Course Syllabus

Code - Course Title	**ÇMH104U - Meeting and Presentation Techniques**
Course Type	II. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	Dr. Ahmet Atilla DOĞAN

Mode of Delivery	Distance Educaton
Prerequisites	There is no prerequisite or co-requisite.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Meeting Concept and Meeting Types	
Week - 2		Pre-Meeting Planning	
Week - 3		Conducting Meetings and Post-Meeting Follow-up	
Week - 4		Virtual Meetings and Technology	
Week - 5		Dynamics of Meeting Process	
Week - 6		Understanding Groups and Group Management	
Week - 7		Midterm	
Week - 8		Group Management	
Week - 9		Effective Presentations	
Week - 10		Effective Presentations and Their Characteristics	
Week - 11		Visual Presentation	
Week - 12		Editing Presentation Content and Images	
Week - 13		Visual Presentation of Information.	
Week - 14		Final Examination	

Learning Outcomes

#	Learning Outcome
1	Will be able to define the concept of meeting.

Learning Outcomes

#	Learning Outcome
2	Will be able to explain meeting types and features.
3	Will be able to explain the pre-meeting planning process.
4	Will be able to explain the meeting management process.
5	Explains the duties and responsibilities of the meeting assistant in the meetings.
6	Will be able to explain the follow-up process after the meeting.
7	Will be able to explain the components of an effective presentation.
8	Will be able to explain presentation content and visual editing principles.

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	70
	Sum (%)	**100**