



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

| | | | | | | | | | |
|--|---|---|---------------------|--|---|----------------------------------|---|------------|---|
| Course Title | | Effective Presentation Skills | | | | | | | |
| Course Code | | FZ075 | | Course Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 2 | Workload | 50 (<i>Hours</i>) | Theory | 2 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | To enable students to express themselves well, to use presentation in every stage of life | | | | | | | |
| Course Content | | Effective presentation skills, self-improvement by making presentations | | | | | | | |
| Work Placement | | N/A | | | | | | | |
| Planned Learning Activities and Teaching Methods | | | | Explanation (Presentation), Discussion, Individual Study | | | | | |
| Name of Lecturer(s) | | Ins. Ali ALU, Ins. Muammer KORKUT | | | | | | | |

Assessment Methods and Criteria

| Method | Quantity | Percentage (%) |
|---------------------|----------|----------------|
| Midterm Examination | 1 | 40 |
| Final Examination | 1 | 70 |

Recommended or Required Reading

| | |
|---|---------------|
| 1 | lecture notes |
|---|---------------|

| Week | Weekly Detailed Course Contents | |
|------|---------------------------------|---|
| 1 | Theoretical | Features of effective presentation |
| 2 | Theoretical | What to pay attention to in an effective presentation |
| 3 | Theoretical | What needs to be introduced, improved and finally |
| 4 | Theoretical | Materials for presentation |
| 5 | Theoretical | Speaking in public, introducing and expressing oneself |
| 6 | Theoretical | To express their feelings |
| 7 | Theoretical | Present a memorable moment with a 5 minute presentation |
| 8 | Intermediate Exam | Midterm Exam |
| 9 | Theoretical | educational presentation work |
| 10 | Theoretical | educational presentation work |
| 11 | Theoretical | educational presentation work |
| 12 | Theoretical | educational presentation work |
| 13 | Theoretical | educational presentation work |
| 14 | Theoretical | educational presentation work |
| 15 | Theoretical | educational presentation work |

Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|---------------------------------------|----------|-------------|----------|----------------|
| Lecture - Theory | 14 | 0 | 2 | 28 |
| Assignment | 5 | 2 | 1 | 15 |
| Midterm Examination | 1 | 2 | 1 | 3 |
| Final Examination | 1 | 3 | 1 | 4 |
| Total Workload (Hours) | | | | 50 |
| [Total Workload (Hours) / 25*] = ECTS | | | | 2 |

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

| | |
|---|--|
| 1 | recognize the importance of effective presentation |
| 2 | gain experience of self-expression n. |
| 3 | Can provide presentation supported with visual and audio tools / technology. |



| | |
|---|---|
| 4 | Make the interactive action plan of the presentation. |
| 5 | Determines the schedule of all activities that determine the action plan. |

Programme Outcomes (Medical Documentation and Secretarial Practices)

| | |
|----|---|
| 1 | Write and pronounce medical terms correctly. |
| 2 | Collect data of medical statistics and report the results periodically after analyzing them scientifically. |
| 3 | Learn basic structure of human body and important system diseases. |
| 4 | Know principles and rules of medical secretaryship. Protect patients' rights and privacy. |
| 5 | Use Turkish and body language in a correct and effective way. |
| 6 | Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques. |
| 7 | Establish verbal and written communication inside the foundation and out of foundation. |
| 8 | Make the coding procedure of diseases and health problems according to existing international classification systems. |
| 9 | Run the counseling services for patients and their relatives. |
| 10 | Solve the problems that are encountered in work life quickly and effectively. |
| 11 | Use the necessary equipment for professional practices such as computer and office devices effectively. |
| 12 | Improve professional knowledge and skills continuously. |
| 13 | Executes any patient registration-documentation processes |
| 14 | Makes archiving operations |
| 15 | Prepares medical documents |
| 16 | Knows Turkish history and Atatürk's revolutions. |
| 17 | Adapt to team work in application areas. |
| 18 | Knows and defines diseases. |
| 19 | Have general information about the world and biological formations. |
| 20 | English speaking writer |

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

| | L1 | L2 | L3 | L4 | L5 |
|-----|----|----|----|----|----|
| P2 | 2 | 2 | 2 | 2 | 2 |
| P4 | 3 | 3 | 3 | 2 | 2 |
| P11 | 3 | 3 | 3 | 2 | 2 |
| P12 | 3 | 3 | 3 | 2 | 2 |

