AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Presentation Techniques						
Course Code		BYY217		Couse 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

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.

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

Programme Outcomes *(Call Center Services)*

1	Ability to use information and communication technology tools and other professional tools and techniques
2	Ability to plan and implement professional processes
3	Foreign language communication skills
4	Professional confidence
5	Entrepreneurship Skills
6	Ability to use theoretical domain knowledge in practice
7	Ability to manage a process to meet requirements
8	Work skills in teams, including interdisciplinary
9	Ability to identify and solve problems in professional practice
10	Professional ethics and accountability

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