Course Syllabus

Code - Course Title	**İSN106 - Organizational Communication**
Course Type	II. SEMESTER
Laboratory + Practice	2+0
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. MELDA BEYAZ KORKUT

Mode of Delivery	This course is conducted exclusively via face-to-face instruction, utilizing an application that converts audio from a lapel microphone into text, without the presence of a sign language interpreter.
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There are no recommended courses.
Recommended Resources	1. Tutar, H. Organizational Communication. Ankara: Seçkin Yayıncılık.2. Gürgen, H. Communication Quality in Organizations. Istanbul: Der Yayınları.3. Zıllıoğlu, M. What is Communication? Istanbul: Cem Yayınevi.4. Regulation on the Procedures and Principles to be Applied in Official Correspondence (Official Gazette, 10.06.2020).5. Course notes, correspondence samples, and case texts prepared by the instructor.
Work Placement	There is no internship for this course.
Aims of the Course	The objective is to ensure that students recognize the fundamental concepts of communication and the communication processes, forms, and tools within organizations; to enable them to use written, oral, and digital communication tools effectively and ethically in professional life; and to empower them to propose solutions to communication barriers.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1**	Definition of communication, its elements (source, message, channel, receiver, feedback), and basic communication models.	Lecture, Question & Answer, Gamification
Week - 2	**LO-2**	Types of communication	Lecture, Question & Answer, Demonstration and Practice
Week - 3	**LO-1** **LO-3**	Functions of organization and communication	Lecture, Question & Answer
Week - 4	**LO-1** **LO-3**	Communication processes and networks	Lecture, Question & Answer
Week - 5	**LO-3**	Formal and informal communication	Lecture, Question & Answer, Discussion
Week - 6	**LO-4**	Written communication tools	Lecture, Practice/Practical Work/Workshop

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 7	LO-2 LO-4	Oral and digital tools	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 8	LO-6	Active listening, feedback	Lecture, Question & Answer, Practice/Practical Work/Workshop
Week - 9	LO-6 LO-7	Improving communication; accessible communication	Lecture, Discussion
Week - 10	LO-3 LO-6	Organizational Culture and Communication	Lecture, Question & Answer
Week - 11	LO-5	Communication barriers	Lecture, Question & Answer, Document/Text/Data Analysis
Week - 12	LO-5 LO-6	Conflict and Communication	Lecture, Discussion
Week - 13	LO-7	Communication ethics, information privacy	Lecture, Discussion
Week - 14	LO-5 LO-6	Case analyses	Document/Text/Data Analysis

Learning Outcomes

#	Learning Outcome
1	Can explain the elements of the communication process through a communication model.
2	The student can compare verbal, written, and non-verbal types of communication with examples.
3	Can classify formal and informal communication patterns within organizations.
4	Can apply the rules of official correspondence and email writing to business communications.
5	Can distinguish the factors that hinder effective communication in a case.
6	Can develop a proposed solution for an organizational communication problem.
7	The individual can assume the responsibility of adhering to ethical principles and behaving inclusively in professional communication.

Sustainable Development Goals

✓ Decent Work and Economic Growth ✓ Reducing Inequalities

Course Theme

✓ Economics, Finance and Management ✓ Communication Technologies and the IoT

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	2.00	14	28
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	1.00	12	12
Ödevler	4.00	1	4
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	3.00	1	3
Final Sınavı Hazırlığı (sınav süresi dahil)	3.00	1	3
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0.00	0	0
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**2.0**

Assessment Method and Passing Requirements

✓ Open-Ended Test ✓ Multiple Choice Test ✓ Homework