**GAU, School of Aviation, Civil Aviation and Cabin Services**

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| **Course Unit Title** | | | | **Communication in Aviation I** | | | | |
| **Course Unit Code** | | | | **CACS103** | | | | |
| **Type of Course Unit** | | | | **Compulsory, Civil Aviation and Cabin Services** | | | | |
| **Level of Course Unit** | | | | **1st Year** | | | | |
| **National Credits** | | | | **2** | | | | |
| **Number of ECTS Credits Allocated** | | | | **0 ECTS** | | | | |
| **Theoretical (hour/week)** | | | | **2** | | | | |
| **Practice (hour/week)** | | | | **-** | | | | |
| **Laboratory (hour/week)** | | | | **-** | | | | |
| **Year of Study** | | | | **1** | | | | |
| **Semester when the course unit is delivered** | | | | **1** | | | | |
| **Course Coordinator** | | | |  | | | | |
| **Name of Lecturer (s)** | | | |  | | | | |
| **Name of Assistant (s)** | | | |  | | | | |
| **Mode of Delivery** | | | | **Face to Face and E-learning activities** | | | | |
| **Language of Instruction** | | | | **English** | | | | |
| **Prerequisites and co-requisites** | | | | **-** | | | | |
| **Recommended Optional Programme Components** | | | | **Basic background of Airports** | | | | |
| **Objectives of the Course:** | | | | | | | | |
| * **Teaching the basic communication principles.** * **Teaching the fundamental principles of communication types in line of communication participants.** | | | | | | | | |
| **Course Description** | | | | | | | |  |
| **This course will provide; Concept of communication and description, process in communication and elements in the process of communication (source, dialog, channel, receiver, codding, code-access, correlation frame, reflection, noise limiter, reverb selector perception), communication types in line of communication participants (inner communication, interpersonal communication, communication within group, intergroup communication), Mass communication and popular culture** | | | | | | | | |
| **Course Contents** | | | | | | | | |
| **Week** |  | | | | | | | **Exams** |
| **1** | **Communication concept, Communication process** | | | | | | |  |
| **2** | **Types of communication (Verbal, Non-verbal, organizational mass communication)** | | | | | | |  |
| **3** | **Types of communication (Verbal, Non-verbal, organizational mass communication)** | | | | | | |  |
| **4** | **Use of body language** | | | | | | |  |
| **5** | **Meeting and being introduced in corporate places** | | | | | | |  |
| **6** | **Meeting and being introduced in corporate places** | | | | | | |  |
| **7** | **Rules to be considered when using the phone, business correspondence and internet in the business environment** | | | | | | |  |
| **8** | **Midterm Exam** | | | | | | | **Midterm** |
| **9** | **Rules to be considered when using the phone, business correspondence and internet in the business environment** | | | | | | |  |
| **10** | **Effective communication, active listening and feedback** | | | | | | |  |
| **11** | **Effective communication, active listening and feedback** | | | | | | |  |
| **12** | **Courtesy, protocol and etiquette rules that must be taken into consideration in society in terms of effective communication** | | | | | | |  |
| **13** | **Courtesy, protocol and etiquette rules that must be taken into consideration in society in terms of effective communication** | | | | | | |  |
| **14** | **Revision, Exercises and Tutorial Class** | | | | | | |  |
| **15** | **Final Exam** | | | | | | | **Final** |
| **Recommended Sources** | | | | | | | | |
| **Textbook:**  **Supplementary Material(s):** | | | | | | | | |
| **Assessment** | | | | | | | | |
| **Attendance** | | **5%** |  | | | | | |
| **Assignments** | | **10%** |  | | | | | |
| **Project-Seminar** | | **15%** |  | | | | | |
| **Midterm Exam** | | **25%** | **Written** | | | | | |
| **Quizzes** | | **10%** |  | | | | | |
| **Final Exam** | | **35%** | **Written** | | | | | |
| **Total** | | **100%** |  | | | | | |
| **ECTS Allocated Based on the Student Workload** | | | | | | | | |
| **Activities** | | | | | **Number** | **Duration (hour)** | **Total Workload(hour)** | |
| **Hours per week (Theoretical)** | | | | | **15** | **3** | **45** | |
| **Presenting of observations and tutorials as report** | | | | | **5** | **5** | **25** | |
| **Preparation of the homework** | | | | | **5** | **5** | **25** | |
| **Quizzes** | | | | | **2** | **11** | **22** | |
| **Supervision** | | | | | **1** | **17** | **17** | |
| **Final Exam** | | | | | **1** | **22** | **22** | |
| **Total Workload** | | | | | | | **156** | |
| **Total Workload/30 (h)** | | | | | | | **5.2** | |
| **ECTS Credit of the Course** | | | | | | | **5** | |