation, open to universal and contemporary developments, the Turkish language is a rich, rooted and productive language; love and awareness of language; to have the ability to use the foreign language sufficiently and with the habit of reading and professionally.
3	To know the basic hardware units and operating systems of computer, internet to be able to prepare documents, spreadsheets and presentations on the computer by using office programs
4	Gains the theoretical and practical knowledge at the basic level in mathematics, science and professional fields
5	Recognize and analyze the problems with the knowledge of fruit and vegetable technology in the field, interpret the data and propose solutions.
6	According to the prepared work plan and program in laboratories, it can carry out the necessary works to obtain the desired quality product.
7	To have professional and ethical responsibility in business life.
8	It is open to development and change, follows scientific social and cultural innovations and constantly improves itself.

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	4	4	3	4	3
P2	4	4	3	4	3
P3	1	1	2	1	2
P4	1	1	2	1	1
P5	1	1	1	1	1
P6	1	1	1	1	1
P7	2	2	2	2	3
P8	3	3	4	3	4