AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Report Writing and Presentation Techniques					
Course Code		İPZ300		Couse Level	Short Cycle (Associate's Degree)		
ECTS Credit	2	Workload	50 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This course aims to prepare a report on any subject, write the report in the framework of the rules and prepare to offer.					
Course Content		Students choose a study subject, prepares reports on subjects of their choice within the framework of the rules, makes writing and present.					
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.					
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Individual Study					
Name of Lecturer(s)							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	KÜÇÜK, Musa. THE IMPORTANCE OF REPORTS AND THE EFFECTS OF REPORT WRITING TECHNIQUES ON CORPORATE ACTIVITIES." CONGRESS BOOK. 2016.

Week	Weekly Detailed Course Contents	
1	Theoretical	The subject, reason, content and functioning
2	Theoretical	The report, purpose, importance, Advantages and Disadvantages
3	Theoretical	The report types, fields that use reports
4	Theoretical	General writing rules and types of writing
5	Theoretical	Writing, recording, reporting skills and knowledge; purpose, importance. Ethic
6	Theoretical	Report writing model, form and content.
7	Theoretical	The report quoted in writing, transfer and citation
8	Intermediate Exam	MİDTERM
9	Theoretical	Table (table) and use the figures in the report.
10	Theoretical	Use of computers in report writing and presentation skills
11	Theoretical	Students paper presentations
12	Theoretical	Students paper presentations
13	Theoretical	Students paper presentations
14	Theoretical	Students paper presentations
15	Theoretical	Students paper presentations

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	9	0	2	18
Lecture - Practice	5	0	2	10
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
			Total Workload (Hours)	50
			[Total Workload (Hours) / 25*] = **ECTS**	2

25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Obtaining information on any topic, to make a report

2	To make a presentation summarizing the report prepared
3	To obtain the ability to use effective presentation techniques and technologies,
4	Responsibility to carry,
5	Time management to be effective

Programme Outcomes *(Hair Care and Beauty Services)*

1	Ability to evaluate, to apply, to access to scientific knowledge by using theoretical and practical knowledge in basic level knowledge gained in the field of hair care and beauty services
2	Having knowledge of using effectively all kinds of tool and equipment using in the field of hair care and beauty services
3	Ability to study in a basic level project, to take responsibility for individual or team, to solve problems facing relation with the field of hair care and beauty services
4	Ability to develop oneself as the personal and professional, updating them with the awareness of lifelong learning, knowledge skills and competencies regarding in the field of hair care and beauty services.
5	Ability to communicate at least one foreign language at a basic level
6	Ability to use effectively information and communications technologies
7	Ability to communicate and to be social efectively
8	Ability to evaluate and to interpret data relation with them, to solve and to indentify potentional problems regarding in the field of hair care and beauty services
9	Having knowledge of legal regulations and professioanal standards and regarding in the field of hair care and beauty services
10	Ability to behave suitable and to attend for quality management and processes
11	Ability to be an example to the community by external appearance, personal care, manner, attitude and behavior
12	Ability to develop and to evaluate and to satisfy towards demand and needs of consumer of service processes regarding in the field of hair care and beauty services
13	Ability to consider human health, social and natural environment towards ethical principles of professional, while carrying out things regarding in the field of hair care and beauty services
14	Ability to evaluate health, safety and risk as regular regarding in the field of hair care and beauty services
15	Ability to transfer the aquired knowledge and skills, if necessary, using to appropriate learning environments

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

	L2
P3	3