

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
PROFESSIONAL, SOCIAL and COMMUNICATION SKILLS	INT1172110	Fall Semester	2+0	2	2
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	English				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Required				
Course Coordinator	Assoc.Prof. Hatice Deniz GENÇ				
Name of Lecturer(s)	Assist.Prof. Esra AĞRALI				
Assistant(s)					
Aim	How students should use technology to advance the basics of office programs, business electronic mail writing, and communication and presentation skillsteach.				
Course Content	This course contains; Workplace email correspondence and phone calls,Workplace email correspondence and phone calls,Microsoft Office Word Program,Microsoft Office Excel Program,Microsoft Office Powerpoint Program,Microsoft Office Powerpoint Program,Speech preparation techniques,Excitement control techniques,Presentation styles,Workplace abbreviations and jargons,Effective speaking techniques,Student Presentations,Student Presentations,Student Presentations.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Format and rules of email correspondence in the workplace, Microsoft Office Word Program,Microsoft Office Excel Program, Microsoft Office Powerpoint Program, Speaking frontpreparation techniques, Twitter control techniques, Presentation techniques, Used in the workplaceabbreviations and jargons, Impressive speaking techniques.			10, 14, 16, 4, 9	A, E	
Teaching Methods	10: Discussion Method, 14: Self Study Method, 16: Question - Answer Technique, 4: Inquiry-Based Learning, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam, E: Homework				
Lecture Schedule					
Sequenc e	Topics	Preliminary Preparation			
1	Workplace email correspondence and phone calls	Related sections of Powerpoint slides should be read			
2	Workplace email correspondence and phone calls	Related sections of Powerpoint slides should be read			
3	Microsoft Office Word Program	Related sections of Powerpoint slides should be read			
4	Microsoft Office Excel Program	Related sections of Powerpoint slides should be read			
5	Microsoft Office Powerpoint Program	Related sections of Powerpoint slides should be read			
6	Microsoft Office Powerpoint Program	Related sections of Powerpoint slides should be read			
7	Speech preparation techniques	Related sections of Powerpoint slides should be read			
8	Excitement control techniques	Related sections of Powerpoint slides should be read			
9	Presentation styles	Related sections of Powerpoint slides should be read			
10	Workplace abbreviations and jargons	Related sections of Powerpoint slides should be read			
11	Effective speaking techniques	Related sections of Powerpoint slides should be read			
12	Student Presentations	Related sections of Powerpoint slides should be read			
13	Student Presentations	Related sections of Powerpoint slides should be read			
14	Student Presentations	Related sections of Powerpoint slides should be read			
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Windows, by Pert Mason Excel 2010 Advanced by Stephen Moffat; Microsoft Office Word by Torben Lage Frandsen; Microsoft Office Powerpoint by Torben Lage Frandsen Public Speaking book and Communication videos by Matt Abrahams Communication videos by Conor Neill