



**AYDIN ADNAN MENDERES UNIVERSITY**  
**KOÇARLI VOCATIONAL SCHOOL**  
**MECHANICAL AND METAL TECHNOLOGY**  
**AGRICULTURAL MACHINERY**  
**COURSE INFORMATION FORM**

Course Title	Effective Presentation Skills								
Course Code	ORT298			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course	With this course, the students, to reach a specific subject knowledge to prepare a presentation for the purpose of compiling the expression, and it organized a meeting aims to develop the ability to effectively present it to the community.								
Course Content	This course will be used in order to make a good presentation techniques are described. Also during the presentation it is taught how to use his body sliced as needed. to prepare students for presentations in accordance with these techniques described in the course and confirmed, mistakes are highlighted.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Discussion, Individual Study								
Name of Lecturer(s)	Ins. Birsen GEÇİOĞLU ERİNCİK								

#### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

#### Recommended or Required Reading

1	Effective Speech Techniques, Murat Baykızı, Snow Publications, October 2005
2	Effective Presentation, Christine E. Bingaman, Route Broadcast, 1993
3	How to Better ... Presentations, Michael Stevens, Timaş Publications, October 1998
4	Language of the body, Acar & Zuhul Batlaş, Remzi Bookstore, 1995

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to Presentation Skills Course
2	Theoretical	Presentation Preparation Stages. Presentation-Objectives Planning
3	Theoretical	Presentation Preparation Phase. Planning to Use Support Tools
4	Theoretical	Preparation Phase. Presentation Space Planning Regulations
5	Theoretical	Presentation Preparation Stages. Preparation of the presentation. Presentation to the rehearsal.
6	Theoretical	Presentation Preparation Stages. Making the presentation, the presentation of the Communication Elements. Verbal communication, nonverbal communication.
7	Theoretical	Presentation Preparation Stages. Making Presentation Contact Elements. Listening. interrogation . Summarizing-Feedback -Assessment.
8	Intermediate Exam	midterm exam
9	Practice	Individual Presentations
10	Practice	Individual Presentations
11	Practice	Individual Presentations
12	Practice	Individual Presentations
13	Practice	Individual Presentations
14	Practice	Individual Presentations
15	Practice	Individual Presentations

#### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	15	0	1	15
Lecture - Practice	15	0	1	15
Individual Work	1	9	1	10
Midterm Examination	1	5	1	6



Final Examination	1	3	1	4
			Total Workload (Hours)	50
			[Total Workload (Hours) / 25*] = ECTS	2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	They know how to make effective presentations.
2	Concepts about effective presentation techniques, methods and gained an insight into the social psychological perspective on understanding. Effective presentation of business life and understand the significance of the impact.
3	Prepare presentations using a variety of techniques, to improve their ability to appeal, excitement control, the ability to make effective presentations by learning to recognize their body language and get experience
4	By arrange the systematic knowledge that arriving from various sources, especially from the computer and other presentation tools (overhead acetate, newspapers, billboards, reports, banners, statistics, diagrams, films, slides, projections and even a person of authority in this regard, etc. Etc.) fit for purpose utilizing presentation prepare.
5	How to overcome possible difficulties encountered in the implementation of effective presentations; Know what to do during the presentation and don'ts.

### Programme Outcomes (Agricultural Machinery)

1	To be able to comprehend social, cultural and societal responsibility and keep up with national and international up contemporary issues and developments.
2	To be able to be bounded to the Atatürk nationalism, adopted to the national, ethic, spiritual and cultural value of the Turkish Nation, opened to the universal and modern development, adopted the richness, deep seated and productive properties of the Turkish language, having language sympathy and awareness, having reading pleasure and habit and having sufficient foreign language for their vocational necessities, In the directions of the Atatürk Principles and Revolutions,
3	To be able to recognize the basic computer hardware and operating systems , knowledge of internet usage being able to prepare documents, electronic tables and presentation by using office programs.
4	To be able to be aware of ethic responsibility and vocational profession and to have consciousness of a lifelong learning concept
5	To be able to know current vocational issues and to have skill to define and interpret them.
6	To be able to be aware of the universal and social dimensional effects in engineering solutions, and to be able to have knowledge about entrepreneurship and newfangledness.
7	To recognize the materials which used for preparation of agricultural machinery and have skill for the choosing the appropriate material.
8	To be able to acquire the skill of using the necessary tools and equipments which are used in the production and maintenance of agricultural machinery.
9	To be able to prepare the agricultural tools and machineries, to determine the breakdowns and to do periodic maintenance and repairs.
10	To be able to comprehend the picture of the agricultural tools and machinery and their fabrication , and have the skill to draw them via computer.
11	To be able to assemble and to combine machinery pieces by using demountable and nondetachable junction methods.
12	To be able to have the skill of resistance calculations of the agricultural tool and machinery on computer.
13	To be able to test and control the suitability of new machines and mechanic equipment to the definite standarts and technical properties.
14	To be able to have general knowledge of agricultural production.
15	To be able to have knowledge of basic sciences.

