

TOROS ÜNİVERSİTESİ

Vocational School
Occupational Health And Safety

Course Information

ADULT EDUCATION AND COMMUNICATION SKILLS					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
ISG126	Spring	2	0	2	2

Prerequisites and co-requisites	
Language of instruction	Turkish
Type	Required
Level of Course	Associate
Lecturer	Lecturer Edlan BOSTANCI
Mode of Delivery	Face to Face
Suggested Subject	-
Professional practise (internship)	None
Objectives of the Course	Effective communication skills and be able to recognize them acquire the skills, preventing communication situations and understand the messages, recognizing the role of emotions in communication, communication skills programs for different groups to prepare
Contents of the Course	Definition of interpersonal communication, communication models, elements and characteristics of effective listening and feedback, factors influencing interpersonal communication (source, channel, receiver, and so on.), Factors facilitating communication, emotions, communication, role and use of communications and the prevention of conflict, students, communication applications.

Learning Outcomes of Course

#	Learning Outcomes
1	To be able to make occupational planning and organization
2	To be able to make recording and reporting
3	To behave according to code of professional ethics
4	To be able to take precautions for occupational safety in an enterprise

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	The definition, purpose and importance of communication	Face to Face
2	The definition, purpose and importance of communication	Face to Face
3	The communication process and its elements	Face to Face
4	The communication process and its elements	Face to Face
5	Face-to-face communication, using communication tools, formal/informal communication, audio/visual communication	Face to Face
6	Written communication	Face to Face
7	Midterm Exam	
8	Verbal communication	Face to Face
9	Non-verbal communication	Face to Face

10	Intrapersonal communication	Face to Face
11	Interpersonal communication	Face to Face
12	Group communication, mass communication	Face to Face
13	Corporate communication	Face to Face
14	Intercultural communication	Face to Face
15	Review of the semester	Face to Face
16	Final Exam	

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Kişilerarası İletişim Bilgiler Etkiler Engeller (Demet Gürüz, Ayşen Temel Eğinli) \nİletişim Becerileri Anlamak- Anlatmak- Anlaşmak (Demet Gürüz, Ayşen Temel Eğinli)\nİletişime Giriş (Aysel Aziz)\nKişilerarası İletişim Bilgiler Etkiler Engeller (Demet Gürüz, Ayşen Temel Eğinli) \nİletişim Becerileri Anlamak- Anlatmak- Anlaşmak (Demet Gürüz, Ayşen Temel Eğinli)\nİletişime Giriş (Aysel Aziz)		

Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-term Exam
2	60%	Final Exam	Final Exam

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	To be able to make occupational planning and organization	13	
2	To be able to make recording and reporting	5,6	
3	To behave according to code of professional ethics	12	
4	To be able to take precautions for occupational safety in an enterprise	2,13	

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	2	28
2	Course Duration Except Class (Preliminary Study, Enhancement)	0	0	0
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	2	6	12
6	Workshop	0	0	0
7	Preparation for Midterm Exam	2	5	10
8	Midterm Exam	0	0	0
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0

14	Final Exercise	0	0	0
15	Preparation for Final Exam	2	5	10
16	Final Exam	0	0	0
				60