



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Presentation Skills							
Course Code		ORT298		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 students, to reach a specific subject knowledge to prepare a presentation for the purpose of compiling the expression, and it organized a meeting aims to develop the ability to effectively present it to the community.							
Course Content		This course will be used in order to make a good presentation techniques are described. Also during the presentation it is taught how to use his body sliced as needed. to prepare students for presentations in accordance with these techniques described in the course and confirmed, mistakes are highlighted.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Individual Study					
Name of Lecturer(s)		Lec. Birsen GEÇİOĞLU ERİNCİK							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Effective Speech Techniques, Murat Baykızı, Snow Publications, October 2005
2	Effective Presentation, Christine E. Bingaman, Route Broadcast, 1993
3	How to Better ... Presentations, Michael Stevens, Timaş Publications, October 1998
4	Language of the body, Acar & Zuhul Batlaş, Remzi Bookstore, 1995

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to Presentation Skills Course
2	Theoretical	Presentation Preparation Stages. Presentation-Objectives Planning
3	Theoretical	Presentation Presentation Preparation Phase. Planning to Use Support Tools
4	Theoretical	Preparation Phase. Presentation Presentation Space Planning Regulations
5	Theoretical	Presentation Preparation Stages. Preparation of the presentation. Presentation to the rehearsal.
6	Theoretical	Presentation Preparation Stages. Making the presentation, the presentation of the Communication Elements. Verbal communication, nonverbal communication.
7	Theoretical	Presentation Preparation Stages. Making Presentation Presentation Contact Elements. Listening. interrogation . Summarizing-Feedback -Assessment.
8	Practice	Individual Presentations
9	Practice	Individual Presentations
10	Practice	Individual Presentations
11	Practice	Individual Presentations
12	Practice	Individual Presentations
13	Practice	Individual Presentations
14	Practice	Individual Presentations
15	Practice	Individual Presentations

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	15	0	1	15
Lecture - Practice	15	0	1	15
Individual Work	1	9	1	10
Midterm Examination	1	5	1	6



Final Examination	1	3	1	4
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	They know how to make effective presentations.
2	Concepts about effective presentation techniques, methods and gained an insight into the social psychological perspective on understanding. Effective presentation of business life and understand the significance of the impact.
3	Prepare presentations using a variety of techniques, to improve their ability to appeal, excitement control, the ability to make effective presentations by learning to recognize their body language and get experience
4	By arrange the systematic knowledge that arriving from various sources, especially from the computer and other presentation tools (overhead acetate, newspapers, billboards, reports, banners, statistics, diagrams, films, slides, projections and even a person of authority in this regard, etc. Etc.) fit for purpose utilizing presentation prepare.
5	How to overcome possible difficulties encountered in the implementation of effective presentations; Know what to do during the presentation and don'ts.

Programme Outcomes (Laboratory Technology)

1	To be able to comprehend social, cultural and social responsibilities, to be able to follow national and international contemporary problems and developments
2	Atatürk is bound to Atatürk nationalism in the direction of principles and reforms; Adopting the national, moral, spiritual and cultural values of the Turkish people, open to universal and contemporary developments, the Turkish language is a rich, rooted and productive language; Have a love of language and a consciousness; To have the ability to use as much of a foreign language as he would need to read, taste and habit and professionally.
3	To be able to recognize the basic hardware units and operating systems of a computer, having information about internet usage and preparing documents, spreadsheets and presentations on computer by using office programs.
4	Acquires theoretical and practical knowledge at the basic level in mathematics, science and vocational field.
5	With the knowledge of laboratory technology in the field, he knows and analyzes problems, brings interpretation of data and suggests solutions.
6	In laboratories, according to the prepared business plan and program, necessary work can be done to obtain the desired quality products.
7	To have professional and ethical responsibility in business life.
8	Development and change are open, follow scientific social and cultural innovations, and develop themselves constantly.

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				4	
P8	5	5	5	5	5

