



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Presentation Skills							
Course Code		İKY300		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This course aims to teach students the skills to make impressive presentations.							
Course Content		Presentation preparation techniques, the ability to appeal to the masses, presentation preparation before, during presentation rules							
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), Demonstration, Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Hüseyin YERLİKAYA							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Instructor Lecture Notes
2	Etkili Sunumlar İçin El Kitabı, 2013. Türkiye Bilimsel ve Teknolojik Araştırma Kurumu, ANKARA.
3	Photo, video etc. related to the subject. all sources with audio and visual support

Week	Weekly Detailed Course Contents	
1	Theoretical	What is the presentation?
2	Theoretical	Preparation Before Presentations
3	Theoretical	Cautions on to do an Effective Presentation
4	Theoretical	Content Format and Presentation Techniques
5	Theoretical	The order of presentation
6	Theoretical	Frequent Mistakes
7	Theoretical	Sample Presentations
8	Theoretical	Midterm
9	Theoretical	Student Presentations and Evaluation
10	Theoretical	Student Presentations and Evaluation
11	Theoretical	Student Presentations and Evaluation
12	Theoretical	Student Presentations and Evaluation
13	Theoretical	Student Presentations and Evaluation
14	Theoretical	Student Presentations and Evaluation
15	Theoretical	Student Presentations and Evaluation

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	4	0	4
Midterm Examination	1	8	1	9
Final Examination	1	8	1	9
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Needs to be done before the presentation
2	Factors that increase the efficiency of presentation
3	Development of skills can appeal to the masses
4	The elimination of errors in the presentation
5	Developing ability to use visual promotional material

Programme Outcomes (*Business Administration Management*)

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
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	L4	L5
P3	3	3	3	3	3
P8	3	3	3	3	3

