

**SYLLABUS**
**Faculty of Arts and Sciences**
**Department of Psychology**

| Course Code                                                                                                                                                                                                                                                                                                                                                                           | Course Title                                                            |                                                                               | Credits                                                                                         | ECTS Value         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------|
| OSD 139                                                                                                                                                                                                                                                                                                                                                                               | COMMUNICATION SKILLS                                                    |                                                                               | (2-0-2)                                                                                         | 3                  |
| Prerequisite Courses:                                                                                                                                                                                                                                                                                                                                                                 | NONE                                                                    |                                                                               |                                                                                                 |                    |
| Course Language:                                                                                                                                                                                                                                                                                                                                                                      | TURKISH                                                                 | Course Delivery Mode:                                                         | ONLINE                                                                                          |                    |
| Course Type and Level:                                                                                                                                                                                                                                                                                                                                                                | Elective/First year Fall Semester / Undergraduate                       |                                                                               |                                                                                                 |                    |
| Instructor's Title, Name, and Surname                                                                                                                                                                                                                                                                                                                                                 |                                                                         | Course Hours                                                                  | Office Hours                                                                                    | Contact            |
| Lect. Hülya CEYLAN                                                                                                                                                                                                                                                                                                                                                                    |                                                                         |                                                                               |                                                                                                 | hceylan@cag.edu.tr |
| Course Coordinator:                                                                                                                                                                                                                                                                                                                                                                   |                                                                         |                                                                               |                                                                                                 |                    |
| Course Objectives: The goal is to help students become aware of their own communication styles and their strengths and areas for improvement. Furthermore, the effective communication skills they acquire will enhance their personal and organizational success. The course also aims to develop students' thinking, analysis, and discussion skills in the field of communication. |                                                                         |                                                                               |                                                                                                 |                    |
| Course Learning Outcomes                                                                                                                                                                                                                                                                                                                                                              | Upon successful completion of this course, the student will be able to; |                                                                               | Relations                                                                                       |                    |
|                                                                                                                                                                                                                                                                                                                                                                                       |                                                                         |                                                                               | Program Outcomes                                                                                | Net Contribution   |
|                                                                                                                                                                                                                                                                                                                                                                                       | 1                                                                       | Define the concept of communication and explain the types of communication.   | 4, 5, 9, 10, 11                                                                                 | 5,5,5,5,5          |
|                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                                       | Discuss the communication process and its elements, and use them effectively. | 4, 10,11                                                                                        | 5, 5, 5            |
|                                                                                                                                                                                                                                                                                                                                                                                       | 3                                                                       | Identify and illustrate the elements that hinder communication.               | 4, 10                                                                                           | 4, 5               |
|                                                                                                                                                                                                                                                                                                                                                                                       | 4                                                                       | Use physical communication elements effectively.                              | 3, 4, 11                                                                                        | 5, 5, 4            |
|                                                                                                                                                                                                                                                                                                                                                                                       | 5                                                                       | Acquire effective listening skills.                                           | 3, 4,                                                                                           | 5, 5               |
|                                                                                                                                                                                                                                                                                                                                                                                       | 6                                                                       | Create behavioral change through communication.                               | 3, 5, 8, 11                                                                                     | 5,5,5,5            |
|                                                                                                                                                                                                                                                                                                                                                                                       |                                                                         |                                                                               |                                                                                                 |                    |
| Course Content:                                                                                                                                                                                                                                                                                                                                                                       |                                                                         |                                                                               |                                                                                                 |                    |
| Course Schedule (Weekly Plan)                                                                                                                                                                                                                                                                                                                                                         |                                                                         |                                                                               |                                                                                                 |                    |
| Week                                                                                                                                                                                                                                                                                                                                                                                  | Topic                                                                   | Preparation                                                                   | Teaching Methods and Techniques                                                                 |                    |
| 1                                                                                                                                                                                                                                                                                                                                                                                     | People and Communication                                                | Lecture Notes & Slides                                                        | Classroom information sharing on the importance of communication for humans                     |                    |
| 2                                                                                                                                                                                                                                                                                                                                                                                     | What is Communication?                                                  | Lecture Notes & Slides                                                        |                                                                                                 |                    |
| 3                                                                                                                                                                                                                                                                                                                                                                                     | The Journey of Communication                                            | Lecture Notes & Slides                                                        | What can you say about the concept of communication? Where would humanity be today if it hadn't |                    |

|    |                                                   |                                                                                                                                         | developed such a skill?                                                                                                                               |
|----|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4  | The Communication Process and Its Elements        | Lecture Notes & Slides                                                                                                                  | <b>A concept map related to communication is created.</b><br>Questions and answers regarding the process and its elements, and a visual presentation. |
| 5  | The Communication Process and Its Elements        | Lecture Notes & Slides                                                                                                                  | <b>Questions and answers regarding the process and its elements, and a visual presentation.</b>                                                       |
| 6  | The Process of Communication and Related Concepts | Lecture Notes & Slides                                                                                                                  | <b>A concept map related to communication is created.</b><br>Reminders about concepts, a visual presentation.                                         |
| 7  | Types of Communication                            | Students are asked to explain their most preferred communication style and why in a few sentences.<br>Lecture Notes & Slides            | <b>Communication types are classified and discussed and summarized in class, along with their similarities and differences.</b>                       |
| 8  | Midterm Exam                                      |                                                                                                                                         |                                                                                                                                                       |
| 9  | Midterm Exam                                      |                                                                                                                                         |                                                                                                                                                       |
| 10 | Types of Communication                            | Lecture Notes & Slides                                                                                                                  | <b>Communication types are classified and discussed and summarized in class, along with their similarities and differences.</b>                       |
| 11 | Communication Barriers                            | Students are asked to share a communication incident that left a lasting impression on them.<br>Lecture Notes & Slides                  | <b>Communication barriers are illustrated with real-life examples and are discussed in the form of presentation, discussion, and summary.</b>         |
| 12 | Perception                                        | To understand their awareness of perception, we gather information about the same situation.<br>Lecture Notes & Slides                  | <b>Discussion of how the same situation is perceived from different perspectives using different visuals, presentation, and summary.</b>              |
| 13 | Effective Listening                               | Students are asked about their prior knowledge of listening, and this information is shared within the class.<br>Lecture Notes & Slides | <b>The act of listening is studied through presentation, visuals and narration.</b>                                                                   |
| 14 | Prejudice                                         | The class is asked to share in writing the prejudices they hold but                                                                     | <b>The subject of prejudice is studied through presentation, visuals</b>                                                                              |

|    |                      |                        |                                                                                                                      |
|----|----------------------|------------------------|----------------------------------------------------------------------------------------------------------------------|
|    |                      | wish they didn't.      | and narration.                                                                                                       |
| 15 | Communication Levels | Lecture Notes & Slides | Presentation, narration, and information sharing                                                                     |
| 16 | Overall Assessment   | Lecture Notes & Slides | Exploring the importance and stages of the communication process in our lives through mutual exchange of information |
| 17 | Final Exam           |                        |                                                                                                                      |
| 18 | Final Exam           |                        |                                                                                                                      |

#### Course Resources

|                                |                                                                                                                                                                                                                                                                      |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Textbook:</b>               | The material to be used will be compiled from various sources by the instructor in charge of the course and will be shared with the students online.                                                                                                                 |
| <b>Recommended References:</b> | “İletişim Becerileri”, Kollektif, Alter Yayınları, 2015. “İletişim Becerileri”, Prof.Dr.Demet Gürüz, Doç.Dr.Ayşen Temel Eğinli, Nobel Yayınları. “İletişim Donanımları”, Doğan Cüceloğlu, Remzi Kitapevi, 2002. “İnsan İnsana”, Doğan Cüceloğlu, Kronik kitap, 2021. |

#### Course Assessment and Evaluation

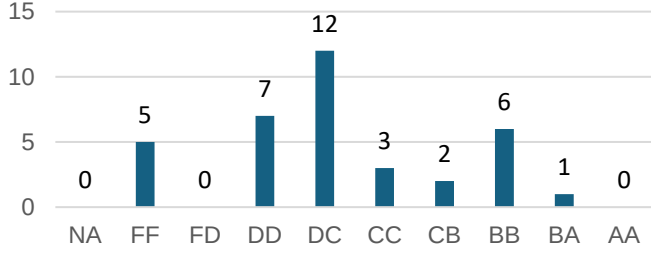
| Activities   | Number | Percentile | Notes        |
|--------------|--------|------------|--------------|
| Midterm Exam | 1      | %40        | Written Exam |
| Project      |        |            |              |
| Assignment   |        |            |              |
| Presentation |        |            |              |
| Portfolio    |        |            |              |
| Final        | 1      | %60        | Written Exam |

#### ECTS Table

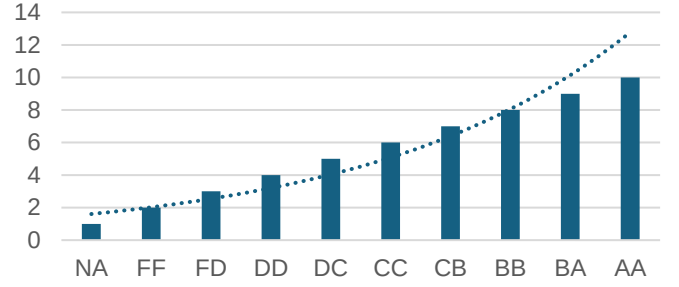
| Content                                                         | Number | Hours | Total       |
|-----------------------------------------------------------------|--------|-------|-------------|
| Course Duration                                                 | 14     | 2     | 28          |
| Out-of-Class Study                                              | 14     | 2     | 28          |
| Assignment                                                      |        |       |             |
| Presentation                                                    |        |       |             |
| Project                                                         |        |       |             |
| Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation) | 1      | 15    | 15          |
| Final Exam (Final Exam Duration + Final Exam Preparation)       | 1      | 19    | 19          |
| Total:                                                          |        |       | 90/30=3.0=3 |
| Total / 30:                                                     |        |       | 3           |
| ECTS Credit:                                                    |        |       | 3           |

## Past Term Achievements

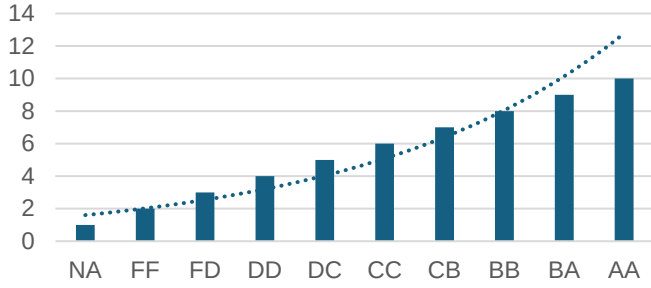
2024-2025 Fall Semester  
OSD 139 Communication Skills



2024-2025 Spring Semester  
Course Code and Name



2025-2026 Fall Semester  
Course Code and Name



2025-2026 Spring Semester  
Course Code and Name

