



## 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** (*Olive Cultivation and Olive Processing Technology*)

1	To be able to identify olive, soil and water and to having knowledge these
2	To be able to comprehend knowledge botany and fruit growing
3	To be able to comprehend table olive technology and to apply
4	To be able to comprehend knowledge basic biochemistry and olive oil chemistry and to have olive oil with modern and traditional systems, to have knowledge olive oil refinery, basic process and to have apply olive oil extraction
5	To be able to preserve olive and olive products in appropriate condition
6	To be able to comprehend growing olive plant with necessary agricultural methods and to have general maintenance of olive tree
7	To be able to evaluate olive by-products
8	To be able to comprehend knowledge about vegetable genetic
9	To be able to comprehend knowledge occupational safety and have apply first aid
10	To be able to apply necessary laboratory analysis in olive and olive products production
11	To be able to apply hygiene and sanitation rules in factory
12	To be able to comprehend knowledge of professional ethics and responsibility
13	To be able to comprehend knowledge marketing of olive products and to have olive management
14	To be able to communicate verbally and literally
15	To be able to comprehend planning olive growing and production area
16	To be able to comprehend knowledge vegetable ecology and protection of environment

