EFFICIENT COMMUNICATION TECHNIQUES

1	Course Title:	EFFICIENT COMMUNICATION TECHNIQUES
2	Course Code:	SOS6113
3	Type of Course:	Optional
4	Level of Course:	Third Cycle
5	Year of Study:	1
6	Semester:	1
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Doç. Dr. SELMA GÜLEÇ
15	Course Lecturers:	Doç. Dr. Selma Güleç
16	Contact information of the Course Coordinator:	Doç. Dr. Selma Güleç Bursa Uludağ Üniversitesi, Eğitim Fakültesi Türkçe ve Sosyal Bilimler Eğitimi Bölümü, Sosyal Bilgiler Eğitimi Ana Bilim Dalı sgulec@uludag.edu.tr
17	Website:	
18	Objective of the Course:	defines communication, will be able to explain the communication process and its elements and will have knowledge in different fields related to communication science. Students will be able to give examples of listening and feedback mechanisms in effective communication. They will also be able to comprehend the importance of internal communication and identify the factors that hinder communication.
19	Contribution of the Course to Professional Development:	It is aimed that students gain awareness of their own communication styles and their strong and open aspects in communication. Moreover; It aims to increase both personal and institutional success of students thanks to their effective communication skills. Lesson; It aims to develop students' thinking, analysis and discussion skills in the field of communication.
20	Learning Outcomes:	

	1	Communicates more effectively with herself and her environment.
	2	Knows the factors affecting interpersonal communication.
	3	Can effectively control communication conflicts.
	4	Knows the ways to communicate effectively in business life.
	5	Knows and applies the rules of behavior that must be followed in social life.
	6	Comprehends the effective cognitive elements in the formation of communication behaviors, cognitive processes and their effects on communication behaviors.
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21	Course Content:

Course Content:	
Week	Theoretical	Practice

Week	Theoretical	Practice
1	Interpersonal Relations and Effective Communication	
2	Some Techniques for Effective Communication	
3	Effective Communication and Disclosure in Communication	
4	Emotional Intelligence in Communication	
5	Factors Affecting Effective Communication	
6	Rules of behavior in social life; manners and courtesy	
7	Interpersonal Communication Conflicts and Management	
8	Effective Communication in Business Life	
9	Effective communication and its dimensions in educational settings	
10	Effective Communication and Gender	
11	Intrapersonal Communication and Knowing Oneself	
12	Interpersonal Communication Approaches	
13	Factors Affecting Interpersonal	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	2.00	28.00
Practicals/Labs	0	0.00	0.00
Self study and preperation	14	2.00	28.00
Homeworks	1	18.00	18.00
Projects	1	20.00	20.00
Field Studies	0	0.00	0.00
Midterm exams	1	5.00	5.00
Others	0	0.00	0.00
Final Exams	1	5.00	5.00
Total Work Load			101.00
Total work load/ 30 hr			3.36
ECTS Credit of the Course			3.00

22	Textbooks, References and/or Other Materials:	Gürüz, D. ve Temel Eğinli, A. (2018). İletişim becerileri: Anlamak, anlatmak, anlamak (6. basım).

Gürüz, D. ve Temel Eğinli, A. (2019). Kişilerarası iletişim: bilgiler, etkiler, engeller (8. Basım). Ankara: Nobel

süreçler. A. Kaya (Ed.), İnsan ilişkileri ve iletişim içinde (2-20). Ankara: Pegem A

Akademi.

Eroğlu, E. (2008). Eğitim kurumlarında örgütsel iletişim. U

Pegem Akademi.

Işık, M. (2012). Kitle iletişim teorilerine giriş. Eğitim

Korkut, F. (2005). Yetişkinlere yönelik iletişim becerileri eğitimi. Hacettepe Üniversitesi Eğitim Fakültesi Dergisi

Avcı, O. (2019). Duygusal zeka ve iletişim.
Vural, İ., Tuna, Y., Birsen, Ö., Erzurum, F., Küçük, M., & Çolak, F. Ü. (2012). İletişim. Ankara: Pegem Akademi.
Alim, K. A. Y. A. (2018). İnsan ilişkileri ve iletişim.
Aytekin, H. (2018). İnsan ilişkileri ve iletişim. Baskı, Pegem Akademi Yayınları, Ankara.
Karahan, T. F., Sardoğan, M. E., GÜVEN, M. Ç., ÖZKAMALI, E., & Dicle, A. N. (2006). İnsan İlişkileri ve İletişim Dersi'nin Öğretmen Adaylarının Çatışma Çözme ve Empatik Beceri Düzeylerine Etkisi. Eurasian Journal of Educational Research (EJER), (23).
Kaya, A. (2014). Yönetimde insan ilişkilerinin sırları. Eğitim Yayınevi.

23	Assesment

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT

Midterm Exam	1	40.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	60.00
Total	2	100.00
Contribution of Term (Year) Learning Activities to Success Grade	40.00	
Contribution of Final Exam to Success Grade	60.00	
Total	100.00	
Measurement and Evaluation Techniques Used in the Course	Written final exam (60%) will be given in the course. Absolute evaluation will be applied.	

24	ECTS / WORK LOAD TABLE

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS

	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
ÖK2	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
ÖK3	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0
ÖK4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0

LO: Learning Objectives PQ: Program Qualifications				
Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High