

Vocational School / Architectural Restoration
2024 - 2025 Academic Year
COMMUNICATION SKILLS
Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
COMMUNICATION SKILLS	MRS2245340	Spring Semester	2+0	2	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Elective				
Course Coordinator	Assist.Prof. Hülya ÖZKAN				
Name of Lecturer(s)	Lect. Betül KOÇAK				
Assistant(s)					
Aim	Lesson teaches to students the basic concepts of communication. Student may also learn the basic concepts of interpersonal communication and they may learn the structure , properties, types, importance and ethics of the communication.				
Course Content	This course contains; Introduction to Communication, Concepts about communication, Types of communication, Barriers of communication, Communication and Conflict, Speaking and Listening, Communication and culture, Communication model, Mid - term exam, Group communications, Organizational communication, Persuasive communication, Non verbal Communication, Body Language.				
Course Learning Outcomes				Teaching Methods	Assessment Methods
4.1. Defines the blocks on communication.					
4.2. Lists the main purposes of an effective communication.					
5.1. Defines of concept of culture.					
5.3. Lists the components of culture.					
5.5. Describes the cultural degeneration.					
5.7. Associates the connection between language and culture.					
6.3. Gives examples of dialogue/communication types.					
7.1. Defines the Shanon, Newcomb and Weaver models.					
7.2. It tells Aristo, Lasswel and Gerbner models.					
7.3. Explains Wesley, Mclean and Jacopson models.					
8.1. Explains the communication between people and mass media.					
8.2. Associates the communication with cultural and social life.					
8.3. Describes the properties of mass media.					
8.4. Explains the communication ways in organizational life and in a group.					
8.5. Tells the history of mass media.					
9.2. Explains how to use body language.					
10.1. Tells the concepts inside ethics of communication.					
1.1. Includes the theory and definition of communication science					
1.2. Tells the properties of communication					
2.1. Names the primary and secondary components of communication					
2.2. Explains the functions of communications					
3.1. Summarizes the communication process					
3.2. Describes the main features of the message (transmission subject).					
3.3. Tells about the kinds of communication.					
3.4. Lists the characteristics of verbal communication.					
4.3. Describes convincing communication.					
5.2. Defines the culture areas.					
5.4. Describes the cultural process.					
5.6. Explains the changes in culture.					
5.8. It names the types of culture.					
6.1. Lists the components which effect the dialogue.					
6.2. Lists the components of a dialogue.					
6.4. Defines the main things of effective talking.					
9.1. Explains the properties and functions of nonverbal communication.					
Teaching Methods					
Assessment Methods					
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Introduction to Communication				
2	Concepts about communication.				
3	Types of communication.				
4	Barriers of communication				
5	Communication and Conflict				
6	Speaking and Listening				
7	Communication and culture.				
8	Communication model				

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9	Mid - term exam	
10	Group communications.	
11	Organizational communication	
12	Persuasive communication	
13	Non verbal Communication	
14	Body Language	
Evaluation Methods		Weight(%)
Midterm Exam		40
General Exam		60

Resources
1.courses slides can be downloaded by medipol.edu.tr 2.Güngör, Nazife. İletişime Giriş. Ankara: Siyasal Kitabevi, 2015. 3.Güngör, Nazife. İletişim- Kuramlar- Yaklaşımlar. Ankara: Siyasal Kitabevi, 2015. 4.Briggs, Asa ve Burke, Peter. Medyanın Toplumsal Tarihi. İstanbul: Kırmızı Yayınları, 2011. 5.Baldini, Massimo. İletişim Tarihi. İstanbul: Avcıol Yayınları, 2000. 6.Zillioğlu, Merih. İletişim nedir. İstanbul: Cem Yayınevi, 1996. 7.Oskay, Ünsal. İletişimin ABC'si. İstanbul: Alfa Yayınları, 2005 8.Aziz, Aysel. İletişime Giriş. İstanbul: Hiperlink Yayınları, 2010. 9.Çamdereli, Mete. İletişime Giriş. İstanbul: Dem Yayınları, 2008. 10. AÖF, Genel İletişim Ders Kitabı.