

## DESCRIPTION OF A STUDY COURSE – SYLLABUS

<b>Title of a course</b>	Presentation Skills			
<b>Head of course</b>	PhD Davor Širola, Senior Lecturer			
<b>Study programme</b>	Specialist professional graduate study Entrepreneurship			
<b>Status of a course</b>	Obligatory			
<b>Year of study</b>	1.	<b>Semester</b>	II.	<b>ECTS credits</b>
<b>Teaching plan (L + E + S+ Pr)</b>	1+2+0+0			
<b>Goals of a course</b>				
Acquire presentation skills for different types of audiences in educational, business, and private settings. To learn techniques for overcoming fear of public speaking. Adopt the rules for successful preparation and presentation of a speech or presentation, that is, the presentation and elaboration of opinions and attitudes in business communication.				
<b>Conditions for enrolling course</b>				
No conditions				
<b>Learning outcomes on a level of a study programme which includes course</b>				
Outcome 10: Apply sales and negotiation strategies and tactics to improve business processes. Outcome 11: Identify deficiencies and propose improvements of team functioning. Outcome 12: Choose the right approach to communicating business content and motivating associates to achieve goals.				
<b>Expected learning outcomes on a level of a course</b>				
<ol style="list-style-type: none"> <li>1. Distinguish practical situations that are appropriate for the application of particular types of presentations</li> <li>2. Identify causes and manners of overcoming fear in public speaking</li> <li>3. Develop appropriate speaking skills for specific types of audience</li> <li>4. Apply rules in the process of preparing and delivering a presentation or speech</li> <li>5. Present an opinion and defend a position in business communication with arguments</li> </ol>				
<b>Content of a course</b>				
Basic knowledge in presentation skills and problems. Principles of presentation skills. Presentation of concepts. Presentation of ideas. Presentation of products - services. Personal presentation. Presentation of the company. Why to make a presentation. How to assess the audience. How to organize a presentation successfully. Teamwork and presenter's personal traits. Presentation aids. Course develops skills that are basis of any successful business venture: presentation skills and "selling" of proper ideas, opinions, products, companies.				
<b>Teaching modes</b>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____	
<b>Comments</b>				
<b>Students' obligations</b>				
The prerequisite for taking the full exam is the preparation and public presentation of two presentations (using Powerpoint) on a default (according to precise instructions) and a free topic (with prior approval of the topic by the teacher). Presentations are made by students in front of the auditorium, which consists of other students of the course and the teacher, and according to the given time frame.				
<b>Grading, evaluation and monitoring of students' work continuously during lectures and exams</b>				
Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.				

**Continuous check-up:**

Outcomes	Pre-exam I	Presentation - informative	Presentation - persuasive	Presentation - team	Assignment	Threshold	Max
Outcome 1	7%	3%	3%	2%	0,5%	7,75%	15,5%
Outcome 2		7%	7%	4%	1,5%	9,75%	19,5%
Outcome 3	14%	3%	3%	2%	2%	12%	24%
Outcome 4	14%	3%	3%	2%	3%	12,5%	25%
Outcome 5		6%	6%	4%		8%	16%
Percentage of ECTS	1,75	1,1	1,1	0,7	0,35		
<b>Total</b>	<b>35%</b>	<b>22%</b>	<b>22%</b>	<b>14%</b>	<b>7%</b>	<b>50%</b>	<b>100%</b>

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

**Exam term:**

Outcomes	Written exam	Oral exam	Threshold	Max
Outcome 1	7,5 %	8 %	7,75 %	
Outcome 2	1,5 %	18 %	9,75 %	
Outcome 3	16 %	8 %	12 %	
Outcome 4	17 %	8 %	12,5 %	
Outcome 5	/	16 %	8 %	
Percentage of ECTS	2,1	2,9		
<b>Total</b>	<b>42 %</b>	<b>58 %</b>	<b>50 %</b>	<b>100 %</b>

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

**Grading:**

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

**Obligatory literature**

1. Engleberg, I.N. i Daly, J.A.: Think public speaking, Pearson Higher Education, 2013.
2. Teacher Lectures downloaded on the Elearning platform [https://moodle.srce.hr/2019-2020/after lectures and seminar classes](https://moodle.srce.hr/2019-2020/after%20lectures%20and%20seminar%20classes))

**Additional literature**

1. Weissman, J.: Prezentacijom do uspjeha: Umijeće predstavljanja, Mate, Zagreb, 2006.
2. Španjol Marković, M.: Moć uvjeravanja, govorništvo za menadžere (i one koji to žele postati), Profil, Zagreb, 2008.
3. Forsyth, P.: 30 minuta prije prezentacije, Graphis, Zagreb, 2003



