



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Report Preparation and Report Writing Techniques							
Course Code		EU269		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	51 ( <i>Hours</i> )	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, it is aimed to gain the knowledge and skills of professional report writing to the students.							
Course Content		Introduction, the definition of reporting in an enterprise, parts of a report, report types, preparation of professional reports in an enterprise, planning of a report, utilization of data sources for reporting, data collection techniques, report writing techniques, using of proper language in writing of the professional reports.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Prof. Özdal GÖKDAL							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Report preparation and report writing in enterprises. Hüner ŞENCAN, Erişim Tarihi: 2019. İÜ İşletme Fakültesi.
2	Data Collection Techniques from Enterprises. Hüner ŞENCAN, Erişim Tarihi: 2019. İÜ İşletme Fakültesi
3	A booklet for preparing an on the work training report. Afyon Kocatepe University, Bolvadin Vocational School of Applied Sciences, In-service Training Coordinator
4	Business Reports as a Communication Tool, <a href="http://huner4.tripod.com/Rapor.pdf">http://huner4.tripod.com/Rapor.pdf</a>
5	Congress and symposium papers
6	İşletmelerde Raporlama ve Rapor Yazım Teknikleri. Sinan BAYRAKTAR. 2017. Ceres Yayınları, ISBN: 978-605-2048-16-0

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction
2	Theoretical	Importance and advantages of written communication
3	Theoretical	Enterprise Reports as a Communication Tool
4	Theoretical	Definition of a report, The parts of an enterprise report
5	Theoretical	Reporting Systems in enterprises
6	Theoretical	Types and preparation methods of reports in enterprises
7	Theoretical	Importance and usage of professional reports in enterprises
8	Theoretical & Practice	Midterm exam
9	Theoretical	Planning of a report Implementation of the prepared plan
10	Theoretical	The data sources in an enterprise and using of data resources for writing reports
11	Theoretical	Data collection and evaluation techniques in business
12	Theoretical	Writing of enterprise reports, formal features in report writing
13	Theoretical	Writing of enterprise reports, formal features in report writing
14	Theoretical	Formation and using of tables and graphics in the reports Using of proper language and spelling rules in the writing of the professional reports
15	Theoretical	Examining report samples and writing techniques
16	Final Exam	Final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Reading	7	0	1	7
Midterm Examination	1	7	1	8



Final Examination	1	7	1	8
Total Workload (Hours)				51
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	uses the reports as a communication tool in her/his profession
2	carries out purchasing, production, inspection and quality control processes through reports
3	observes the activities in the enterprise more closely and accurately
4	takes an active role in individual or team work in an enterprise
5	prepares technical reports needed in enterprise

### 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
P1	4	4	4		
P3	5	4	4		
P4	4		4		
P5	4	4	4		
P6				3	3
P7					3
P8	5	4	5		

