



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Meeting and Presentation Techniques							
Course Code		İK456		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	6	Workload	150 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		With this course students; to get information on a particular subject, for the purpose of preparing a presentation, lecture by compiling and organizing a meeting that, according to the format, the ability to present in front of the community effectively intended to develop. Also with this course the students effectively and speaking skills, good public relations techniques, basic information, computer secretarial profession ability to use their skills and organizational skills in program implementation and enhancements are aimed at.							
Course Content		The possible difficulties that may be encountered during the application of effective presentation how can be overcome; should be made during the presentation, and you can define the Don'ts							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, 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	Murat BAYKIZI, Etkili ve Güzel Konuşma Teknikleri, Kar Yayınları, 2005.
2	E. BINGAMAN, Etkili Sunuş, Rota Yayın, 1993.

Week	Weekly Detailed Course Contents	
1	Theoretical	Presentation Skills Course Introduction
2	Theoretical	Presentation Preparation Stages 1: the purposes and objectives of the planning-Presentations
3	Theoretical	Presentation Preparation Stages 2: Presentation and planning-to use the support tools
4	Theoretical	Presentation Preparation Stages 3: Presentation and planning-space Arrangements
5	Theoretical	Presentation Preparation Stages 4: Report Preparation
6	Theoretical	Presentation Preparation Stages 5: Making the presentation-Presentation Dialog Items-1
7	Theoretical	Homework-Individual Presentations Homework-Individual Presentations
8	Theoretical	Homework-Individual Presentations Homework-Individual Presentations
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	Homework-Group Presentations
12	Theoretical	Homework-Group Presentation
13	Theoretical	Homework-Group Presentation
14	Theoretical	Homework-Group Presentations
15	Theoretical	Homework-Group Presentations

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	0	3	39
Individual Work	13	0	4	52
Midterm Examination	1	28	1	29
Final Examination	1	29	1	30
Total Workload (Hours)				150
[Total Workload (Hours) / 25*] = ECTS				6

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Students can describe how to make effective presentation.
2	Students can explain the importance of effective presentation for the work life.
3	You can define the purpose and function of Effective presentation.
4	Students can prepare and apply a meeting organization.
5	Analyze the community to be presented.

Programme Outcomes (Economics)

1	It defines and evaluates the basic economic concepts, theories, and methods.
2	It offers a basic level of policy proposals towards current economic problems.
3	It analyzes in the context of economic and social events in a historical perspective.
4	It explains the role of economic actors (such as government, company, or household) in the economy.
5	It follows national and international economic indicators and developments and it uses economic knowledge and methods in different areas.
6	It provides methods, tools and techniques necessary for the modelling and analysis of economic data and evaluates outcomes accordingly.
7	It defines economic systems, decision-making, policies and problems and it provides feedback about them.
8	It benefits from other disciplines that contribute to economic basis and holds a basic knowledge of these disciplines.
9	It explains and comments on economic growth, development and productivity problems on basic grounds.
10	It provides sufficient know-how in sub-branches such as public economics, industry, agriculture, environment and natural resources, labor, knowledge and ownership of the economy, international finance, money, in political economy and econometrics.
11	It defines and evaluates the concept of business on basic grounds.
12	It provides a sufficient level of legal know-how that may be demanded from high skill labor in both public and private sectors.
13	It defines the role of innovation, creativity and technology in the dynamic global economy.
14	It shows skills that will be useful for future employment opportunities and the working environment.
15	It considers science as a rational individual with professional and ethical 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
P13	3	3	2	3	4
P15	3	2	3	4	3

