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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Sunum Teknikleri** | |  | 3 | 3+1 | 3,5 | 4 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Öğrencilerin, başarılı ve etkili sunum yapabilmelerini sağlamaya yönelik gerekli teorik bilgiyi ve uygulama becerisini kazanmalarını sağlamaktır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;   1. Sunum yapabilme becerisi kazanır, 2. Sunum araçlarını tanır ve kullanır, 3. Beden dilini kullanır, 4. Topluluk karşısında etkili sunum yapar. | | | | | | | Dersin İçeriği | Bu ders; başarılı sunum gerçekleştirilebilmesi için önem taşıyan unsurları, sunum planının hazırlanması, dinleyicilerin analizi, hitabet, diksiyon, beden dilinin etkili kullanılması, sunum araçlarının öğrenilmesi ve sunum heyecanıyla başa çıkma gibi konularını kapsar. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Sunum kavramı | | | | | | | 2 | İyi bir konuşmacı ve iyi bir konuşmacının özellikleri | | | | | | | 3 | Sunum korkusu ve sunum korkusunu aşmak için alınması gereken tedbirler | | | | | | | 4 | Sunum konusunu belirleme | | | | | | | 5 | Dinleyici analizi gerçekleştirme | | | | | | | 6 | Sunum yeri ve sunum zamanlamasının planlanması | | | | | | | 7 | Sunum türleri ve sunum türlerine karar verilmesi | | | | | | | 8 | Sunum konuşmasının hazırlanması (giriş-gelişme-sonuç) | | | | | | | 9 | Genel sunum planının hazırlanması | | | | | | | 10 | Sunum görsellerinin hazırlanması | | | | | | | 11 | Sunumda soru sorma ve sorulara yanıt verme | | | | | | | 12 | Sunumda sesin ve beden dilinin kullanımı | | | | | | | 13 | Sunum notları ve kartlarının hazırlanması | | | | | | | 14 | Uygulama örnekleri | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Gürüz, D. ve Temel, A. (2010) *Etkili Sunum Teknikleri,* Detay Yayıncılık. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | | **ÖÇ1** | 3 | | 3 | 4 | | - | 2 | | 2 | - | | 3 | 4 | | 4 | | **ÖÇ2** | 3 | | 3 | 4 | | - | 2 | | 2 | - | | 3 | 4 | | 4 | | **ÖÇ3** | 3 | | 3 | 4 | | - | 2 | | 2 | - | | 3 | 4 | | 4 | | **ÖÇ4** | 3 | | 3 | 4 | | - | 2 | | 2 | - | | 3 | 4 | | 4 | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | | Sunum Teknikleri | 3 | 3 | 4 | - | 2 | 2 | - | 3 | 4 | 4 | |