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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Basic Communication** |  | 1 | 2+0 | 2 | 3 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Vocational School Elective |
| Course Coordinator |   |
| Instructor |  |
| Course Assistants |  |
| The aim of lesson | Social alive and work in your life successful Contact and listening your skills to be able to apply . |
| Course Learning Outcomes | This lesson finally student ;1. of your communication social in life and work in your life the importance of knows .
2. Effective to listen knows and implements .
3. Successful CV / Resume Preparation conditions knows , prepares CV .
4. Business successful in interviews ( Interview ) be for to be d1 what you need in regards to information owner happens .
5. Business in life , social in life and digital in communication ethic rules knows and implements .
 |
| Course Content | Communication concept , communication types as theoretical information well desk work vital with social in life successful contact Practical information about contains . |
| **Weeks** | **Topics** |
| 1 | of your communication Definition and Communication of the process Elements |
| 2 | Communication Types  |
| 3 | of your communication in context By Formats  |
| 4 | Socialization in the process interpersonal Communication  |
| 5 | Listening skill  |
| 6 | Study in your life Personality and Communication  |
| 7 | Body Language  |
| 8 | On the ph1 Communication  |
| 9 | CV / Resume Preparation  |
| 10 | Interview ( Job interview ) |
| 11 | Virtual Communication and Individuals On Effects  |
| 12 | Mass Communication  |
| 13 | Mass Communication tools and Functions  |
| 14 | Communication and Ethic  |

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| **General Competencies** |
| from students this your lesson mother their subjects their understanding and fields with in applications their use expected . |
| **resources** |

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| Doruk .. EK, (2020), Contact Science , Istanbul.Istanbul University Open and Afar Education Faculty BroadcastErtürk.YD .(2020), Interpersonal Contact , Istanbul.Istanbul University Open and Afar Education Faculty BroadcastÖzgür.Ö.F , (2013), General and Technical Communication lesson Notes , Unpublished lesson gradeYellow. Ü, (2020), Social Media Applications , Istanbul.Istanbul University Open and Afar Education Faculty Broadcast |
| **Evaluation System** |
| It is stated in the syllabus at the beginning of the semester. |

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| **WITH PROGRAM LEARNING OUTCOMES****COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** |  |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **LO1** | 1 |  | 4 | 1 |  | 1 | 2 | 1 |  |  | 5 | 2 |
| **LO2** | 1 |  | 4 | 1 |  | 1 | 2 | 1 |  |  | 5 | 2 |
| **LO3** | 1 |  | 4 | 2 |  | 1 |  |  |  |  | 4 |  |
| **LO4** | 1 |  | 4 | 2 |  | 1 |  |  |  |  | 4 |  |
| **LO5** | 1 |  | 4 | 2 |  | 1 | 2 | 1 |  |  | 5 | 4 |
| **LO: Learning Outputs OP: Program Outputs** |
| **Contribution level** | **1 lot Low** | **2 Low** | **3 Medium** | **4 High** | **5 A lot High** |

Relation of Program Outcomes and Related Course

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| Basis Communication | 1 |  | 4 | 2 |  | 1 | 2 | 1 |  |  | 5 | 2 |

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