

## METING AND PRESENTATION TECHNIQUES

|    |                                                         |                                                                                                                                                                                                                                                                                                                                                   |
|----|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Course Title:                                           | METING AND PRESENTATION TECHNIQUES                                                                                                                                                                                                                                                                                                                |
| 2  | Course Code:                                            | BYAZ116                                                                                                                                                                                                                                                                                                                                           |
| 3  | Type of Course:                                         | Compulsory                                                                                                                                                                                                                                                                                                                                        |
| 4  | Level of Course:                                        | Short Cycle                                                                                                                                                                                                                                                                                                                                       |
| 5  | Year of Study:                                          | 1                                                                                                                                                                                                                                                                                                                                                 |
| 6  | Semester:                                               | 2                                                                                                                                                                                                                                                                                                                                                 |
| 7  | ECTS Credits Allocated:                                 | 3.00                                                                                                                                                                                                                                                                                                                                              |
| 8  | Theoretical (hour/week):                                | 3.00                                                                                                                                                                                                                                                                                                                                              |
| 9  | Practice (hour/week):                                   | 0.00                                                                                                                                                                                                                                                                                                                                              |
| 10 | Laboratory (hour/week):                                 | 0                                                                                                                                                                                                                                                                                                                                                 |
| 11 | Prerequisites:                                          | None                                                                                                                                                                                                                                                                                                                                              |
| 12 | Language:                                               | Turkish                                                                                                                                                                                                                                                                                                                                           |
| 13 | Mode of Delivery:                                       | Face to face                                                                                                                                                                                                                                                                                                                                      |
| 14 | Course Coordinator:                                     | Öğr. Gör. TUĞBA ENGİN                                                                                                                                                                                                                                                                                                                             |
| 15 | Course Lecturers:                                       | Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları                                                                                                                                                                                                                                                                     |
| 16 | Contact information of the Course Coordinator:          | BUÜ SBMYO Ali Osman Sönmez Kampüsü<br>Telefon: (224) 296 05 29<br>Öğr.Gör. Tuğba ENGİN<br>e-posta: tengin@uludag.edu.tr                                                                                                                                                                                                                           |
| 17 | Website:                                                |                                                                                                                                                                                                                                                                                                                                                   |
| 18 | Objective of the Course:                                | Recognizing the presentation, the developments and concepts related to introductory meetings, introductory meetings presentations, the management practices                                                                                                                                                                                       |
| 19 | Contribution of the Course to Professional Development: | Students will be equipped with the information they will need while conducting a presentation or conversation, and will have solution-oriented skills in terms of presentation and conversation concepts, verbal and non-verbal communication elements, and the obstacles they may encounter in preparing an effective presentation-conversation. |
| 20 | Learning Outcomes:                                      |                                                                                                                                                                                                                                                                                                                                                   |
|    | 1                                                       | Understanding the importance of the use of technology                                                                                                                                                                                                                                                                                             |
|    | 2                                                       | Developing concepts related to introductory presentation meeting                                                                                                                                                                                                                                                                                  |
|    | 3                                                       | Understanding the different types of introductory presentation meeting                                                                                                                                                                                                                                                                            |
|    | 4                                                       | Learning management practices in the introductory presentation meeting                                                                                                                                                                                                                                                                            |
|    | 5                                                       | Performing the management application of the introductory presentation meeting                                                                                                                                                                                                                                                                    |
|    | 6                                                       | Preparing meeting minutes                                                                                                                                                                                                                                                                                                                         |
|    | 7                                                       | Planning meeting the management                                                                                                                                                                                                                                                                                                                   |
|    | 8                                                       | Meeting management and control techniques to apply for                                                                                                                                                                                                                                                                                            |
|    | 9                                                       | Edit slides                                                                                                                                                                                                                                                                                                                                       |
|    | 10                                                      |                                                                                                                                                                                                                                                                                                                                                   |
| 21 | Course Content:                                         |                                                                                                                                                                                                                                                                                                                                                   |
|    | Course Content:                                         |                                                                                                                                                                                                                                                                                                                                                   |

| Week | Theoretical                                                  | Practice |
|------|--------------------------------------------------------------|----------|
| 1    | Basic technological knowledge, basic PowerPoint knowledge    |          |
| 2    | Advantages of using PowerPoint                               |          |
| 3    | Using computers in management, production and sales planning |          |
| 4    | Presentation meeting, meeting notes, organizing slides       |          |
| 5    | Presentation meeting, meeting notes, organizing slides       |          |
| 6    | Presentation meeting, meeting notes, organizing slides       |          |
| 7    | Presentation meeting, meeting notes, organizing slides       |          |
| 8    | MIDTERM EXAM, COURSE REPETITION                              |          |
| 9    | Presentation meeting, meeting notes, organizing slides       |          |
| 10   | Presentation meeting, meeting notes, organizing slides       |          |
| 11   | Presentation meeting, meeting notes, organizing slides       |          |
| 12   | Presentation meeting, meeting notes, organizing slides       |          |
| 13   | Presentation meeting, meeting notes, organizing slides       |          |

| Activites                                                |             | Number                                                                                                                                             | Duration (hour) | Total Work Load (hour) |
|----------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|
| 22                                                       | Theoretical | 14                                                                                                                                                 | 1.00            | 14.00                  |
| Practicals/Labs                                          |             | 14                                                                                                                                                 | 2.00            | 28.00                  |
| <b>TERM LEARNING ACTIVITIES</b>                          |             | <b>NUMBER</b>                                                                                                                                      | <b>WEIGHT</b>   | <b>0.00</b>            |
| Homeworks                                                |             | 0                                                                                                                                                  | 0.00            | 0.00                   |
| Midterm Exam                                             |             | 1                                                                                                                                                  | 12.00           | 12.00                  |
| Projects                                                 |             | 7                                                                                                                                                  | 3.00            | 21.00                  |
| Quiz                                                     |             | 0                                                                                                                                                  | 0.00            | 0.00                   |
| Field Studies                                            |             | 0                                                                                                                                                  | 0.00            | 0.00                   |
| Home work project                                        |             | 0                                                                                                                                                  | 0.00            | 0.00                   |
| Midterm exams                                            |             | 1                                                                                                                                                  | 12.00           | 12.00                  |
| Final Exam                                               |             | 1                                                                                                                                                  | 60.00           | 60.00                  |
| Others                                                   |             | 0                                                                                                                                                  | 0.00            | 0.00                   |
| Total                                                    |             | 12                                                                                                                                                 | 100.00          | 100.00                 |
| Final Exams                                              |             | 1                                                                                                                                                  | 15.00           | 15.00                  |
| Contribution of Term (Year) Learning Activities to       |             | 40.00                                                                                                                                              |                 |                        |
| Total Work Load                                          |             |                                                                                                                                                    |                 | 90.00                  |
| Total work load/30 hr                                    |             |                                                                                                                                                    |                 | 3.00                   |
| Contribution of Final Exam to Success Grade              |             | 60.00                                                                                                                                              |                 |                        |
| ECTS Credit of the Course                                |             |                                                                                                                                                    |                 | 3.00                   |
| Total                                                    |             | 100.00                                                                                                                                             |                 |                        |
| Measurement and Evaluation Techniques Used in the Course |             | Measurement and evaluation is carried out according to the principles of Bursa uludag University Associate and Undergraduate Education Regulation. |                 |                        |

## 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                                                             | 2   | 2   | 4   | 3   | 5   | 3   | 3   | 4   | 3    | 4    | 5    | 0    | 0    | 0    | 0    |
| ÖK2 | 3                                                             | 3   | 4   | 5   | 3   | 3   | 4   | 4   | 3   | 3    | 4    | 5    | 0    | 0    | 0    | 0    |

|                                                       |            |   |   |       |   |   |          |   |   |        |   |   |             |   |   |   |
|-------------------------------------------------------|------------|---|---|-------|---|---|----------|---|---|--------|---|---|-------------|---|---|---|
| ÖK3                                                   | 4          | 4 | 4 | 4     | 0 | 4 | 3        | 3 | 0 | 3      | 4 | 4 | 0           | 0 | 0 | 0 |
| ÖK4                                                   | 5          | 5 | 4 | 2     | 5 | 2 | 2        | 3 | 2 | 4      | 4 | 5 | 0           | 0 | 0 | 0 |
| ÖK5                                                   | 4          | 4 | 3 | 3     | 3 | 3 | 5        | 4 | 4 | 4      | 3 | 3 | 0           | 0 | 0 | 0 |
| ÖK6                                                   | 4          | 3 | 0 | 0     | 3 | 3 | 4        | 4 | 4 | 3      | 3 | 3 | 0           | 0 | 0 | 0 |
| ÖK7                                                   | 4          | 3 | 5 | 5     | 4 | 4 | 4        | 4 | 4 | 4      | 0 | 4 | 0           | 0 | 0 | 0 |
| ÖK8                                                   | 5          | 3 | 4 | 4     | 5 | 4 | 4        | 3 | 2 | 3      | 4 | 4 | 0           | 0 | 0 | 0 |
| ÖK9                                                   | 1          | 1 | 1 | 1     | 1 | 1 | 1        | 1 | 1 | 1      | 1 | 1 | 0           | 0 | 0 | 0 |
| LO: Learning Objectives    PQ: Program Qualifications |            |   |   |       |   |   |          |   |   |        |   |   |             |   |   |   |
| Contribution Level:                                   | 1 very low |   |   | 2 low |   |   | 3 Medium |   |   | 4 High |   |   | 5 Very High |   |   |   |