



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Presentation Techniques							
Course Code		BYA182		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, It is aimed to prepare presentation with Powerpoint program.							
Course Content		Presentation methods and steps, creating visuals, presentation software, visual literacy.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)		Ins. Gürkan YILMAZ, Ins. Mustafa ALP, Lec. İhsan Bülent HELVA							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Eğimli, Ayşen T.; Gürüz, Demet (2010). Etkili Sunum Teknikleri. Ankara: Detay Yayıncılık
2	Akım, Feride (2014). Halkla İlişkilerde Etkili Konuşma ve Sunum Teknikleri. İstanbul: Derin Yayınları

Week	Weekly Detailed Course Contents	
1	Theoretical	Presentation methods
2	Theoretical	Presentation methods
3	Theoretical	Presentation methods
4	Theoretical	Effective presentation process
5	Theoretical	Effective presentation process
6	Theoretical	Effective presentation process
7	Theoretical	The mistakes made in the presentation
8	Theoretical	The mistakes made in the presentation
9	Intermediate Exam	Midterm
10	Theoretical	Using Visual Materials I
11	Theoretical	Using Visual Materials I
12	Theoretical	Presentation software
13	Theoretical	Presentation software
14	Theoretical	Presentation software
15	Theoretical	Presentation work in the power point environment
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	10
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Be able to plan the presentation.
2	List what needs to be done before, during and after the presentation.



3	Be able to use effective body language.
4	Will be able to use visual materials effectively.
5	PowerPoint shows the slides it prepares.

Programme Outcomes (Construction Technology)

1	Being able to have professional knowledge and skills as a result of being supported by the application on vocational qualifications gained in secondary education
2	To choose and use building materials
3	Building installations can be done
4	Applying concrete technology
5	Construction of roads
6	To be able to make professional computer applications
7	Technical drawings
8	Making professional drawing
9	Bidding and contracting
10	To be able to organize the site
11	Control and documentation of manufacturing
12	Can make application of building repair and strengthening works
13	To be able to determine soil types and make soil tests
14	Can control water supply and transmission activities
15	Making waste treatment facilities for polluting resources
16	Projecting of construction elements
17	Being able to make a professional project
18	Make land measurements
19	To be able to make professional practices

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L5
P1	2	3	4
P2	2	3	4
P3	2	3	4
P4	2	3	4
P5	2	3	4
P6	2	3	4
P7	2	3	4
P8	2	3	4
P9	2	3	4
P10	2	3	4
P11	2	3	4
P12	2	3	4
P13	2	3	4
P14	2	3	4
P15	2	3	4
P16	2	3	4
P17	2	3	4
P18	2	3	4
P19	2	3	4

