

Faculty: FACULTY OF TELECOMMUNICATIONS AND MANAGEMENT
Department: INFORMATION TECHNOLOGIES
Professional Field: 5.3 COMMUNICATION AND COMPUTER TECHNOLOGY
Specialty: COMPUTER ADMINISTRATION OF SOFTWARE APPLICATIONS
Educational-qualification degree: PROFESSIONAL BACHELOR

LEARNING COURSE DESCRIPTION

1. Course title PRESENTATION AND COMMUNICATIONAL SKILLS

2. Course code: P.16.006.2

3. Type of the course: *Optional*

4. Level: *professional Bachelor*

5. Year of study: first

6. Semester: first

7. Number of credits: 4.5

8. Name of the lecturer: *Assoc. Prof. Liubov Ilieva, Ph.D*

9. Course learning outcomes:

The aim of the course is to provide students with a systematic knowledge s in the field of the presentation and communication.

Students who have completed their coursework must acquire:

Basic knowledge of the specificity of presentation as a kind of communication..

Practical skills in the creation and presentation.

Competencies: Upon completion of the course, students must have knowledge of the basic principal of presentation and to know how to avoid mistakes

of the digital media and to know how to use them while presenting.

10. Teaching methods:

The teaching method is in lecture and discussion form, according to the specifics features of the item. The emphasis is on the using of the knowledge of main principals of perception to prepare presentation.

11. Prerequisites:

Students should have a knowledge and skills necessary to prepare presentation.

Students will use their knowledge and skills in following Courses in the process of the study.

12. Course contents:

The course is devoted to the different aspects of the presentational and communicative skills. One of the serious aspect of the course is the perception principles necessary to take into account while preparing presentation. We analyses in the course the concept “target” in the context of communication and the way to achieve it.

13. Bibliography

Basic source:

1. Ламбърт Д., Кокс Д., Microsoft PowerPoint 2013 - Step by Step, АлексСофт, 2015,
2. Ламбърт Д., Фрай К., Microsoft Office 2019 - Step by Step, АлексСофт, 2019

Additional source:

1. <https://www.michaelpage.co.uk/advice/career-advice/growing-your-career>
2. <https://www.businessballs.com/communication-skills/presentation-skills-and-techniques/>

14. Assessment methods and criteria:

The course assessment is the ongoing control. The student's individual and team work is taken into account during the semester. The presentation and presenting are taken into account.

1.Requirements for the assessment of the six-point system

The course grade is formed by a point system, the maximum number of points students can receive is 100 (see Table 1). The grade is the result of one practical assignment, developed in a team as the input of every student is evaluated.

Table 1.

Number of points	Assessment According to the 6-point Scale System
0 – 20	Fail 2 (F)
20 – 39	Fail 2 (FX)
40 – 49	Satisfactory 3.00 (E)
50 – 59	Satisfactory 3.00 (D)
60 – 69	Good 4.00 (C)
70 – 84	Very good 5.00 (B)
85 – 100	Excellent 6.00 (A)

15. Language of instruction: *Bulgarian*