

Vocational School of Social Sciences / Public Relations and Advertising
2022 - 2023 Academic Year
COMMUNICATION SKILLS
Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
COMMUNICATION SKILLS	HİT1126130	Fall Semester	2+0	2	4
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Emine AKBAŞ DEMİRKAN				
Name of Lecturer(s)	Lect. Ömer ÇAKKAL, Lect. Sonia LOTFI				
Assistant(s)					
Aim	To earn effective communication methods for being able to prevent the potential conflicts in human relationship				
Course Content	This course contains; Integrating Game, The Concept and Types of Communication, Communication Barriers, Listening, Advocate Communication, Empathy, Body Language in Communication, Self Communication, Communication with Environment and Society, Anger Management, Communication Conflicts and Analysis I, Communication Conflicts and Analysis II, Communication in Professional Practice I, Communication in Professional Practice II.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Will be able to interpret the process of effective communication.			1, 10, 12, 15, 3, 4, 7, 8	A, C	
1.1. Explain the elements in the process of communication.			1, 10, 19	A, C	
1.2. Discuss the characteristics and functions of element in the process of communication.			10, 12, 15, 17, 18, 3	A, C	
1.3. Illustrate the barriers of communication.			1, 10, 12, 15, 4, 7, 8	A, C	
2. Will be able to categorize the levels of communication.			1, 10, 12, 19	A, C	
2.1. Interpret the methods of communication.			10, 2, 3	A, C	
2.2. Explain the factors of interpersonal communication.			1, 10, 12, 19	A, C	
2.3. Compare the methods of verbal and non-verbal communication.			1, 10, 12, 15, 7, 8	A, C	
3. Will be able to compose behaviour change by communication.			1, 10, 12, 15, 7, 8	A, C	
3.1. Discuss the effects of communication about behaviour.			1, 10, 12, 15, 7, 8	A, C	
3.2. Explain the mechanism of resistance against communication.			1, 10, 12, 15, 7, 8	A, C	
4. Will be able to use non-verbal communication methods.			1, 14, 4, 6, 7, 8	A	
4.1. Benefit from body language to support what they say.			1, 14, 4, 6	A	
4.2. While the other person is talking, he interprets the body language.			1, 12, 14, 4, 6, 7	A	
5. Will be able to use active listening skills.			1, 14, 4, 8	A	
Teaching Methods	1: Lecture, 10: Brainstorming, 12: Case study, 14: Self-Study, 15: Problem solving, 17: Reflective Thinking, 18: Case Study, 19: Concept map, 2: Question - Answer, 3: Discussion, 4: Exercise, Practice, 6: Role Model, Making an example, 7: Role Play, 8: Teamwork				
Assessment Methods	A: Written Exam, C: Homework				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Integrating Game				
2	The Concept and Types of Communication				
3	Communication Barriers,				
4	Listening				
5	Advocate Communication				
6	Empathy				
7	Body Language in Communication				
8	Self Communication				
9	Communication with Environment and Society				
10	Anger Management				
11	Communication Conflicts and Analysis I				
12	Communication Conflicts and Analysis II				
13	Communication in Professional Practice I				
14	Communication in Professional Practice II				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources	
1-Üstün Dökmen: İletişim Çatışmaları ve Empati, Sistem Yayıncılık	
2-Doğan Cüceloğlu: Yeniden İnsan İnsana, Remzi Kitabevi	
3-Demet Gürüz, İletişim Becerileri – Anlamak Anlatmak Anlaşmak, Nobel Yayıncılık 3-Demet Gürüz, İletişim Becerileri – Anlamak Anlatmak Anlaşmak, Nobel Yayıncılık	