



Master of Science in European Project and Public Management

Course Syllabus

Title of the Course

Applied IT and Presentation Techniques

ECTS and Contact Hours

ECTS: 2

Course units total: 15

Presence Units: 10

E-Learning Units: 5

Workload estimate based on ECTS = [1 ECTS = approx. 25 hrs of student work, that includes course work, e-learning, self study, homework, assignments, research, writing papers, learning for exams, etc.]

Lecturer

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Short Description of the Course

The implementation and completion of any project will usually require a presentation of some type. This may be presenting yourself, your ideas, and the results of your research or projects. This course will review how Social Networks can be utilized, how to focus on specific presentation points and present what is relevant, and how to choose the best fit for your project and your skillset.

Learning Outcomes

Upon successful completion of this course, students will:

- Understand the different types of Presentations and their appropriateness
- Have an awareness of using Social Networks for presenting project, activities and results
- Have the ability to practice speaking to groups of different sizes
- Have an awareness of good and bad techniques for slide presentations

Course Contents

Review the various types of presentations and when to use them:

- Personal, Team, Product
- Posters, Slideshows, Info graphics
- Meetings, Conferences, Pitches

Explore Social Networking and how it can be beneficial:

- Using Slideshare for promotion and dissemination
- LinkedIn profiles and joining Groups
- Using Twitter to create awareness and a following
- FaceBook use and setting up Pages

Explore Best Practice for Presentations:

- Using an Elevator pitch to understand your project and results
- Speaking exercises to assist with public speaking

- Tips and Techniques of slide formatting from the experts
- Using a Pecha Kucha form to practice concise presentation techniques

Teaching Methods

Learning by doing. This class is run as a workshop with all participants actively working towards the stated objectives. Methodology of work is combination of independent and group work in class.

Evaluation Criteria

• Classroom Participation	-	60%
• E-Learning Assignments	-	20%
• Final Paper	-	20%
• <u>TOTAL</u>	-	<u>100%</u>

Late Submissions of Assignments, Papers, or other course requirements

Late submission of assignments, papers and other course requirements as stated in the syllabus leads to a deduction of points according to the following calculation scheme: Per week of delay 5% of the points awarded to the specific course requirement are deducted from the points awarded.

Example:

Assignment A:
 Maximum Points 100
 Achieved Points 80
 Delay 2 weeks: -10%
 Final points: 72

The grading scale applied in this course is the following:

(1)	Excellent	100 – 93 %
(2)	Good	92 – 85 %
(3)	Satisfactory	84 – 71 %
(4)	Sufficient	70 – 61 %
(5)	Failed	60 – 0%