



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Presentation Techniques							
Course Code		BYA182		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (<i>Hours</i>)	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 (Machinery)

1	To be able to know general properties and usage areas of industrial materials and make selection.
2	Design of machine elements.
3	To be able to make production using machining and welding machines without machining.
4	To be able to make measurement and quality control processes with machine tools for measuring and control equipment.
5	To be able to make necessary corrections in order to determine the mistakes by using the necessary non-destructive test methods in welded parts and to eliminate these mistakes.
6	Preventive measures to prevent the occurrence of these faults by preliminarily determining the faults that will occur in the machines as statistical data and to make necessary interventions in case of breakdown.
7	They can make drawings of work pieces on CAD station and apply them on CNC looms. Ability to operate and use CAD / CAM and AUTOCAD package programs.
8	To be able to transfer engineering science and technology to practice by making calculations in the direction of scientific principles.
9	It can repair the elements in pneumatic and hydraulic systems which are indispensable elements of automatic control systems and can regulate their work.
10	The student who is trained as a machine technician during the whole program knows that industrial task definition in the field of work is error finding, problem solving, decision making, planning of functions and activities and they can be achieved by aiming to acquire these characteristics.

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

	L1	L2	L3	L4
P10	1	1	1	1

