



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|---|------------|--|---|----------------------------------|---|------------|---|
| 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

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| 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

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|---|---|
| 1 | Be able to plan the presentation. |
| 2 | List what needs to be done before, during and after the presentation. |



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|---|---|
| 3 | Be able to use effective body language. |
| 4 | Will be able to use visual materials effectively. |
| 5 | PowerPoint shows the slides it prepares. |

