

EDUCATION AND COMMUNICATION TECHNIQUES IN OCCUPATIONAL HEALTH AND SAFETY

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| 1 | Course Title: | EDUCATION AND COMMUNICATION TECHNIQUES IN OCCUPATIONAL HEALTH AND SAFETY |
| 2 | Course Code: | ISGS105 |
| 3 | Type of Course: | Optional |
| 4 | Level of Course: | Short Cycle |
| 5 | Year of Study: | 1 |
| 6 | Semester: | 2 |
| 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: | Öğr. Gör. GIZEM AKALP |
| 15 | Course Lecturers: | Meslek Yüksekokullarının görev verdiği öğretim elemanları |
| 16 | Contact information of the Course Coordinator: | Öğr. Gör. Hüdayi TAŞÇI hudayitasci@uludag.edu.tr 02242942361 |
| 17 | Website: | |
| 18 | Objective of the Course: | To enable the students to comprehend communication and its importance, the ways to establish communication, complications and problems, types and models of communication, the meaning and functions of organizational communication and the features of effective communication. To make students comprehend the importance and method of occupational health and safety training. |
| 19 | Contribution of the Course to Professional Development: | 1. Communicates effectively using basic communication tools. 2. Improves himself / herself by recognizing his / her individual characteristics and doing various activities. 3. Behaves in accordance with the social rules that regulate human relations. 4. Communicates effectively in business life by having information about business. 5. Develops ways of expressing oneself through cultural activities. 6. Plans the trainings to be given to the employees. 7. Prepares educational content. 8. Recognize the equipment to be used in training. |
| 20 | Learning Outcomes: | |
| | 1 | To have the knowledge about the fundamental concepts related with communication |
| | 2 | To have the knowledge about the functions, aim and implementation of communication |
| | 3 | To comprehend and to be able to apply the types of communication |
| | 4 | To be able to understand and apply the importance of listening in communication |
| | 5 | To be able to comprehend the communication complications and the ability to solve such complications |
| | 6 | To be able to develop verbal, non-verbal (body language), written, visual and electronic communication skills |
| | 7 | To have the knowledge about the fundamental concepts related with organizational communication |

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| | | 8 | Planning employee training |
| | | 9 | Preparing educational content |
| | | 10 | Understanding training methods |
| 21 | Course Content: | | |
| | Course Content: | | |
| Week | Theoretical | Practice | |
| 1 | The concept of communication and its importance | | |
| 2 | Oral Communication, Written Communication | | |
| 3 | Nonverbal Communication – Body Language | | |
| 4 | Constructive and disruptive barriers to communication, Overcoming communication barriers and effective communication | | |
| 5 | Organizational communication, Operational models of organizational communication | | |
| 6 | Information Technologies and Communication | | |
| 7 | Mass Communication, Communication in Business Life | | |
| 8 | Education and training concepts / Learning processes | | |
| 9 | The importance of education in occupational health and safety | | |
| Activites | | Number | Duration (hour) |
| Theoretical training for Workers Education | | 14 | 2.00 |
| Practicals/Labs | | 0 | 0.00 |
| Self study and preparation | | 11 | 2.00 |
| 13 | Purpose of OHS Trainings / Scope of Training | 1 | 10.00 |
| Homeworks | | 0 | 0.00 |
| 14 | Legal regulations on occupational health and safety training | 0 | 0.00 |
| Field Studies | | 0 | 0.00 |
| 22 | Textbooks, References and/or Other Materials: | 1 | 14.00 |
| Others | | 0 | 0.00 |
| 23 | Final Exams | 1 | 18.00 |
| TERM LEARNING ACTIVITIES | | NUMBER | WEIGHT |
| Total Work Load | | | 90.00 |
| Midterm Exam/ 30 hr | | 1 | 40.00 |
| ECTS Credit of the Course | | | 3.00 |
| 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 | | Measurement and evaluation is carried out according to the principles of Bursa uludag University Associate and Undergraduate Education Regulation. | |
| 24 | ECTS / WORK LOAD TABLE | | |

| 25 | CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS | | | | | | | | | | | | | | | |
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| | PQ1 | PQ2 | PQ3 | PQ4 | PQ5 | PQ6 | PQ7 | PQ8 | PQ9 | PQ10 | PQ11 | PQ12 | PQ13 | PQ14 | PQ15 | PQ16 |
| ÖK1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| ÖK2 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| ÖK3 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| ÖK4 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| ÖK5 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| ÖK6 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| ÖK7 | 3 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| ÖK8 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| ÖK9 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| ÖK10 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| LO: Learning Objectives PQ: Program Qualifications | | | | | | | | | | | | | | | | |
| Contribution Level: | 1 very low | | | 2 low | | | 3 Medium | | | 4 High | | | 5 Very High | | | |