AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Effective Presentation Skills						
Course Code	LGT114		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	3	Workload	73 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	Students completing this course will gain the effective and good speaking skills in front of the community .						
Course Content	The importance of presentation, presentation planning, delivery process, to answer questions, use visual materials , use materials support						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Case Study				
Name of Lecturer(s)							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	2. Etkili Sunuş, Christine E. Bingaman, Rota Yayın, 1993

Week	Weekly Detailed Course Contents	
1	Theoretical	The Importance of presentation
2	Theoretical	Planning of presentation
3	Theoretical	Effective presentations
4	Theoretical	Presentation process
5	Theoretical	Eye contact
6	Theoretical	Posture
7	Theoretical	Gestures and facial expressions
8	Theoretical	Clothing, make-up and accessory
9	Theoretical	Mid-term exam
10	Theoretical	Clothing, make-up and accessory
11	Theoretical	Voice tone
12	Theoretical	Answering the questions
13	Theoretical	Usage of visual material
14	Theoretical	Support material selection
15	Theoretical	An overview
16	Theoretical	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	0	10	10
Individual Work	1	0	20	20
Midterm Examination	1	4	1	5
Final Examination	1	9	1	10
			Total Workload (Hours)	73
			[Total Workload (Hours) / 25*] = **ECTS**	3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	

2	
3	
4	
5	

Programme Outcomes *(Logistics)*

1	Understanding of the basics needed for the mobility of production and consumption of goods.
2	Provide warehouse and inventory management decisions.
3	To decide on the mode of transport and handling equipment to be used.
4	Logistics information systems benefit from the process of the realization of the activities.
5	To dominate the national and international legislation regulating the field of logistics.
6	Administration, management and marketing ideas and conducting.
7	Sensitivity to the requirements of professional ethics move
8	Idea about the conduct of national and international transport policies.
9	Having written and oral communication skills.
10	Current society and understand the world.

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

	L1	L2	L3	L4	L5
P1	4	4	4		
P2	3	3	3		
P3	3	3	3		
P4	3	3	3		
P5	2	2	2		
P6	3	3	3		
P7	1	1	1		
P8	1	1	1		
P9				2	2
P10				2	2