Course Syllabus

Code - Course Title	**BİL827 - Electronic Presentation Software**
Course Type	III. SEMESTER
Laboratory + Practice	1+1
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. MELİHA NUR ÖZEN BORA

Mode of Delivery	Face to face in the computer lab
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	Electronic Word Processing, Spreadsheets
Recommended Resources	Sunum_El_Kitabı, www.tubitak.gov.trMicrosoft PowerPoint 2010 Step by Step eBook, Joyce Cox and Joan Lamber
Work Placement	Practical application is done during class time.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Reasons for making presentations and effective presentation steps.	
Week - 2		Some mistakes made in presentations, Frequently used presentation technologies	
Week - 3		Microsoft Powerpoint presentation	
Week - 4		Powerpoint landing page and its essential parts	
Week - 5		Home Tab: Clipboard, Slide views, Font changes, Paragraph settings, Drawing tools	
Week - 6		Insert and Design tabs; Slide, table, Picture, Drawing, WordArt, Adding slide number. Use of different themes.	
Week - 7		Midterm	
Week - 8		Transitions tab, Add effects and animations, timing the show.	
Week - 9		Slides Show tab, custom slide show, slide show timing rehearsal. Case study	
Week - 10		Review tab, Spelling checks, adding comments and comments, comparison of changes made.	
Week - 11		View tab, Outline view, Slide sorter, note page, Reading view. Zoom options, options for placing slides.	
Week - 12		Online presentation preparation; Prezi. Creating a sample presentation with Prezi.	
Week - 13		Google slides, tab promotion. Case study with Google slides.	
Week - 14		Final exams	

Learning Outcomes

#	Learning Outcome
1	Discusses the usage areas of presentation programs and why presentations are necessary.
2	Knows the points to be considered while preparing a presentation
3	Recognizes PowerPoint home screen and tabs
4	Knows about Prezi
5	Prepares presentations with Google Slides.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	50
Practice	1	20
	Sum (%)	**100**