



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Presentations Methods and Techniques							
Course Code		İKY211		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		Course Objectives Students in this course, selection of topics in the presentation, investigation, presentation, and an effective presentation is to be considered during the implementation, measurement and evaluation of impacts to teach.							
Course Content		Effective presentation and persuasion based on the explanatory power of high communication skills							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual 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	Lecturers Lesson Notes
2	EĞİNLİ, A., GÜRÜZ, D., Kongre Etkili Sunum Teknikleri, Detay Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	The Need for an Efficient presentation
2	Theoretical	Stages of an Efficient presentation
	Preparation Work	Examination of course materials
3	Theoretical	Considerations for Designing a Presentations
	Preparation Work	Examination of course materials
4	Theoretical	Considerations on the Determination of Subjects in Presentations
	Preparation Work	Examination of course materials
5	Theoretical	Presentations Materials and Tools Used during
	Preparation Work	Examination of course materials
6	Theoretical	Use of Voice Tone and Body Language
	Preparation Work	Examination of course materials
7	Theoretical	Use of Voice Tone and Body Language
	Preparation Work	Examination of course materials
8	Preparation Work	Preparation for midterm exam
	Intermediate Exam	Midterm
9	Theoretical	Media and Presentation During Presentations Watchpoints
	Preparation Work	Investigation of the case study
10	Theoretical	Coping Obstacle encountered during Presentations
	Preparation Work	Investigation of the case study
11	Theoretical	Coping Obstacle encountered during Presentations
	Preparation Work	Investigation of the case study
12	Theoretical	Receive feedback on the presentation and evaluation
	Preparation Work	Investigation of the case study
13	Theoretical	Receive feedback on the presentation and evaluation
	Preparation Work	Investigation of the case study
14	Theoretical	Receive feedback on the presentation and evaluation
	Preparation Work	Investigation of the case study
15	Theoretical	An overview of the course



15	Preparation Work	Semester term preparation
16	Preparation Work	Semester term preparation
	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Assignment	7	2	0	14
Midterm Examination	1	5	1	6
Final Examination	1	12	1	13
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Effective preparation and planning for a presentation
2	Effective presentation of the activity, to execute a successful
3	The degree of effectiveness of the presentation and evaluation of dying
4	To be able to use voice tone and body language effectively in the presentation.
5	Be able to cope with the obstacles encountered during the presentation

Programme Outcomes (Human Resources and Management)

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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

	L1	L2	L3
P1	5	5	4
P2			5
P4	4	5	4
P5	5	5	5
P6	3	4	3
P8		4	5
P9	4	4	4

