



## 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 (Agricultural Management)**

1	To be able to comprehend the basic management, economy and agricultural management
2	To be able to acquire basic information in excessive, profitable and quality production of vegetable and animal products
3	To be able to manage production in factory, to prepare project and to keep business records
4	To be able to develop solutions in agricultural management
5	To be able to comprehend optimally preparation and marketing in agricultural foods process
6	To be able to follow professional developments and to acquire knowledge to use technological resources
7	To be able to reach the scientific data using computer and the internet
8	To be able to determine the problem about agricultural management, to analyze, to develop solutions and suggestions
9	To be able to comprehend Atatürk Principle and Revolution
10	To be able to take precautions about the problems related to first aid and occupational safety in the enterprise, to solve the problems
11	To be able to use Turkish well, to communicate orally and in writing, to have knowledge of professional ethics and responsibility

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

	L1	L2	L3	L4	L5
P3	1	1	1	1	1
P4	1	1	1	1	1
P5	5	5	5	5	5
P6	4	4	4	4	4
P7	4	4	4	4	4
P8	1	1	1	1	1
P11	5	5	5	5	5

