



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Presentation Techniques							
Course Code		BYY217		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		With this course, the student will gain the ability to speak effectively and beautifully in front of the community.							
Course Content		Presentation planning, Presentation planning, Presentation process, Answering the questions, Using visual materials, Using support materials							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Individual Study					
Name of Lecturer(s)		Ins. Gültekin BAYSAL							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Effective presentation techniques, Prof.Dr. Demet Gürüz, Dr.Ayşen Eğinli
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Week	Weekly Detailed Course Contents	
1	Theoretical	The importance of presentation
2	Theoretical	Planning the presentation
3	Theoretical	Effective presentation
4	Theoretical	Preperation process
5	Theoretical	Eye contact
6	Theoretical	Body posture
7	Theoretical	Gestures and mimic's
8	Theoretical	Gestures and mimic's
9	Theoretical	Clothing, make-up and accessory
10	Theoretical	Clothing, make-up and accessory
11	Theoretical	Voice tone
12	Theoretical	Answering the questions
13	Theoretical	Use of visual materials
14	Theoretical	Use support material
15	Theoretical	Use support material
16	Final Exam	Semestr final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	1	14
Lecture - Practice	14	0	1	14
Laboratory	10	0	1	10
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Control verbal communication.
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2	Control the image
3	To be able to make effective presentation.
4	Checking body language
5	To prepare the presentation environment

**Programme Outcomes (Office Management and Executive Assistantship)**

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisciplinary team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

**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	5	5	5	5	5
P2	5	4	5	5	5
P3	1	1	1	1	1
P4	5	5	5	5	5
P5	5	5	4	4	4
P6	5	5	5	5	5
P7	4	4	4	5	5
P8	5	5	5	5	4
P9	3	5	5	5	4
P10	4	4	4	4	5

