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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 | | | | | |  |  | | --- | | **General Competencies** | | from students this your lesson mother their subjects their understanding and fields with in applications their use expected . | | **resources** |  |  | | --- | | Doruk .. EK, (2020), Contact Science , Istanbul.Istanbul University Open and Afar Education Faculty Broadcast  Ertürk.YD .(2020), Interpersonal Contact , Istanbul.Istanbul University Open and Afar Education Faculty Broadcast  Özgür.Ö.F , (2013), General and Technical Communication lesson Notes , Unpublished lesson grade  Yellow. 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. |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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 | |