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 *(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	Eğinli, 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 *(Automotive Technology)*

1	To be able to interpret and evaluate data, identify problems, analyze them, and develop evidence-based solutions by using basic knowledge and skills in the field.
2	Must be able to choose and effectively use the modern techniques, tools and information technologies necessary for field related applications.
3	Must be able to gain practical skills by examining relevant processes in industry and service sector on site.
4	They must be able to produce solutions, take responsibility for teams or do individual work when they encounter situations unforeseen in the field related applications.
5	Awareness of the need for lifelong learning; it must be able to follow the developments in science and technology and to constantly renew itself.
6	Must be able to use computer software and hardware at the basic level required by the field
7	Must have job security, worker health, environmental protection knowledge and quality awareness.
8	He must possess a level of foreign language knowledge that is capable of following the innovations in his area of expertise and communication techniques.
9	Must be able to acquire basic theoretical and practical knowledge about the field in mathematics, science and basic engineering.
10	It should have the ability to plan the processes / processes of the Automotive Program to meet the expectations of the sector.
11	To be able to design the systems and components related to the field by using technical drawing, computer aided drawing, designing using simulation programs and using various softwares, to be able to make basic sizing calculations, to be able to master professional plans and projects.

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

	L1	L2	L3
P8	1	1	1