Course Syllabus

Code - Course Title	**BOP105 - Organizational Communication and Collaboration**
Course Type	I. SEMESTER
Laboratory + Practice	2+0
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Area Elective Courses
Course Instructor(s)	ÖĞR. GÖR. MELDA BEYAZ KORKUT

Mode of Delivery	face to face
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	None
Recommended Resources	Course notes and presentations prepared by the instructor.Google Workspace Learning Center online user guides (support.google.com).
Work Placement	None
Aims of the Course	The objective of this course is to enable students to select the appropriate communication method for various situations in digital environments and to write professional, clear, and accessible messages. The course provides skills in time and task planning, maintaining organized files, collaborating as a team using collaborative tools, preparing external-facing content, and evaluating content generated by artificial intelligence tools.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1**	Importance of communication in the digital world and basic concepts	Lecture, Question & Answer, Educational Games
Week - 2	**LO-1**	How do people communicate? (Written, verbal, visual communication)	Lecture, Question & Answer, Educational Games
Week - 3	**LO-1** **LO-5**	Is the same message sent to everyone in the same way? (Target audience)	Lecture, Question & Answer, Educational Games
Week - 4	**LO-1**	Right communication in the right place: Which method should I use?	Lecture, Question & Answer, Educational Games
Week - 5	**LO-2**	Writing professional e-mails: correct and incorrect examples	Lecture, Question & Answer, Demonstration and Practice, Educational Games
Week - 6	**LO-2**	Clear communication: Writing short, simple and accessible messages	Lecture, Question & Answer, Educational Games, Practice/Practical Work/Workshop

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 7	LO-4	Managing time: How do I plan my day?	Lecture, Question & Answer, Demonstration and Practice, Educational Games
Week - 8	LO-4	Building a system: Task lists and planning	Lecture, Question & Answer, Educational Games, Practice/Practical Work/Workshop
Week - 9	LO-3	Where are my files? How do I stay organized?	Lecture, Question & Answer, Demonstration and Practice, Educational Games
Week - 10	LO-3 LO-7	Sharing files: How do I work with others?	Lecture, Question & Answer, Educational Games, Practice/Practical Work/Workshop
Week - 11	LO-2 LO-3 LO-7	Teamwork: How should communication be in collaboration?	Lecture, Question & Answer, Team/Group Work, Educational Games, Practice/Practical Work/Workshop
Week - 12	LO-5	Sending messages to external audiences: preparing announcement, information, and promotional content	Lecture, Question & Answer, Proje Design/Management, Demonstration and Practice, Educational Games
Week - 13	LO-5	Building corporate image: designing communication content that creates trust and attracts attention	Lecture, Question & Answer, Proje Design/Management, Demonstration and Practice, Educational Games
Week - 14	LO-3 LO-6	Producing and evaluating communication content using AI	Lecture, Question & Answer, Demonstration and Practice, Educational Games

Learning Outcomes

#	Learning Outcome
1	Defines digital communication processes, communication types, and corporate communication structure, and selects appropriate communication methods.
2	Communicates professionally, clearly, and accessibly in digital environments and manages communication processes.

Learning Outcomes

#	Learning Outcome
3	Uses digital tools for file sharing, collaboration, and content creation.
4	Prepares daily and weekly work plans using digital calendar and task list tools.
5	Designs announcement, information, and promotional content for external audiences.
6	Compares communication content produced with AI tools in terms of accuracy and appropriateness.
7	They may strive to complete the tasks they have undertaken in team projects on time.

Sustainable Development Goals

✓ Decent Work and Economic Growth ✓ Reducing Inequalities

Course Theme

✓ Educational Sciences and Educational Technologies ✓ Society, Law and Communication

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	1.00	14	14
Ödevler	6.00	3	18
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	5.00	1	5
Final Sınavı Hazırlığı (sınav süresi dahil)	10.00	1	10
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0.00	0	0
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**3.0**

Assessment Method and Passing Requirements

✓ Open-Ended Test ✓ Multiple Choice Test ✓ Homework

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	40
Homework	1	30
	Sum (%)	**100**

Community Service Activity

This course does not include any Community Service activities.