



## 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.
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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
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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 (*Fungiculture*)

1	Having knowledge of morphology, anatomy, cytology, physiology and biochemical structures of mushroom
2	Having knowledge of soil and climate conditions for mushroom cultivation
3	Having knowledge of identification, classification and the use areas of mushroom species
4	Having knowledge of culture and production techniques of mushroom
5	Having knowledge of harvest and conservation of mushroom
6	Having ability to identify and to maintain important diseases and pests of mushroom species
7	Having ability and knowledge of marketing techniques of mushroom products, effectively.
8	Ability to project mushroom built.
9	Having knowledge of Laboratory techniques
10	Having knowledge of mushroom management

