COMMUNICATION

1	Course Title:	COMMUNICATION
2	Course Code:	OTPS009
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. HÜDAYİ TAŞÇI
15	Course Lecturers:	Öğr.Gör.Uğur Saklangıç
16	Contact information of the Course Coordinator:	Öğr.Gör.Uğur Saklangıç Uludağ üniversitesi Teknik Bilimler Meslek Yüksekokulu 0 224 294 23 16 ugursaklangic@gmail.com
17	Website:	
18	Objective of the Course:	to provide students learn about communication to teach types and models of communication (written verbal, nonverbal) to teach needs to be done to have healthy communication in everyday life
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	

	1	to teach about communication and to introduce main consepts in the field of communication studies
	2	to develop the skill of communicating
	3	to teach about communication theories
	4	to teach about written and oral communication
	5	to teach about non-verbal communication (body language) and to gain the skill of understand the messages of body language
	6	to be informed about business and professional writings
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21	Course Content:	

Course Content:	
Week	**Theoretical**	**Practice**

Week	Theoretical	Practice
1	Definition scope and purpose of communication	
2	Communication Process (source, message, channel, receiver)	

3	Perception and Evaluation, Feedback	
4	What is Oral Communication?, Positive Barriers of Oral Communication, Personal Barriers of Oral communication, Channel Barriers to Oral Communication , Psychological Barriers to oral communication	
5	Technical Barriers to Oral Communication, Time Pressure through Oral Communication, Oral Communication Deductions	
6	What is written communication, Barriers to the written communication, Written Communication Types, What is non-verbal communication? Nonverbal communication functions, body language	
7	What is written communication, Barriers to the written communication, Written Communication Types, What is non-verbal communication? Nonverbal communication functions, body language	
8	Organizational Communication, Informal communication methods, Vertical Communication	
9	The Concept of Technology, Information and Communication Technology, Technical Communication	
10	Contact conflict and conflict management	
11	Crisis management	
14	Example of business communications studies	

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	0	0.00	0.00
Homeworks	10	2.00	20.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	20.00	20.00
Others	0	0.00	0.00
Final Exams	1	20.00	20.00
Total Work Load			88.00
Total work load/ 30 hr			2.93
ECTS Credit of the Course			3.00

Materials:
Cangöz, I. (2009). İletişim Bilgisi.(4.baskı). Eskişehir: Anadolu Üniversitesi

TERM LEARNING ACTIVITIES	NUMBE	WEIGHT
Midterm Exam	1	40.00
Home-work-project	0	0.00
Total	2	100.00

Contribution of Final Exam to Success Grade	60.00
Total	100.00
Measurement and Evaluation Techniques Used in the Course	

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	0	0	0	0	0	0	0	0	0	0	0	0	0

ÖK2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK3	0	0	0	0	0	0	0	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	0	0

LO: Learning Objectives   PQ: Program Qualifications

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High