

PRESENTATION TECHNIQUES

1	Course Title:	PRESENTATION TECHNIQUES	
2	Course Code:	OTPS027	
3	Type of Course:	Optional	
4	Level of Course:	Short Cycle	
5	Year of Study:	0	
6	Semester:	0	
7	ECTS Credits Allocated:	3.00	
8	Theoretical (hour/week):	2.00	
9	Practice (hour/week):	0.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:		
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr. Gör. FİKRET CEYLAN	
15	Course Lecturers:		
16	Contact information of the Course Coordinator:	Öğr.Gör.Fikret CEYLAN	
17	Website:		
18	Objective 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.	
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
		1	knows how to make an effective presentation.
		2	understand the importance and influence in the life of an effective business presentation.
		3	prepare a presentation using a variety of techniques, enhancing the skills of appeal, excitement, control, learning to recognize your own body language and the experience acquires the ability to make effective presentations.
		4	systematically organize information from various sources, especially from the computer, and other presentation reaches tools taking advantage of them in order to prepare a presentation.
		5	how effective the difficulties likely to be encountered during the implementation phase of the presentation can be overcome, during the presentation, and to know what needs to be made.
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21	Course Content:		
		Course Content:	

Week	Theoretical	Practice		
1	INTRODUCTION: 1. Course aims and objectives 2. Presentation description 3. Types of Presentation 4. Why an effective presentation			
2	PRESENTATION PLANNING: Goals and Objectives			
3	PRESENTATION PLANNING: Use Support Tools 1. Support tools will be used to determine 2. Location Arrangements			
4	PRESENTATION PREPARATION: 1. Information / Data collection 2. Information / Data Editing 3. Background subtraction 4. Information / Data to text conversion 5. Visual support tools to be used to determine 6. Written presentation text-to-speech 7. Rehearse the presentation			
5	Find out more about preparing presentations with MS-Office Powerpoint			
6	Find out more about preparing presentations with MS-Office Powerpoint			
7	PRESENTATION MAKING: Presentation Contact Elements-1: 1. Oral communication			
Activites		Number	Duration (hour)	Total Work Load (hour)
3	PRESENTATION MAKING: Presentation Contact Elements-2:	14	2.00	28.00
Practicals/Labs		0	0.00	0.00
4	Self study and Assessment	14	1.00	14.00
Homeworks		1	25.00	25.00
Projects	content of presentation evaluation form, presentation and preparation 2. Evaluation of	0	0.00	0.00
Field Studies		0	0.00	0.00
11	STUDENT WORKS: Midterm exams Student presentations and assessment	1	10.00	10.00
Others		0	0.00	0.00
Final Exam	Student presentations and assessment	1	10.00	10.00
Total Work Load				87.00
Student presentations and assessment				
Total work load/ 30 hr				2.90
14	STUDENT WORKS:			
ECTS Credit of the Course				3.00
22	Textbooks, References and/or Other Materials:	Etkili Sunum Teknikleri, Prof.Dr.Demet Gürüz-Doç.Dr.Ayşen Temel Eğinli		
23	Assesment			
TERM LEARNING ACTIVITIES		NUMBE R	WEIGHT	
Midterm Exam		1	25.00	
Quiz		0	0.00	
Home work-project		1	15.00	
Final Exam		1	60.00	
Total		3	100.00	
Contribution of Term (Year) Learning Activities to Success Grade		40.00		

Contribution of Final Exam to Success Grade										60.00							
Total										100.00							
Measurement and Evaluation Techniques Used in the Course																	
24	ECTS / WORK LOAD TABLE																
25		CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16	
ÖK1	3	3	0	0	0	3	0	5	0	0	0	2	0	0	0	0	
ÖK2	3	3	0	0	0	3	0	5	0	0	0	2	0	0	0	0	
ÖK3	3	3	0	0	0	3	0	5	0	0	0	2	0	0	0	0	
ÖK4	3	3	0	0	0	3	0	5	0	0	0	2	0	0	0	0	
ÖK5	3	2	0	0	0	3	0	5	0	0	0	2	0	0	0	0	
LO: Learning Objectives PQ: Program Qualifications																	
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High				